



**CORPORATE OFFICE**  
7001 BRUSH HOLLOW ROAD  
SUITE 200  
WESTBURY, NY 11590  
TEL: (516) 876-4800  
FAX: (516) 876-6812  
[WWW.KALED.COM](http://WWW.KALED.COM)

**ASSET MANAGEMENT**  
757 THIRD AVENUE  
SUITE 2028  
NEW YORK, NY 10017  
TEL: (212) 376-5508  
EMAIL: [INFO@KALED.COM](mailto:INFO@KALED.COM)

Re: Automatic Payments of Monthly Rent / Maintenance

Dear Resident:

**Are you tired of writing the same checks over and over again each month?** Well, Kaled Management says **STOP IT!** You don't ever have to write us another check for your monthly payments IF you sign up for the Direct Payment program or pay with the On-Line Payment Program.

Kaled Management has a program called **ACH Debit**, enabling you to have your monthly charges paid directly from your bank account. ACH Debit has been in use by the global banking system for many years, does not involve the internet or credit cards, and is used for millions of dollars of transactions daily. By enrolling in this direct payment option program, you will stay away from mailing checks for your monthly rent. However, you will still need to ensure that there are sufficient funds in your account to cover the payment.

The Direct Payment Option program works as follows:

1. To enroll, you must sign and return to this office the attached authorization agreement along with an original, voided check from a checking account used to pay your monthly charges. We must have a sample voided check to obtain the routing number of your bank as well as your account number.
2. Each month, you will still receive a statement for your monthly charges, the same as presently done. If you have enrolled in the ACH Program it will be noted on the bill. On the **3<sup>rd</sup> business day** of each month, the full amount of the monthly charges will automatically be deducted from the account you specified and credited to your account. If for some reason funds are not available on that day, your account will be charged back for the monthly charges, the same as if a check was returned.

Enrollment in the program, which is optional, ***will ensure payment of your monthly charges*** even if you are traveling or away for an extended period of time and will guarantee that no late fees will be assessed on your account as long as the funds are available. You may terminate this service at any time by written notification to our office.

Kaled Management also offers an **On-Line Payment Program**. The On-Line Payment Program allows residents to make their monthly payments on-line in place of Lockbox, ACH or mail. Each resident is assigned a unique **Web Registration Number** which appears on their monthly bill statement and this allows the resident to debit their checking accounts each month through the Kaled website.

To make an On-Line Payment, follow the steps outlined below:

- 1) Go to the Kaled website at [www.kaled.com](http://www.kaled.com)
- 2) Click on the 'Make a Payment' link
- 3) Click on the 'Register' link
- 4) Follow the directions for registration
- 5) Confirm your registration in your email
- 6) Once registered, you may log in and begin to add bank account information, make payments, manage password and add additional apartments.

Thank you for considering either payment option as this will ensure timely cash flow for building operations. If you require any further information, please contact Michelle Samios at (516) 876-4800.

Sincerely,

Paul Attinello  
Chief Financial Officer

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH)**

Date: \_\_\_\_\_ Resident Name: \_\_\_\_\_

I hereby authorize Kaled Management Corp. to initiate debit entries to my checking account at the depository financial institution indicated on the attached voided check. This will be done on the 3<sup>rd</sup> business day of each month for the full amount of the monthly charge.

*I understand that I will still receive a monthly statement and that any other one-time special payment or miscellaneous fees will also be automatically debited from my account.*

This authorization is to remain in full force and effect until Kaled Management Corp. has received written notification from me of its termination.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Property Address: \_\_\_\_\_ Apartment No. \_\_\_\_\_

Tenant ID: \_\_\_\_\_ (as found on monthly statement)

Phone Number: \_\_\_\_\_

PLEASE ATTACH VOIDED SAMPLE CHECK HERE

Please return this form  
and voided check to:

Kaled Management Corp.  
7001 Brush Hollow Road  
Westbury, NY 11590  
ATT: ACH Program