

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

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

I (We) hereby authorize \_\_\_\_\_, Hereinafter called ASSOCIATION, to initiate debit entries to my (our) Checking Account / Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

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

Branch: \_\_\_\_\_

Monthly Debit Amount: \$\_\_\_\_\_

Branch City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*ACH/Routing Number: \_\_\_\_\_  
(\*\*Please verify with your bank for proper #)

\*\*Bank Account Number: \_\_\_\_\_  
(\*\*Please verify with your bank for proper #)

This authorization is to remain in full force and effect until Cardinal Property Management has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Cardinal and DEPOSITORY a reasonable opportunity to act on it

Name(s): \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

Assoc. Account Number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature(s): \_\_\_\_\_

NOTE: ALL DEBIT AUTHORIZATIONS **MUST** PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

\*Please provide a photocopy of a check or a voided check with your account number.

\*\*You must verify with your financial institution the correct ABA routing / transit number that should be used for ACH debits.

Preauthorized debits will be processed on the 10th day of each calendar month in the amount of the regular assessments, unless the 10 falls on a weekend then it will be processed the next business day.

MAIL FORMS AND VOIDED CHECK TO: Cardinal Property Management  
825 N Park Center Dr., Suite 101  
Santa Ana, Ca 92705

PREAUTHORIZED AUTOMATIC PAYMENT AGREEMENT TERMS  
AND DISCLOSURE STATEMENT

1. The amount of the automated payment will be equal to the amount of the regular monthly assessment. The amount of the automated payment may be increased, upon thirty day written notification of increase.
2. Preauthorized debits will be processed between the fifth (5<sup>th</sup>) and tenth (10<sup>th</sup>) day of each calendar month in the amount of your regular assessment.
3. Payments will be deposited to the checking account of the Association, reported to the Association's Management Agent, and credited to your assessment account.
4. Miscellaneous fees such as late charges, fines, keys, gate cards, etc., will be invoiced separately and paid directly to the Association's Managing Agent, for credit to your assessment account.
5. The Association may terminate this Agreement by written notice to the Homeowner in accordance with the Agreement, under the following conditions:
  - a. Should a charge against the Homeowner's deposit account be dishonored by the remitting bank due to insufficient or otherwise unavailable funds, twice in any twelve-month period;
  - b. Should the Homeowner's deposit account close or a "stop payment" be issued against the charge;
  - c. Should the Homeowner fail to comply with the terms and conditions of this Agreement; or
  - d. Should the Association, Bank or Managing Agent discontinue this program.
6. The Homeowner may cancel this Agreement by written notice at any time except during the ten (10) business days immediately preceding the scheduled transaction date. Notice of cancellation received during the aforementioned ten (10) day period will be effective prior to the following processing period.
7. Any charges assessed by the Homeowner's bank or financial institution on account of insufficient funds or incorrect enrollment information are the Homeowner's sole responsibility. The Homeowner is also responsible for any electronic funds transfer fees or similar charges, which may be incurred by the Homeowner's bank or financial institution.
8. The Homeowner authorizes the disclosure of information hereunder to third parties about the Homeowner's account or the transfers hereunder:
  - a. Where necessary for completing transfers;
  - b. In order to verify the existence and conditions of the Homeowner's account for a third party, such as the Manager;
  - c. In order to comply with government agencies or court orders; or
  - d. In the case where the Homeowner otherwise gives the Association, the Bank or the Manager written permission.
9. The Homeowner releases the Association, its Manager and Agents from any liability as a result of any improper, incorrect or unauthorized transfers, including but not limited to any consequential damages as a result of any improper, incorrect or unauthorized transfer, except for the gross negligence of the Association, but in any event Association shall be liable if at all, for the maximum amount equal to the monthly preauthorized amount specific under this Agreement.

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

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

**CARDINAL PROPERTY MANAGEMENT, INC.**