

**INFORMATION AND APPLICATION FOR AUTO DRAFT OF MONTHLY HOMEOWNERS ASSOCIATION DUES**

Automatic drafting from your bank account, for fixed monthly association dues, is available for your convenience. Non-recurring amounts such as late charges, fines or special assessments cannot be drafted and must be paid with a check or money order. The draft amount will increase/decrease as association dues increase/decrease. Your account must be CURRENT, owing only the current month's assessment to be eligible for auto drafting.

**To initiate auto draft please forward the following items to M.P.S. Management Processing Solutions (billing company):**

<b>\$5.00 check payable to M.P.S. for set up fee</b>	<b>Address:</b>
<b>A blank check marked "VOID"</b>	<b>M.P.S.</b>
<b>Current month's association payment</b>	<b>PO Box 57063</b>
<b>Completed enrollment form (below)</b>	<b>Irvine, CA 92619</b>

A draft will be produced on the 10<sup>th</sup> of each month and will be reflected on the next month's statement. You will continue to receive a monthly statement to inform you of your account status.

Requests for modifications or cancellation must be received by the last day of the month in order to take effect the following month. Escrow closings will automatically cancel auto drafting.

Most banks honor our request for auto drafting, however, to ensure acceptance you may be requested to supply your bank with a letter of authorization or your association to auto draft your account. A draft is dishonored by your bank will automatically cancel future auto drafting. If you wish to resume it, you must re-submit all required information.

**ENROLLMENT FORM**

ASSOCIATION NAME \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

FULL NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Managed by TSG Independent Property Management, Inc.)