

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 can be drafted upon request. The draft amount may increase/decrease as association dues increase/decrease. To begin using auto draft to pay your assessments your account must be current (owing only the current month's assessment).

A draft will be produced on the tenth (10th) of each month and will show on the following month's statement. You will continue to receive a monthly statement to keep you up to date on your account status.

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

Most banks honor our draft requests however we recommend that in addition to completing this form that you send your bank a letter of authorization for this draft. A draft dishonored by your bank will result in your auto-draft being cancelled.

A \$10.00 set up fee must be included with your application. Please make the check (do not send cash) payable to MPS Financial. Requests not accompanied by the \$10.00 set up fee will be returned to you.

Please enclose the following items:

- \$10.00 set up fee payable to MPS Financial.
- Check for your current month's association assessment (your draft will begin next month)
- Voided check (needed for checking account and routing numbers to initiate the draft)

Also, please provide us with the following information:

Association Account Number: _____

Association Name: _____

Property Address: _____

Homeowner Name: _____

Phone Number: _____

Management Company: TSG Independent Property Management, Inc.

Please return all items listed above, along with the information requested with your next month's dues to MPS Financial, PO Box 57063, Irvine, CA 92619-7063.

*MONTH TO BEGIN AUTO-DRAFT _____

***THIS FORM MUST BE SIGNED BY YOU, THE HOMEOWNER, TO BE VALID.**

Signature

Date