

October 1, 2008

Dear tenant,

Beginning with your November 2008 rent, you will be given the option to have your payment electronically withdrawn from your bank account. This is convenient way to pay your monthly rent and avoid late fees.

How the automatic payment withdrawal program works:

- Payments will be taken out of your account anywhere from the 5<sup>th</sup> - 9<sup>th</sup> of each month. We will try to pull payments on the 5th, unless it falls on a weekend or a holiday, in which your payment will come out on the next available business day.
- The amount automatically withdrawn from your account will cover the cost of your recurring charges only (ie. Monthly rent, garage or air-conditioning rental). If you have any other charges (ie. Maintenance fees or extra utilities) you will be responsible for paying those items separately.
- At your annual recertification your rent amount may increase or decrease. These changes will automatically take effect to the amount withdrawn from your account. Make sure you communicate with your housing coordinator for recertification.
- Promissory notes are not eligible for this program.
- If you wish to sign-up, we must receive your completed paperwork and voided check by the 21<sup>st</sup> day of the month prior to when you want to start the program. Please send signed form to the address listed below:

Loveland Housing Authority  
375 W. 37<sup>th</sup> Street, Ste. 200  
Loveland, CO 80538  
ATTN: Accounting Department

- A non-sufficient funds (NSF) fee of \$25 will be charged to your account if there are not enough funds in your account to cover the payment. If this happens twice, you will not be eligible to continue with the program and you will have to pay in person at Home State Bank.
- Rent cards will no longer be needed if you sign up for electronic payment. Instead, use your monthly bank statements as payment verification.

If you have any questions, please contact one of the following members of the accounting department.

Antonia Rojas 635-5938 ▪ Kari Curless 635-5941

Sincerely,

The Housing Authority of the City of Loveland

*Housing Authority  
of the City of Loveland*

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

I (we) hereby authorize Housing Authority of the City of Loveland, hereinafter called COMPANY, to initiate debit entries to my (our)  Checking Account /  Savings Account indicated below at the depository financial institution named below, hereafter 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 provision of U.S. Law.

Depository Financial Institution Name: \_\_\_\_\_

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

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Checking/Savings (circle one)

Please attach a voided check.

I agree to pay to the Housing Authority an insufficient funds fee of \$25.00 for each debit authorized by this Agreement which is dishonored by my Bank for whatever reason.

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

Name(s): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

