

Chambers Management Direct Debit Form

Sign up to automatically pay your Condo/ HOA payment from your checking or savings account at any U.S. financial institution.

To enroll by U.S. Mail or E-mail – Complete the authorization form and attach a voided check.

Mail form to: 12051 Tech Road Suite B Silver Spring, MD 20904

Email form to: mlindsey@chambersmanagementinc.com

<u>Homeowner Information:</u> HOA/Condo Name: _____ Property Address: _____ Property Owner Name(s): _____ Bank Account Owner Name(s): _____ Email Address: _____ Phone Number: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____	Dues are paid:	Draft Date
	Monthly	The 1 st of the Month
	Quarterly	January, April, July, October 1st
	Semi Annual	January 1 st & July 1st
	Annual	January 1st

Set Up Fee:

There is a onetime initial \$10 setup fee. Please select one:

[] I am enclosing the \$10 set up fee with this application

[] I am mailing a check for the \$10 set up fee payable to Chambers Management to 12051 B Tech Road, Silver Spring MD 20904. I understand that my ACH will not be set up until Management has received my check in the mail and that I am responsible for any assessments due in the interim.

[] Please pull the \$10 set up fee from the below bank account along with my first Assessment ACH Payment.

<u>Banking Information:</u> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/>
Name of Financial Institution: _____ Bank Account Type: ___ Checking ___ Savings
Bank Routing Number: _____ Bank Account Number: _____
Direct Debit Start Date: ___/___/___
I authorize Chambers Management to initiate entries from my checking/ savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the company a reasonable opportunity to act on it.
Authorized Signature(s) _____ Date _____

Please see additional information below for important details regarding this agreement.

Important Information:

- By returning the Direct Debit form, you will authorize Chambers Management to collect your payments automatically, saving you time and money.
- Association payments are drafted on the 4th. If your date falls on a weekend, the payment will be drafted on the next business day.
- Direct Debit forms must be received by 15th of the current month in order to be in effect for the next scheduled payment.
- Payments can only be drafted from a U.S Bank or Credit Union.
- If the assessment amount increases or decreases, the new amount will be updated automatically.
- If your ACH is returned, your account will be removed from the ACH list. If you'd like to continue with ACH, you must resubmit an ACH Form and will be charged a \$10 fee.

If you have any questions, please contact Chambers Management at 301-680-0700 or email us at admin@chambersmanagementinc.com