



## EPAY Authorization (Recurring)

We are happy to be able to provide an easy and convenient method for payment of your monthly rental account by checking or credit card account. This service saves you time, postage and possible late fees by insuring that your payments are made easily and on time.

Funds will be withdrawn on or after the 3<sup>rd</sup> day of the month for the current month's installment including any balance remaining from the prior month, if applicable. In the event the 3<sup>rd</sup> day of the month falls on a weekend or holiday, the withdrawal will occur on the next business day. Payments from your checking account will incur an additional \$1 processing fee. Payments by credit card will incur an additional processing fee as follows: VISA, Mastercard, Discover & American Express (3%). Payments declined by your bank or credit card company may incur additional charges as provided for in your lease agreement. If you have two or more declined withdrawals during any twelve-month period, we reserve the right to terminate this agreement. Unless required by your lease agreement, you may terminate this agreement by written notification at least ten (10) days prior to the next scheduled payment.

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

### AUTHORIZATION FOR RECURRING ELECTRONIC FUNDS TRANSFERS

I (we) hereby authorize LATTA Real Estate Services, Inc. to initiate credit Entries and to initiate, if necessary, debit Entries and adjustments for any credit Entries in error, to my/our Checking/Savings account indicated below and further authorize the financial institution listed below to debit and/or credit the same to such account. I understand and agree that my account will be drafted on the 3<sup>rd</sup> day of the month for the current month's installment plus any outstanding balance remaining from the prior month, plus a \$1 processing fee. In the event the 3<sup>rd</sup> day of the month falls on a weekend or holiday, the draft will occur on the next business day. Unless required by my/our lease agreement, this authority may be terminated by written notification to LATTA Real Estate Services, Inc. at least ten (10) days prior to the next scheduled payment.

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Transit/ABA # \_\_\_\_\_ Account # \_\_\_\_\_ Checking / Savings (circle one)

Account Holder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### AUTHORIZATION FOR RECURRING CREDIT CARD TRANSACTIONS

I (we) hereby authorize LATTA Real Estate Services, Inc. to initiate credit Entries and to initiate, if necessary, debit Entries and adjustments for any credit Entries in error, to my/our Credit Card account indicated below. I understand and agree that my Credit Card account will be charged on the 3<sup>rd</sup> day of the month for the current month's installment plus any outstanding balance remaining from the prior month and processing fees as explained above. In the event the 3<sup>rd</sup> day of the month falls on a weekend or holiday, the charge will occur on the next business day. Unless required by my/our lease agreement, this authority may be terminated by written notification to LATTA Real Estate Services, Inc. at least ten (10) days prior to the next scheduled payment.

Credit Card Type: \_\_\_\_\_ (VISA, MC, Discover, AMEX) Security Code \_\_\_\_\_

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Account Holder Name: \_\_\_\_\_ Signature: \_\_\_\_\_