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## PROPERTY MANAGEMENT EXPERTS

*Property Management is our only business*

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**RE: Electronic Funds Transfer (ACH)**

Dear Prospective Owner,

An **Electronic Funds Transfer** is the process by which proceeds pass automatically through PME's accounting system into your checking or savings account. **The transfer making your funds available takes two business days after the funds have been transmitted on the 10<sup>th</sup> of the month.**

This service is extremely useful and convenient for all parties involved. The Electronic Funds Transfer process eliminates time wasted waiting for your check to arrive by post. It also eliminates unnecessary trips to the bank to make your deposit and waives the typical three to five day delay before your funds actually become available.

Property Management Experts has offered the Electronic Funds Transfer to its owners since June of 1997. A large percentage of our owners are now benefiting from this convenient service.

We encourage you to take advantage of the Electronic Funds Transfer. It will undoubtedly save you time and hassles. Each month you will receive a blue Cash Flow Statement showing the amount of the proceeds electronically deposited to your bank account. You may or may not receive notification of the deposit to your account by your bank, depending on its policies or on any special arrangements you have made.

On the reverse side of this letter is an "**Authorization Agreement for Direct Deposits**". Please complete this form and return it to PME if you would like to have your proceed check deposited electronically each month. It's that easy! Please attach to the authorization agreement a voided check matching the account in which you wish these funds to be deposited.

Sincerely,

Property Management Experts

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS  
(ACH CREDITS)**

COMPANY NAME: Property Management Experts      COMPANY ID NUMBER: 68-0043574

I (we) hereby authorize Property Management Experts, hereinafter called COMPANY, to initiate credit entries to my (our)  Checking or  Savings account (select one) indicated at the depository named below, hereinafter called DEPOSITORY, to credit the same such account.

DEPOSITORY NAME: \_\_\_\_\_ BRANCH: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
ROUTING NUMBER: \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_

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 opportunity to act on it.

PROPERTY ADDRESS: \_\_\_\_\_ AE: \_\_\_\_\_

NAME(s): \_\_\_\_\_ ID NUMBER: \_\_\_\_\_  
(please print)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE ATTACH A VOIDED CHECK TO COMPLETE AUTHORIZATION**  
(do not use a deposit slip)