

## **Pay Your Rent Via ACH**

You can pay your rent via monthly ACH debit from your checking or savings account. Simply complete the enclosed form and return along with a voided check (no deposit slips) to our Annandale location. Completed forms and voided checks must be received by the 15<sup>th</sup> of the month in order for ACH debit to be effective the 1<sup>st</sup> of the next month. Forms received after the 15th will be processed and become effective the 1<sup>st</sup> day of the second following month.

### **Please note the following:**

- Only one (1) ACH debit transaction will be accepted per property. This transaction must be for the **full monthly rental amount** due per your lease agreement. We can not process multiple ACH debits or partial payments. If you are on a lease with multiple tenants and wish to participate, please designate one tenant to have the full monthly rental payment withdrawn from their account.
- ACH debits for rental payments will be initiated on the 1<sup>st</sup> of each month.
- REJECTED ACH DEBITS ARE SUBJECT TO RETURN CHECK CHARGE AND APPLICABLE LATE FEES AS PER YOUR LEASE AGREEMENT.

