

DIRECT DEBIT ENROLLMENT FORM

Requested start month: _____

Please attach either a voided check for a checking account OR a deposit slip for a savings account. A deposit slip for a checking account can NOT be accepted.

Please mail, fax or email this form back to our office at:

Delbe Real Estate
4200 Wisconsin Avenue, NW
Suite 500
Washington, DC 20016

Fax
202-237-0348
Email
customerservice@delbe.com

I hereby authorize the _____ Homeowners Association to debit any amounts owed them (on a payment plan basis) by initiating debit entries to my account at the financial institution shown on my voided check. Further, I authorize my Bank to accept and to debit any debit entries made as part of this authorization.

This authorization is to remain in full force and effect until the _____ Homeowners Association or the financial institution noted on the voided check has received notice from me of termination of this authorization. The _____ Homeowners Association, Delbe or financial institution noted above shall have a reasonable time period to act on any cancellation notice received. **Failure to provide at least 15 days notice of cancellation will result in a \$25.00 administrative charge. If payment funds will not be available, Delbe must be contacted by the 23rd of the month prior to debit to make other payment arrangements, including cancellation of debit upon sale of unit.**

Please be advised that all direct debits are pulled on the fifth of the month or the first business day thereafter.

Name: _____ Unit #: _____

Email Address (**Required**): _____ Phone#: _____

Offsite Address (if applicable): _____
(If no offsite address is provided, correspondence will be mailed to your unit)

IMPORTANT PLEASE CHECK ONE: _____CHECKING _____SAVINGS

Signature: _____

CONFIRMATION OF ENROLLMENT WILL BE SENT TO EMAIL ADDRESS ABOVE.

FOR OFFICE USE ONLY

Code: _____ Address: _____ Breakdown: Ass1: _____ Ass2: _____

AssP: _____ AssS: _____ SPEC: _____ Total Payment: _____

Conf. Email: _____ BY: _____ Starting Month: _____ Revised 4/1/14