



JSN
Property
Management LLC.

To All Unit Owners:

You can now have all you monthly fees paid **automatically!** This will include all monthly association fees and any increases or condo fee supplements that are being charged by your property. JSN Property Management LLC., as Agent for your property, will debit the amount from your bank account on the 3rd of every month. If you select this payment method you will eliminate the need to write and mail your check every month.

If you would like to use this payment method you will need to complete the attached "Authorization Agreement for Automatic Clearing House Debit". The bank account that you select must be a checking or savings account. Please return this form and a voided check via fax to 303-495-5895 or mail to:

JSN Property Management
ATTN: Accounting
P.O. Box 101627
Denver, CO 80250

We will start this service the month after we receive your paper work. In order to be sure, we ask that you give us either and email address or telephone number so that we can notify you of the start date.

If you lose the Authorization Agreement, it can be downloaded from the JSN's website. Go to www.jsnproperty.com. Click forms and you will find the ACH form link listed there.

If you have any questions please feel free to contact JSN Property Client Services at 303-482-2213 option 1.

Sincerely,
JSN Property Management LLC.

AUTHORIZATION AGREEMENT FOR DIRECT DEBIT PAYMENTS

I/We, the undersigned unit owner, authorize JSN Property Management LLC, as Agent, and the property named below to originate debit entries **on the 3rd of every month** via the Automated Clearing House (ACH) system to my/our account at the Depository Financial Institution named below for the purpose of paying monthly association fees/increases and all supplements.

This authorization shall become effective the first month following receipt of this form and shall remain in effect until written notice of modification or termination for the Unit Owner has been received in writing. Notice must be received 10 days prior to the next withdrawal. Please return this form and a voided check via fax to 303-495-5895 or mail to:

JSN Property Management
ATTN: Accounting
P.O. Box 101627
Denver, CO 80250

If my/our account is unable to be debited due to insufficient funds in my/our account, a \$25 service charge will be added to the amount owed to the Association.

Monthly Assessment Amount: _____

Signature

Signature

Name (Print)

Name (Print)

Name of Association

Unit #/ Address

Email or Telephone Number

Date

(We will email or call you to notify you of the start date.)

PLEASE INCLUDED A VOIDED CHECK IN THIS SPACE