



**NYACK
BUSINESS
CENTER**

ACH Direct Rental Payment Program Agreement

Nyack Business Center is now pleased to offer our Tenants a Direct Rental Payment Program. Here's how it works: Now you can authorize your rent payments to be made from your checking or savings account. Then, just sit back and relax. **Your rent will be paid automatically on the 1st of the month.** Proof of payment will appear on your bank statement and/or website when you access your account. The authority you give to charge your account will remain in effect until your lease ends or you notify us in writing to terminate the authorization. The Direct Rental Payment Program is dependable, flexible, convenient, and Easy! If you wish to participate, please fill out this form and drop it off in mailbox 207 or to Shawn Levesque in room 207.

The Direct Rental Payment Program will help you in several ways:

- It saves you time – fewer checks to write
- Rent is paid on time, even if you're out of town on vacation
- It saves you postage
- It's easy to sign up for and easy to cancel
- No more late fees

I authorize Nyack Business Center to initiate entries to my checking/savings account. I understand that this authorization will be in effect until my lease ends, or I notify Nyack Business Center in writing that I no longer desire this service, allowing it reasonable time to act on my notification. Adjustments in the rent debit amount are sometimes necessary which also may include a credit or debit for; copier charges, NSF fees, rent increases, under-payments, credits and refunds. **There are NO extra convenience fees charged to my account for each ACH transaction.** I understand that if Nyack Business Center tries to draft funds for rental payments from the account noted below, and there are not sufficient funds to cover said draft, it will be handled in the same manner as a non-sufficient check and subject to fees per the terms of my lease. After a second non-sufficient funds draft, I may be dropped from the Direct Rental Payment Program. **All outstanding amounts owed on the rental account will be drafted from my authorized bank account, as noted below.**

Tenant's Name _____ Room Number _____

Email Address _____ Phone Number _____

Financial Institution _____

Checking _____ Or Savings _____

_____ Please use the banking account numbers that you have on file from my last rent payment check.

Or

_____ Please use the banking account numbers I am providing below (Attach a voided check, only for this section):

Bank Account Number _____

Bank Routing Number _____

Tenant Signature

Date

Tenant Print Name

Company Name

THIS AUTHORIZATION IS NON-NEGOTIABLE AND NON-TRANSFERRABLE