

Creative Management Company's

#### **AUTOMATIC PAYMENT SERVICE:**

Creative Management will request the transfer of direct debit funds as required by your association monthly. The amount that will be deducted is the recurring monthly fees, i.e. maintenance, special or insurance assessments.

You identify the bank account from which you direct Sterling Bank (or other depository determined by Creative Management) to deduct payments. It is your obligation to be certain there are sufficient funds in that account by the 5th of the month when the association charges will be deducted. You are responsible for any bank charges that may arise if your account does not have sufficient funds or for any other reason. Also, the automatic payment (ACH) is provided as a convenience only, it in no way dictates application of funds. All payments are applied first to late fees, violation fees and other charges that may be due on your account. The remainder of your payment will then be applied to your maintenance assessment.

If you change bank accounts or banks, simply complete and provide to us a new Application Form and include a VOIDED, blank check from the new account. Keep in mind that it takes 15-30 days for the change to be effective.

There are **NO CHARGES** to you from Creative Management for the Automatic Payment Service. It is unlikely your bank will charge a fee, but you are advised to check.

If you wish to cancel your participation, please send a letter to the address below with the desired STOP DATE - allowing at least **ONE MONTH** (30 days) advance notice. This is particularly important prior to any SALE of the property.

Creative Management reserves the right to change the terms and conditions of this program or to terminate the program, with written notice to you.

#### **Questions?**

Please contact Creative Management Company regarding the Automatic Payment Service.

**Send correspondence about the Automatic Payment Service to:**

Creative Management Company  
8323 Southwest Freeway, Suite 330  
Houston, Texas 77074

#### **To participate in Creative Management's AUTOMATIC PAYMENT SERVICE, please:**

- complete the reverse side of this Application Form
- include a blank check marked "VOID" from the bank account you have selected
- mail the Application Form and voided, blank check to:

Creative Management Company  
8323 Southwest Freeway #330  
Houston, Texas 77074

**\*\* DO NOT send this information to the P.O. Box address where you mail your association fee payments. \*\***

- keep the rest of this brochure for future reference

Think of the  
Possibilities....

Now you can  
pay your  
**ASSOCIATION  
FEES** without  
having to write checks...

- No more postage
- No more envelopes
- No more deadline worries



We are pleased to offer this convenience from...



**Creative  
Management  
Company**

# ANNOUNCING...



**Creative Management  
Company's  
AUTOMATIC  
PAYMENT  
SERVICE**  
(often called a DIRECT DEBIT  
or ACH systems)

**If you decide to sign up for this service:**

- On the 5th day of the next month, the amount of your recurring monthly charges will be automatically deducted from your bank account. If the 5th falls on a Saturday, Sunday, or holiday, the transaction will occur on the next business day.

***It is really that simple!***

As is the case now, your payments will go directly into a separate Association account for your community. You will continue to receive all of the same Association mailings and statements in the mail that you do now.

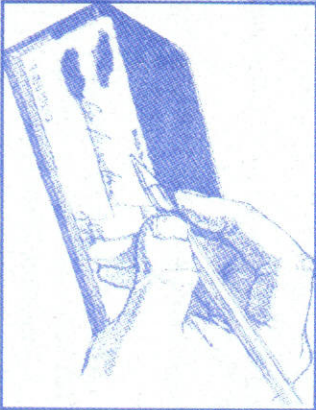
You decide when and if to activate this program by completing the attached Application Form and including a **VOIDED**, blank check from your selected bank account.

*(The first automatic payment will take place about 15 - 30 days after receipt of your completed Application)*

You may cancel your participation in the program by sending a letter to Creative Management Company with the desired stop date at least thirty (30) days in advance. **All changes / cancellations must be submitted in writing.**

Additional information is included on the back of this page. Please keep this for your records. Even if you decide not to participate now, consider keeping this brochure as a future possibility.

**If you want to sign up please complete this Application.** →



# VOID

By completing this Application Form and sending it with a VOIDED, blank check to the address below, I am authorizing the Homeowners Association by and through their managing agent Creative Management Company to initiate automatic direct debit payment for the amount of the recurring monthly charges until terminated in writing by either me or Creative Management Company.

Owner(s) Name(s): \_\_\_\_\_

Association Name: \_\_\_\_\_ Association Account Number: \_\_\_\_\_

Mailing address of the property owned: \_\_\_\_\_

In addition to including the blank check on which you wrote "VOID", please provide this confirming information about the bank account from which you wish to have your association charges paid:

Name of Financial Institution \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this Application & VOIDED, blank check to: Creative Management Company, 8323 Southwest Freeway #330, Houston, Texas 77074 or fax to 713-772-8655**

**\*\* DO NOT MAIL THIS FORM WITH YOUR PAYMENT TO THE BANK LOCK BOX\*\***