

ASSOCIATED PROFESSIONAL SERVICES
PO BOX 602090
SAN DIEGO CA 92160-2090
(619) 299-6899
(619) 299-8242

Dear Homeowner,

We are able to offer your association the option to have your payments electronically debited from your bank account. This letter includes the instructions if you choose to sign up for this service.

Your account will be debited on the 2nd Wednesday of the month, if it falls on or before the 10th of the month, otherwise it will be debited on the 1st Wednesday. This payment schedule cannot be altered. If this payment schedule will not fit your needs, please continue to mail your payments to the address provided on your billing statement/coupon book.

****Important! Please note the following requirements before your auto debit application can be processed****

- * Your account must be brought current upon receipt of the application.
- *All applications must be received in our office no later than the 21st of the month in order for the debit to begin the following month.
- *You will receive confirmation from our office informing you of the start date after the completed application has been reviewed.
- *Please indicate on the application if the account we are withdrawing the assessments from is a savings account.

The amount will remain the same each month, unless you are notified of any assessment increases/decreases that will affect the amount of your monthly debit. Special Assessments **WILL NOT** be debited from your account without prior written authorization.

We will send your bank a pre-note informing them of the monthly debit that will take place each month. This will be done prior to the first debit to your account.

If for any reason your automatic debit is returned (ie: stopped payment, non-sufficient funds, account closed) there will be a \$25.00 returned item charge added to your account, in addition to any late fees. If this should happen a second time, your account will be removed from the electronic payment system and you will have to mail in your payments monthly from that period forward.

If you are planning on selling your unit, please make sure that you cancel this authorization ***10 days in advance***. By selling your unit, it does not automatically get cancelled. You are responsible for canceling your application.

This service is optional. Please continue to mail in your payment each month if you choose not to participate.

Please contact the Accounts Receivable Department at (619) 299-6899 if you have any questions.

Sincerely,

Thank you