



*Celebrating 37 Years of Service*

**TIRED OF WRITING A CHECK AND USING A STAMP EVERY MONTH**

AUTOMATIC DRAFTING FROM YOUR BANK ACCOUNT FOR FIXED NORMAL MONTHLY CHARGES OF YOUR ASSOCIATION IS NOW AVAILABLE. A DRAFT WILL BE PRODUCED ON THE 10<sup>TH</sup> OF EACH MONTH AND WILL SHOW ON YOUR NEXT MONTH'S STATEMENT. NON-RECURRING AMOUNTS, SUCH AS LATE CHARGES OR FINES, CHARGED TO YOUR ACCOUNT **CANNOT BE DRAFTED AND MUST BE PAID BY CHECK.** THE AMOUNT OF DRAFT WILL INCREASE OR DECREASE BASED ON ASSOCIATION FEE CHANGES. YOU WILL RECEIVE A MONTHLY STATEMENT IN ORDER TO KEEP YOU UPDATED IN YOUR ACCOUNT STATUS. IF YOUR ASSOCIATION HAS A SPECIAL ASSESSMENT BILLED ON ANY GIVEN MONTH, THE DRAFT **WILL INCLUDE** THAT AMOUNT.

YOUR ACCOUNT MUST BE IN A CURRENT STATUS (OWING ONLY THE CURRENT PERIOD) TO BE ELIGIBLE.

A VOIDED CHECK MUST BE STAPLED TO THE ENROLLMENT FORM AND ENCLOSED WITH YOUR CURRENT PAYMENT. THE ENROLLMENT FORM MUST BE RECEIVED BY THE 10<sup>TH</sup> OF THE MONTH TO BE SURE YOUR NEXT STATEMENT (PREPARED APPROXIMATELY ON THE 20<sup>TH</sup> OF THE MONTH) WILL SHOW THAT YOUR ACCOUNT WILL BE DRAFTED FOR THE CURRENT CHARGE. ENROLLMENTS RECEIVED AFTER THE 10<sup>TH</sup> MAY BE DELAYED AN ADDITIONAL MONTH (MAKE PAYMENTS BY CHECK UNTIL YOUR STATEMENT SHOWS YOUR ACCOUNT WILL BE DRAFTED).

REQUESTS TO CHANGE BANKS OR TO DISCONTINUE DRAFTING MUST BE RECEIVED BY THE LAST DAY OF THE MONTH. ESCROW CLOSINGS AUTOMATICALLY CANCEL DRAFTING. THE MAJORITY OF BANKS HAVE HONORED OUR DRAFTS. YOU MAY NEED TO GIVE YOUR BANK A LETER OF AUTHORIZATION.

A **\$15.00** SET UP FEE IS TO BE INCLUDED WITH YOUR APPLICATION. PLEASE MAKE YOUR CHECK PAYABLE TO **VITCO PROPERTIES** (Do not send Cash).

A DRAFT DISHONORED BY YOUR BANK WILL AUTOMATICALLY CANCEL DRAFTING ON YOUR ACCOUNT. REQUEST TO RE-START DRAFTING AFTER A CANCELLATION OR REQUEST TO CHANGE BANKS WILL BE SUBJECT TO A **\$15.00 REINSTATEMENT FEE.**

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**STAPLE VOID CHECK HERE**

_____	_____	_____
NAME	NAME OF ASSOCIATION	DATE
_____	_____	_____
VITCO ACCOUNT NUMBER	SIGNATURE	PHONE#

**(ENCLOSE WITH YOUR CURRENT PAYMENT)**

PLEASE LET YOUR BANK KNOW YOU WILL HAVE YOUR ACCOUNT DRAFTED. A DRAFT WILL HAVE THE FOLLOWING PRINTED:

“PRE-AUTHORIZED DRAFT “  
“SIGNATURE NOT REQUIRED”