



ACH Process:

Please follow these steps if you are looking to setup an automatic withdrawal of your rent from your bank account:

- Fill out and sign the attached ACH form
- Attach a copy of a voided check
- If you do not have a voided check, please provide a letter from your bank showing:
 - Account holders name
 - Account number
 - Routing number
 - Account holder's name
- NO ACH WILL BE SET UP WITHOUT THIS INFORMATION AND IF RENT IS NOT RECEIVED, A 14 DAY NOTICE WILL BE SENT
- E-mail the filled out form & check to your property manager or fax to:617-607-8348
- Confirm with your property manager that ach form and check copy has been received

RESIDENTIAL
RENT PAYMENT DIRECT DEBIT (ACH) AUTHORIZATION
() NEW ACCOUNT ENROLLMENT () CHANGE () CANCELLATION

Tenant Name _____

Tenant Address _____

City _____ State _____ Zip _____

Phone Number _____

Email Address _____

I hereby authorize and request Kunevich & Lau Property Management. to deduct the amount of \$_____ from my checking or savings account at the bank named below each month.*In the event my rent goes up,I authorize an increase in the amount withdrawn. This amount represents the monthly rent owed to _____(Company) and/or Kunevich & Lau Property Management.and will be charged on the due date as stated in my lease.Upon an agreed increase with the landlord/property management company, I agree to the have my ach withdrawal increase by the respective agreed amount. The account that I would like charged is as follows:Any withdrawals are to be applied to the oldest amounts due or in arrears

Bank Name _____

Bank Routing Number _____

Please enter one of the following:

Checking Account# _____ Savings Account# _____

(Please attach a VOIDED or COPY of a check from the account charged)

Signature of Account Holder _____

Date _____

*****Kunevich & Lau Property Management Use Only*****

Date Received _____

Property: _____

Service Start Date _____

Unit # _____

NOTE: ALL DEBIT AUTHORIZATIONS **MUST** PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.