

Fan Apartments, Inc.  
P.O. Box 5541  
Richmond, VA 23220

Payment Office: (804) 358-1948 Email [fanapartmentsbooks@aol.com](mailto:fanapartmentsbooks@aol.com)

## **INSTRUCTIONS FOR AUTO DRAFT FORM**

1. Print & Fill out the form below
2. Sign (no electronic signatures)
3. Scan or take a picture of your completed form and email to [fanapartmentsbooks@aol.com](mailto:fanapartmentsbooks@aol.com)

\*Allow 3 weeks for initial setup

Please call or email the Payment Office with any questions.

# Recurring ACH Payment Authorization Form

I, \_\_\_\_\_, residing at

Street Address \_\_\_\_\_ APT# \_\_\_\_\_

Richmond \_\_\_\_\_ Virginia \_\_\_\_\_ 2322\_ \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

authorize Fan Apartments, Inc. P.O. Box 5541, Richmond, VA 23220,

to make a recurring debit to my checking or savings account for the recurring amount of \$ \_\_\_\_\_ on or after \_\_\_\_\_ 1<sup>st</sup> on a Monthly basis.

By signing this form you give Fan Apartments, Inc. permission to debit your account for the amount indicated on or after the indicated date. This is permission for the recurring amount and frequency listed below, and does not provide authorization for any additional unrelated debits or credits to your account. This authorization is to remain in full force and effect until Fan Apartments, Inc has received an acknowledged notification or written notice to the address listed above.

This payment is for:

Name on Account: \_\_\_\_\_

Account Type: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_ Tenant Signature

\_\_\_\_\_ Date