

Fan Apartments, Inc.
P.O. Box 5541
Richmond, VA 23220
Payment Office: (804) 358-1948 Email fanapartmentsbooks@aol.com

INSTRUCTIONS FOR AUTO-DRAFT FORM

1. Print & Fill out the form below
2. Sign (no electronic signatures)
3. Provide proof of account (picture of check, screenshot of bank account info, etc.)
4. Scan or take a picture of your completed form and email to fanapartmentsbooks@aol.com

*Allow 3 weeks for initial setup

Please call or email the Payment Office with any questions.

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Consumer Authorization for Direct Payment via ACH Debit

Direct Payment via ACH is the transfer of funds from a consumer's account for the purpose of making a payment.

I _____ hereby authorize Fan Apartments, Inc to electronically debit my account and, if necessary, to electronically credit my account to correct erroneous credits. I agree that ACH transactions I authorize comply with applicable law.

APT# _____

Street Address _____

Richmond

Virginia

2322_

City

State

Zip

Checking Savings (Select one)

Depository Financial Institution _____

Name on Account: _____

Address on Account: _____

Bank Name: _____

Branch: _____

Account Number: _____

Bank Routing #: _____

Start Date: _____

Amount of debits (RENT AMOUNT): \$ _____

Email: _____

Dates and/or frequency of debits _____ 1st of the month _____

I understand that this authorization will remain in full force and effect until I notify Fan Apartments, Inc. in writing that I wish to revoke this authorization. I understand Fan Apartments, Inc. requires at least 10 days prior notice from the effective date of the transactions in order to cancel this authorization.

Signature _____

Date _____