



Dear Homeowner,

Kappes Miller Management offers an automatic dues payment withdrawal program, whereby; you can have monthly homeowner dues automatically withdrawn from your checking or savings account. This program is very similar to systems offered by many mortgage lenders for monthly mortgage payments.

This program is voluntary and there is no direct cost to you to participate in this program. Withdrawals from your bank account are done between fifth (5<sup>th</sup>) and tenth (10<sup>th</sup>) of each month.

**If you wish to participate in this program, you will need to complete the information on the back of this form, attach a voided check, and mail it back to Kappes Miller at the address provided on the authorization form.** Authorizations received by the twenty-fifth 25<sup>th</sup> of the month will assure an automatic withdrawal on the following month. Authorizations will continue in future years at the new homeowner dues amount (as determined by each new approved operating budget) unless you choose to discontinue your participation.

If you change bank accounts, or you wish to terminate participation in this program, you need to notify our office in writing so that it is received by the twenty-fifth (25<sup>th</sup>) of the month (e.g. to discontinue before a September withdrawal is made, we must receive the termination notice by August 25<sup>th</sup>).

Please note that a withdrawal request that is returned by your bank as *non-sufficient funds* or *account closed* will be treated in the same way as are NSF paper checks, including fees.

If you have questions about this program, you may wish to refer to the “Frequently Asked Questions” below or call our office at 503-219-3192.

Sincerely,  
Kappes Miller Management

Frequently Asked Questions:

*Can I use my Bank's bill-payer (or similar products)?*

You can; however, it is not part of this program. Those payments are received the same as a paper check (as far as the Association and Kappes Miller are concerned).

*Our Association's dues are not delinquent until the 10th of each month. Can I have my automatic withdrawal done on the 9th or 10th?*

Association dues are actually due and payable on the 1st of each month, with no financial penalty until after the 10<sup>th</sup> (some Associations use different dates) of the month. The Association needs to collect funds at the beginning of the month to meet financial obligations that occur at the beginning of the month. If you wish to manage your money more aggressively by paying right before the delinquency date, simply continue your existing system.



**KAPPES MILLER MANAGEMENT**  
**Authorization for Automatic Homeowner Dues Payment Withdrawal**

I (We) hereby authorize Kappes Miller Management to automatically withdraw the amount authorized for my homeowner assessment from the described bank account.

I (We) authorize the financial institution named herein to accept such transactions initiated by Kappes Miller Management and the financial institution named below. The withdrawals shall be made from my (our) account between the fifth (5<sup>th</sup>) and tenth (10<sup>th</sup>) of each month.

This authorization will remain in effect until I (We) have notified Kappes Miller Management in writing that I (we) no longer wish to participate.

Name(s) (please print):	
Association Name:	
Site Address:	
Daytime Phone Number:	
Signature:	
Date:	
Financial Institution:	
Financial Institution Routing Number:	
Financial Institution Account Number:	

Please attach your voided check and mail this authorization to the following address;

Kappes Miller Management, LLC  
 PO Box 3258  
 Portland, OR 97208-3258