



Western Investment Properties, LLC
 819 Parkland
 Clovis, NM 88101
 575-762-4217 Fax: 575-762-2085
 www.clovisliving.com
 westerninv@gmail.com

AUTOMATIC PAYMENT INFORMATION FORM

Benefits to You

Convenient- Your rent is deposited electronically each month for your convenience paid to the order of Western Investment Properties, LLC. 819 Parkland Drive, Clovis, NM 88101.

SAFE-Never worry about your payment getting lost or stolen. You will always have proof that your rent was paid.

Easy to Set up

Step 1. Gather Your Account Information-We will need a voided check

You must provide your information about the account where the money will be coming from.

Tenants Name

Tenants Address

Tenants Phone

Name of Banking Institution

Routing Number (RTN) (9digits)

Account Number (maximum 10-digits)

Monthly Rental Payment Amount to be transferred _____

Type of Account (check one): **Checking** **Savings**

Date to be taken out: 1st 2nd 3rd 4th 5th

Please note: You must come in to the office and fill out your information and provide a current picture ID. The tenants name **MUST** be on the checking account. **NO ACCEPTIONS!!!** This is to make sure the rent is applied to the correct rental unit account. If payment date selected falls on a weekend or holiday the funds will be taken out the next business day.

 Initials

Step 2. Monitor Your Account

For automatic payments: Please allow up to one month for your information to be processed and activated. We recommend you get set up one month prior to your rent being due. Automatic Payments will be processed between the 1st and 5th day of each month. Always check to make sure your payment has been processed by the 5th day of each month. If it has not been taken out it is your responsibility to follow up to make sure it gets processed. A 10% late fee will still apply if the funds were not processed. Western Investment Properties, LLC will not be responsible for any charges from your banking institution nor for any errors your institution may have made. NSF fees will apply for insufficient funds and your direct deposit will be terminated. We will no longer accept any payment in the form of checking or savings if this occurs. You must pay rent with a Certified Check or Money Order.

 Initials

AUTHORIZATION

I/We _____,do hereby authorize Western
(Tenant's Printed Name)

Investment Properties to automatically transfer the current rent directly to my account for monthly rent to their financial account in the amount of \$ _____ between the 1st and 5th day of each month starting on _____ and each additional month until I terminate my lease or terminate the Automatic Payment. I understand that I will be given a 30 day notice of any changes in the amount of funds that is to be taken out. I understand a charge of **\$50.00** will be applied for insufficient funds and a **10%** late fee of my monthly rent charged if there are not enough funds to cover my monthly rent payment. I understand that I will no longer be able to use any type of checking or savings accounts to pay my rent. Rent will be paid by certified funds or money order. I understand that I must give a 30 day written notice if I decide to stop the Automatic Payment and Western Investment Properties, LLC will not be responsible for any fees or cost that my banking institution may charge for stop payment of automatic deposit to Western Investment Properties, LLC. I understand that if I chose to stop payment through my financial institution I will be responsible for any charges that may occur through Western Investment Properties, LLC for doing so. _____

Initials

I certify that I have read the above information and all information that I have provided is true and complete. I agree to abide to all terms listed in the contract above. I authorize Western Investment Properties, LLC to transfer the stated amount of funds to be transferred for my rent from my financial institution listed above. I am aware and understand that any incomplete or missing information or failure to pay applicable fees can result in denial of payment through my financial institution. If any of the above information is found to be false or inaccurate that any and all agreements with Western Investment Properties, LLC may be subject to termination. This Application shall remain the property of the Western Investment Properties, LLC.

Signature of Tenant(s) _____ Date _____

_____ Date _____

OFFICE USE ONLY

DATE RECEIVED _____

RECEIVED BY _____

DATE PROCESSED _____

PROCESSED BY _____

CONFIRMATION _____

COMMENTS: _____
