

PLEASE NOTE:

We are now requiring that all ACH forms be returned with documentation/confirmation that the information (routing & account number) provided is correct; the easiest forms of confirmation are a voided check or a letter from your bank, however, we may also accept bank statements that show this information (feel free to block out any other personal information, such as transactions!). This is to help ensure that the information is correct and to prevent any potential errors/delays in your funds being withdrawn or credited. If you have any questions please contact our Bookkeeper, Ayja Saylor, at ayja@crowns-rentals.com or 253-537-2700. Thank you for your cooperation!

ONE - TIME DEBIT USERS:

Please note that should you decide to continue allowing us to debit funds for rent and/or utilities on a monthly basis you will need to fill out a new authorization form; one-time debit forms are shredded after the debit has been completed in order to protect account information.

Changes to the one-time debit form must be made in writing (email or fax will suffice) at least 24 hours prior to the scheduled debit date. Authorizations received over the weekend; after 4:30pm on the requested date; and/or after a daily batch has been submitted will be completed on the following business day at 9am. ****WRITTEN AUTHORIZATION IS MANDATORY****
We cannot make any changes to the form once it has been submitted without your written approval.

Crown Properties, Inc.
16204 Pacific Avenue South, Ste 9
P.O. Box 459
Spanaway, WA 98387
(253) 537-2700

Tenant Authorization for ONE TIME DEBIT

A. Tenant Information

Name

Current Address (associated with bank account)

Rental Address

B. Banking Information

Bank Account Number

Name of Bank

Bank Routing Number

C. Authorization Statement

I authorize and hereby request Crown Properties, Inc. instruct my financial institution to debit my account for payment in the amount of \$_____.____ today, _____, 20____. I understand that if the requested funds are not available on the date requested, it will result in an NSF and an additional fee of \$75.00.

To Cover:

- Rent and/or Utilities
 Holding Fee
 Move In Costs (Rent, Utilities, & Deposit)
 OTHER: _____

By signing this document, you are hereby agreeing that all information above is correct and acknowledge that, should the information you provided be incorrect, you will be held liable for any bank fees, NSF fees, etc. that we may incur due to the error and subsequent return.

Tenant Signature

Date: _____

Tenant Signature

Date: _____