
AUTOMATIC RENT PAYMENT OPPORTUNITY

Dear Resident:

Boulder Housing Partners (BHP) is pleased to inform you that your rent payment can now be paid automatically as an electronic payment directly from your bank account.

Please remember that your rent is due on the 1st of the month. With this direct deposit program, **the day that the funds are drawn varies each month**, although it would not happen before the 4th of the month. You will need to have the amount of the rent in your account on the day that we post the charge to the bank account that you have provided to us.

We have authorization forms in your property manager's office or at the main office of Boulder Housing Partners at 4800 N. Broadway. We will also need a voided check so that we have the correct routing and account number information. If you do not have a voided check, your bank will be able to provide you in writing the correct bank information to attach to the authorization form. Please do not send a deposit slip, as it may not contain the correct information that we need. **BHP will require at least a one-month lead time for processing of this service.** We will notify you which month we will start this service.

Please know that the following policies will apply:

- Automatic payments are for rent amounts only. Other charges, such as security deposit payments, work order payments, utility payments, NSF's, and/or payback payments must be paid with a separate check or money order. (When your automatic payment is applied to your account it will be applied to the oldest charges first. If you have a balance on your account after automatic payment is applied, you must pay separately or you will be assessed a late fee.)
- Our policy regarding NSF payments (non-sufficient funds) will be in effect. **If you have a NSF payment or dishonored payment, you will owe a \$20.00 NSF fee and you will be removed from the automatic rent payment process.** After six (6) months, you may request reinstatement in the automatic rent payment system.
- Late payment fees (as stated in your lease) still apply for any payments not received on time.
- **Notify the cashier if you change the bank that you have the automatic withdrawal on.**
- Your ACH payments will **automatically be cancelled when you move** from your current unit. If you move to another unit within the BHP property group, you will need to submit a new ACH Form.
- If you wish to cancel your ACH payments, a **Request to Terminate Authorization Agreement** form must be turned into the Cashier at Boulder Housing Partners **prior to the 25th day of the month prior to termination.** Forms received after the 25th will be processed in the following month.

Please do not hesitate to contact Caroline Bahr at (720) 564-4629 in Finance or your property manager if you have any questions regarding this procedure. We look forward to your participation in this service!

Authorization Agreement for Direct Rent Payment (ACH Debits to Your Bank Account)

I (We) authorize Boulder Housing Partners to initiate entries to my (our) account described below to pay for **rent** as determined by my lease agreement and any future addendums associated with the lease agreement:

Checking Account No. _____
Financial Institution's Name _____
Financial Institution's Address _____

Attach below a voided check from a checking account in order to provide us with the routing number and account number (**Please do not attach a deposit slip from a checking account.**)

This authorization will remain in full force and effect until Boulder Housing Partners has received written notification from me (or either one of us) of its termination in a timely manner as to afford Boulder Housing Partners a reasonable opportunity to act on it or will cancel automatically when I move from my current unit. I understand that if I move to another unit in the BHP Property Group, I will be required to complete a new Authorization Agreement for Direct Rent Payment.

	<i>(Optional – For Joint Account)</i>
Signature _____	Signature _____
Social Security # _____	Social Security # _____
Full Name _____	Full Name _____
Address _____	Address _____
_____	_____

Please provide a current phone number or a number at which you can be contacted. (If the phone number is not yours, please state the name of the person of the number we are calling.) Financial information will only be discussed with the signers of this document. If another individual is authorized to discuss this information a separate release will need to be signed and included with this form.

Telephone No. _____	Telephone No. _____
Date _____	Date _____

Mail completed form to:
Boulder Housing Partners
Attn: Finance
4800 N. Broadway, Boulder, CO 80304

**Request to Terminate Authorization
Agreement for Direct Rent Payment
(Cancel ACH Debits to Your Bank
Account)**

I (We) authorize Boulder Housing Partners to terminate entries to my (our) account described below to pay for **rent** as determined by my lease agreement and any addendums associated with the lease agreement:

Checking Account No. _____
Financial Institution's Name _____
Financial Institution's Address _____

	<i>(Optional – For Joint Account)</i>
Signature _____	Signature _____
Full Name _____	Full Name _____
Address _____	Address _____
_____	_____

Please provide a current phone number or a number at which you can be contacted. (If the phone number is not yours, please state the name of the person of the number we are calling.) Financial information will only be discussed with the signers of this document. If another individual is authorized to discuss this information a separate release will need to be signed and included with this form.

Telephone No. _____	Telephone No. _____
Date _____	Date _____

Mail completed form to:
Boulder Housing Partners
Attn: Finance
4800 N. Broadway
Boulder, CO 80304

Forms must be received in Finance before the 25th day of the month before the month of termination for ACH cancellation to be effective for the following month's rent payment.