

Dear Unit Owner,

To better serve you and process your payments more efficiently, we have added another means for paying your condominium fees. EFT (Electronic Fund Transfer) is a more secure payment method and will save time and money. More and more owners are participating in this direct payment method as it ensures that late fees will not be incurred. Automatic withdrawal cuts back on paper mail, postage expenses and guarantees that payments are received if you are out of town. The only time you will be required to contact us, is on the occasion that you switch banks or sell your property.

If you prefer, you may still receive a paper statement. Just notify us, otherwise we will not send one.

To enable automatic withdrawal, just fill out this form. You may fax, email or mail your document. The contact information is as follows:

The Albert Corporation
10 Harvard Square, Suite #2, Brookline, MA 02445
Attention: Kristen LeVangie
Fax: 617-277-5079 Email: Kristen@albertcorp.com

Withdrawals will take place between the 5th and the 15th of every month. Please make sure there are sufficient funds in your bank account during that time.

AUTHORIZATION FOR AUTOMATIC PAYMENT

I hereby authorize and instruct my financial institution named below to deduct the amount of my monthly condo fee from my checking account/savings account and remit directly to my condominium association (hereinafter called CONDOMINIUM TRUST). Condominium Trust or the management company acting on its behalf will notify the financial institution of the amount to be deducted.

Name of Financial Institution: _____

Address of Financial Institution: _____

Routing Number _____ Account Number _____

This authorization will remain in full force and effect until Condominium Trust or its management company has received written notification from me or its termination.

Name (Please Print): _____ Phone Number: _____

Signature: _____ Date: _____

My Condominium Address: _____

Please specify what month to start: _____

Monthly: (please check one)

- _____ Withdraw Condo Fees Only
- _____ Withdraw Condo Fees & Assessments
- _____ Withdraw Condo Fees & All Other Charges (including assessments)
- _____ Withdraw Condo Fees & call me to authorize any addition charges

***** DON'T FORGET TO ATTACH A VOIDED CHECK *****