



AUTO PAY AUTHORIZATION FORM

Auto-pay allows Aspen Group Property Management, LLP to withdraw the amount due on the **due date (1st of each month)** of the current billing from the tenant's checking or savings account. Auto pay can be removed at any time per the Tenant's signed authorization. Auto pay will be removed from the account when withdrawals from the bank are rejected and the account will be charged a penalty.

Any change in bank information requires a new pre-note transaction.

To establish Auto Pay on an account with Aspen Group Property Management the Tenant(s) must provide the following:

1. Return completed and signed Authorization Form to:

Aspen Group Property Management
424 South 3rd Street Suite #1
Bismarck ND 58504

2. Provide a **voided check** on the bank account the payments are to be drawn from, or the savings routing number and account number whenever withdrawals are to come from savings account.

Please complete the following:

Today's Date: _____

Tenant Name: _____

Tenant Address: _____ Apt. # _____ Garage # _____

City, St. /Zip: _____

Automatic withdrawals from (select one):

Checking Account or

Savings Account

Bank Account #: _____

Bank Routing#: _____

Begin deductions on: _____

Signature: _____ Date: _____

Notes: _____