

## Pay Your Rent Electronically Using Frank Emmet's ACH Payment Program

Eliminate the monthly hassle of bill paying with our automatic rent payment service. Your monthly rent will be automatically deducted from your checking or savings account which is both safe and convenient!

### Here is How it Works:

On the first working day of every month, the money for your rent and any other recurring charges will be transferred from your bank account to FERE, Inc. The entry for these automatic transactions will be shown on your bank statement.

### Why should you sign up for automatic rental payments through Frank Emmet's ACH Payment Program?

1. No postage or envelopes.
2. No possibility for lost or late payments.
3. No monthly check to write.
4. No charge to participate in ACH.
5. Payments are made even when you are away from home.
6. A permanent record of payment. It's on your bank statement.
7. Direct payments (ACH) are more secure and private than check payments.
8. All payments will be for the same amount (*with the exception of rent increases*). You always know what and when it will be deducted and can plan your budget.

**IMPORTANT: If you sign up for this service, all monthly recurring charges will be deducted automatically from your bank account. Any other charges that are on your account now or in the future must be paid by check or through your banks bill paying service.**

### Frequently Asked Questions

- **How will I know my payment has been made?**  
You will see an itemized entry on your bank statement that describes the payments you have made through the ACH plan.
- **How do I sign up?**  
Complete the attached authorization form and provide a voided check for a checking account; for a savings account, provide a completed ACH document from your bank. Make sure to return them to Frank Emmet Real Estate, Inc. If you have any questions, please call 301-589-4174 or email [asamuel@frankemmet.com](mailto:asamuel@frankemmet.com).
- **What happens if I change my bank or want to discontinue participation in the ACH plan?**  
You must notify Frank Emmet Real Estate, Inc. **in writing/email by the 20<sup>th</sup> of the previous month.**
- **What are my liabilities if I don't have sufficient funds in my account to pay the direct payment on the authorized payment date?**  
Your payment will be presented to your financial institution **once** for processing. If your financial institution does not pay the amount due and returns it to our bank, your FERE rental/parking account will be charged a **return check fee**— just as if you had a check returned for insufficient funds—of **\$25-\$50 per occurrence** (depending on your property address). **Two insufficient fund transactions, within a 12 month period, may prevent continued participation in this program.**

### Instructions - Please complete all 4 steps.

If you would like to authorize Frank Emmet Real Estate, Inc. to deduct your monthly rent payments by automatic deduction please:

1. Complete the form attached.
2. Attach a voided, unsigned check to the form (or a deposit slip for Savings Accounts.)
3. Return to Frank Emmet Real Estate, Inc. via:
  - **USPS (regular mail) at 8609 Second Ave Suite 502, Silver Spring, MD 20910**
  - **Fax at 301-589-4425 or**
  - **Email at [ksmith@frankemmet.com](mailto:ksmith@frankemmet.com) or [accounting@frankemmet.com](mailto:accounting@frankemmet.com).**
4. Retain a copy of this form for your files.

We will process your account for automatic deduction as soon as possible after we receive your form. The authorization form must reach our office by the 20th of the month to begin your automatic payment for the following month.

