



Dear Property Owner,

This letter is to inform you that Kendall & Potter is able to automatically transfer you rental proceeds to your bank by electronic transfer. This service will eliminate checks lost in the mail, mangled checks or lagging postal services. It is convenient when you are on vacation or cannot immediately get to the bank.

You can continue to receive your monthly statements by mail or email. Please let us know if you would like to receive monthly statements by email and confirm your email here: _____

If you wish to take advantage of this free service, simply fill out the enclosed form, as soon as possible, and ATTACH A VOIDED CHECK (NOT A DEPOSIT SLIP) FROM YOUR BANK ACCOUNT and return it to our office.

If you have any questions, please contact our office, otherwise Happy Banking.

Sincerely,

Kendall & Potter Property Management, Inc.

Enclosure: Authorization for Auto Deposits Form.



AUTHORIZATION FOR AUTO DEPOSITS

I hereby authorize **Kendall & Potter Property Management, Inc.**, to initiate credit entries for varying dollar amounts and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my checking account indicated below at the depository named below, hereinafter called **DEPOSITORY**, to credit and/or debit the same to such account.

Depository Name _____

Branch _____

City/State/Zip _____

Routing Number _____

Account Number _____

This authorization is to remain in full force and effect until **Kendall & Potter Property Management, Inc.** has received written notification from me of its termination is such time and in such manner as to afford **Kendall & Potter Property Management, Inc.** and **Depository** a reasonable opportunity to act on it.

PLEASE ATTACH A VOIDED CHECK WITH THIS FORM...

Name (please print)

Signature of Account Holder

Date

E-mail Address: