



YOUR NAME: _____
 (as it appears on bank account you want debited.) (PAYOR)

UNIT ADDRESS/ACCOUNT _____ (street address)
 TO APPLY PAYMENT TO _____, _____ (city, state, zip)

NAME OF YOUR BANK (DEPOSITORY): _____

TYPE OF ACCOUNT (circle only one choice): CHECKING SAVINGS

ROUTING NUMBER →

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BANK ACCOUNT NUMBER ↓ (ACCOUNT) (See below on how to find your routing and account #)

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DATE YOU WANT THE ONE-TIME ACH PROCESSED: ____/____/____
 (Subject to bank processing cut-off times and holiday schedules)

AMOUNT TO DEDUCT: \$ _____ (A \$5.00 fee will be ADDED to the amount to deduct from your ACCOUNT as a non-refundable processing and handling fee to Cortland Properties, Inc. for processing this ONE-TIME ACH Payment. You do NOT need to add the processing fee to the amount to be deducted above.

The undersigned PAYOR authorizes Cortland Properties, Inc. (CORTLAND) to initiate a ONE-TIME ACH debit from the above ACCOUNT/DEPOSITORY. The undersigned affirms that he/she is an authorized account holder or signatory on the above bank account. PAYOR agrees and authorizes a \$5.00 processing fee be deducted from ACCOUNT and paid to Cortland Properties, Inc. for the processing of this ONE-TIME ACH Payment.

PRINT Name: _____(PAYOR)

Date: ____/____/____ SIGNATURE: _____(PAYOR)

**RETURN THIS FORM BY: FAX 708-452-4122, HAND DELIVERY, OR
 E-MAIL ach@cortlandproperties.com**

-----OFFICE USE ONLY-----

Date rec'd: ____/____/____ Method Rec'd: Fax e-mail In Person

ACH Processed Yardi Cortland Fee Scanned to ACT

HOW DO I FIND MY ROUTING AND BANK ACCOUNT NUMBER?
 Routing Numbers are always NINE (9) digits long. For personal checking accounts, use the image below to see where to find your routing/account numbers from your check. For savings account, call your bank to get their proper Routing Number.

