

Why Direct Debit?

Direct Debit (Surepay):

Direct debit automatically deducts

Cadmus Properties makes it easy to pay regular recurring charges on time, by automatically deducting funds from your bank account. If annual Association maintenance fee amounts change, we automatically adjust the deduction amount for you. Late fee's, fines, and other non-recurring must be paid independently, as well as any balance prior to the first Direct Debit transaction. With Cadmus Properties, your bank electronically transfers payments from your checking or savings account through an Automated Clearing House (ACH) directly into your Association's checking account on the 5th of every month (if fees are quarterly, semi-annual or annual, they will be transferred on the 5th of the month they are due).

Note: If the 5th falls on a weekend or holiday, the funds are taken out the next business day.

Save time. Avoid Late Fees. Enjoy Convenience.



www.cadmusproperties.com

DIRECT DEBIT APPLICATION FORM

SERVICE TYPE:

- NEW
 Discontinue (allow 10 business days)
 Change bank/account number (allow 5 business days)

We authorize Cadmus Properties to initiate the following action for the owner(s) identified below effective from the month of:

Condo/Project Name: *(Important: One application per project)*

Account ID: *(As shown on coupon or statement)*

Unit/Lot: _____

All owners names who are on title:

Phone: _____

Email: _____

We authorize the financial institution named below to accept the Automated Clearing House (ACH) transfer and charge the checking/savings account shown below to pay the Association charges.

Payment Type *(Payment must be in U.S. dollars):*

- Checking: Account # _____
Routing # _____
(Please attach a voided check)
 Savings: Account # _____
Routing # _____

Apply To

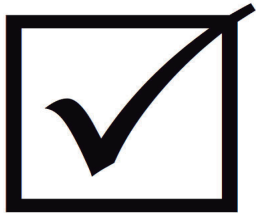
- Maintenance Fees Community Association Dues
 Special Assessment A/C or Electricity *(Meter Reading)*
 Lease Rents Water and/or Sewer *(Meter Reading)*
 Parking Other Fees: *(Specify for authorization)*

Notwithstanding the above, should my/our account with the association become delinquent at any time, I/We authorize and understand that the payments owed to the association including but not limited to late fees, attorney fees and costs shall be applied according to the Association's priority of payment.

Signed: _____ Date: _____

(Signature must be the same as shown on checks)

GETTING STARTED



To sign up for Cadmus Properties Direct Debit, simply complete the provided Direct Debit Application Form and attach a voided check (for checking accounts) or bank statement copy (for savings accounts), then mail, email or fax to:

Cadmus Properties Corporation
Attn: Direct Debit (Surepay)

332 North School Street
Honolulu, HI 96817
Tel : (808) 531-6847
Fax: 808.528.2804

Email: info@cadmusproperties.com



www.cadmusproperties.com

Homeowner Authorization Agreement

On _____ (date) I authorized Cadmus Properties to begin deductions from my account with _____ (your financial institution). I further authorized my bank to charge my account for the monthly Association dues. I also understand that there may be a handling charge for any payment that cannot be processed due to insufficient funds.

I understand that I may stop automatic payments by contacting my financial institution ten (10) or more business days before the payment is scheduled to be made.

The stop payment may be subject to a charge by my bank and SUREPAY must be reactivated with Cadmus Properties with 30 days advance written notice to either party.

_____/_____
Signature Date

Direct Debit (Surepay)



Automatic Payment Service For Your Association Assessments

Homeowner Application

A service provided to you by:

Cadmus Properties Corporation
332 North School Street • Honolulu, HI 96817
Tel: (808) 531-6847 • Fax: (808) 528-2804
Email: info@cadmusproperties.com



www.cadmusproperties.com