

DEWOLF REALTY CO., INC.

4330 California Street P.O.
Box 591540 San Francisco,
CA 94159-1540
415.221.2032 TEL
415.221.9578 FAX

Re: Automatic Electronic Collection of Rent by ACH debit

Dear Tenant:

We now have the capability to collect your monthly rent automatically on the first of the month.

If you would like us to automatically deduct your rent from your bank account on a monthly basis please complete and sign the form we have enclosed. Be sure to attach a voided check to the form and then mail the completed form to the normal remittance address:

DeWolf Realty Co., Inc.
PO Box 591540
San Francisco, CA 94159-1540

Automatic payment of your rent assures timely payment and posting to your account, eliminates late fees, and reduces the number of checks you need to hand-write each month.

You should allow up to two weeks for us to process your initial request. Please be sure to check your bank account after the 1st of the month to ensure the first rent payment has been deducted properly. If you have any questions please contact Kiet Luu, Accounts Receivable clerk, at (415) 340-3887.

This automatic collection option is voluntary and can be terminated at any time by your written request.

Enc. ACH Authorization Form

AUTHORIZATION FOR AUTOMATIC PAYMENT OF RENT BY ACH

I hereby authorize DeWolf Realty Co., Inc. to initiate debit entries to my account held at the Depository named below for the purpose of my monthly rent.

I agree to have sufficient funds available in my account to cover this pre-authorized debit. _____ (initial)

I agree to pay a Non-Sufficient Funds charge of \$50.00 if my bank rejects a pre-authorized debit transaction for any reason. _____ (initial)

I agree to an annual increase in rent that is calculated in accordance with local rent control rules and regulations (if applicable). I understand I will be notified by mail in advance of any change in the amount of my monthly rent obligation. _____ (initial)

I agree to continue this automatic payment until such time as I specifically withdraw my authorization in writing, or until I have completed the terms of my lease and vacated my apartment, which ever occur first. _____ (initial)

Initial amount to be deducted from my account each month: \$ _____.

Date transaction will be debited from my account: 1st of every month

Bank Name _____

Branch Address _____

Bank Routing Number (Checking): _____

Bank Account Number (Checking): _____

Signature _____

Date _____

Print Name _____

Address _____

ID # _____

Social Security # _____ - _____ - _____

(Required)

Attach original voided check here: