



*Northwest*

*Property Management*

*www.northwestpropertymanagement.net*

## Direct Debit of Assessment

Dear Homeowner,

If you are interested in the convenience of having your monthly assessment automatically deducted from your checking account, please complete the Automatic Deduction Form and return it along with a **VOIDED CHECK** to Northwest Property Management to our Crystal Lake office location, located at 780 Tek Drive, Crystal Lake, IL 60014.

Payment will be deducted for your full assessment amount on the first business day of the month in which it is due.

Please allow a minimum of 10 Business Days to process.

If you have any questions, please contact Katie Bartlett at 815-526-4031.

Thank you.

Sincerely,

Northwest Property & Financial Management Corp.



# Northwest Property Management

[www.northwestpropertymanagement.net](http://www.northwestpropertymanagement.net)

## AUTOMATIC DEDUCTION PLAN FOR ASSESSMENTS

I hereby authorize Northwest Property & Financial Management Corporation, as managing agent for \_\_\_\_\_ Association, and the financial institution designated by the Board of Directors to begin deductions for Automatic Payment Plan payments of my assessments. I understand my Automatic Payment of the assessment amount will be made on the first business day of each month.

This agreement will remain in effect until Northwest Property Management and the financial institution have received written notification from me of termination, then allowing time for Northwest Property Management and the financial institution to send me written notice of termination of this agreement.

Enclosed is a **VOIDED CHECK** from my account from which I want the Automatic Payments withdrawn.

### BEGIN AUTOMATICALLY DEDUCTING PAYMENTS ON:

\_\_\_\_\_  
Month/Year

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
UNIT ADDRESS AT YOUR ASSOCIATION  
(If different from above)