



JBC Property Management

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Shelby Township, MI 48315

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Electronic Payment of Condominium Fees Form

**** Note: You must have a zero balance to begin Electronic Payments ****

Submit this form to your Association at the address noted above to allow for JBC Property Management, Inc. to automatically debit your account each month for your condominium fees, **including board announced assessments.**

Owner Name: _____

Association Name: _____

Address: _____

City: _____ **Zip Code:** _____

Unit #: _____ **Home Phone:** _____

Office/Cell Phone: _____ **Email Address:** _____

Financial Institution: _____

(Can Be A Bank Or Credit Union)

Financial Institution

Routing Number: _____

(Must be 9 digits – Usually precedes your account number at the bottom of the check.)

Please Check The Type Of Account You Wish The Fees To Be Withdrawn From And Enter The Account #:

Checking Account - Account Number: _____

Savings Account - Account Number: _____

Month to Begin

Electronic Payments: _____

Owner Signature: _____ **Date:** _____

By submitting this request you are authorizing JBC Property Management and Community Association Banc to initiate entries to your checking/savings account. This authority will remain in effect until you notify JBC Property Management, in writing, to cancel it in such time as to afford the financial institution reasonable opportunity to act upon the request.

There is a maximum of \$600.00 that JBC Property Management is able to transfer. This will mean that if your condominium fee increases from year-to-year, JBC Property Management will not have to be authorized again to maintain your electronic transfer.

PLEASE NOTE: Special assessments will **NOT** be withdrawn from your designated account. Please send your Additional Assessments manually.