



JBC Property Management

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Sterling Heights, MI 48313
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Electronic Payment of Condominium Fees Form

**** Note: You must have a zero balance to begin Electronic Payments. No Delinquent Accounts. ****

Submit this form to your Association at the address noted above to allow for JBC Property Management, Inc. to automatically debit your account on the 1st of each month or next business day for your association fees, **not including board announced additional assessments**. Additional assessments MUST be paid separately.

Owner Name: _____

Association Name: _____

Unit Address: _____

Unit City: _____

Unit Zip Code: _____

Unit #: _____

Home Phone: _____

☐ Office ☐ Cell Phone: _____

Email Address: _____

Offsite/Mailing Address

(If different than above): _____

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Please Check The Type Of Account You Wish The Fees To Be Withdrawn From And Enter The Account #: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

Association fees will be deducted on the 1st of each month or next business day.

Owner Signature: _____

Date: _____

By submitting this request you are authorizing JBC Property Management and CIT, a division of First Citizens Bank, 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.

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: Form must be filled out completely. Also, additional assessments will **NOT** be withdrawn from your designated account. Please send your additional assessments manually.