



AUTHORIZATION FOR DIRECT DEBIT PAYMENTS

We are pleased to offer the ease of direct payment of your rent and fees from your personal bank account to DARO Realty, Inc. (DARO). To take advantage of this service, please complete and return this form together with a **VOIDED CHECK** or **DEPOSIT SLIP** from your bank account. We will verify that your bank can accept Automatic Payment Instructions. We cooperate with all major banks that participate with the Automated Clearing House (ACH) system.

The processing of a properly completed authorization form may take up to 30 days. Completed authorization forms must be received by the 10th of the month to be ready for transfer the following month's rent and fees. Your account must be current to participate in this service. DARO will notify you when the automated payments will begin. **PLEASE CONTINUE TO PAY YOUR RENT AND FEES AS YOU HAVE DONE PREVIOUSLY UNTIL YOU RECEIVE THE COMMENCEMENT NOTICE.**

Automatic withdrawals will be done on the first (1st) of each month. At that time, the total of your monthly rent and fees will be withdrawn from your bank account.

Please note: Direct Debit Service is only available to leaseholders and guarantors.

I hereby authorize DARO Realty, Inc. to initiate debit entries to my account indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

RESIDENT NAME: _____

ADDRESS: _____ APT: _____

Please make the following debit ACH transfer per my authorization below:

NAME OF BANK: _____

YOUR BANK ACCOUNT NUMBER: _____

YOUR ABA/ROUTING NUMBER: _____
(This number is on the bottom of your check in the left hand corner and is a **9 digit** number)

YOUR BANK ACCOUNT IS A: Checking Account Savings Account

This authorization is to remain in full force and effect until DARO has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Resident Signature

Date

Email Address

Daytime Phone Number

PLEASE NOTE THAT WE CANNOT PROCESS THIS REQUEST WITHOUT YOUR VOIDED CHECK OR DEPOSIT SLIP ATTACHED. A DEPOSIT SLIP MAY ONLY BE USED IF YOU ARE REQUESTING DEBIT FROM A SAVINGS ACCOUNT FOR WHICH YOU HAVE NO CHECKS. PLEASE MAIL OR FAX TO THE DARO CORPORATE OFFICE THE COMPLETED FORM ALONG WITH A COPY OF THE VOIDED CHECK OR DEPOSIT SLIP. THE MAILING ADDRESS IS 4301 CONNECTICUT AVE, NW, STE. 437, WASHINGTON, DC 20008. THE FAX IS (202) 363-2257.



FREQUENTLY ASKED DIRECT DEBIT QUESTIONS

Q – Does DARO charge a fee for this service?

A – No, DARO does not charge any fee for this service. You may wish to confirm that your bank does not assess any fees for ACH payment transfers before enrolling.

Q – Does my banking institution provide for direct monthly withdrawals?

A – DARO will verify that your banking institution participates and can accept Automatic Payment Instructions.

Q – How long does it take to get started?

A – As long as your form is received by the 10th of the month, Direct Debit can begin the following month. You will be notified when payments are scheduled to commence. This procedure also applies if you want to change banks. **Please note, we will NOT deduct any monies from your account until you are notified of the exact date when we plan to institute the program.**

Q – Are disputed fees protected from Direct Debit?

A – Yes, Direct Debit will only withdraw monthly rents and rentable item fees. However, your account balance must be less than \$100 and you may not have had 2 or more dishonored checks to initiate direct debit.

Q – What if I forget and continue to pay my fees by check after Direct Debit starts?

A – Upon request, overpayments will be refunded to you.

Q – If I want to stop Direct Debit, how do I do it?

A – You must request cancellation in writing to DARO Realty, Inc. Your request must be received no later than the 20th of the month to discontinue service for the following month. If you wish to change banks or bank accounts, you must put your request in writing and submit a new ACH authorization by the 10th of the month.

Q – If there are insufficient funds in my account on the day of the withdrawal (1st of the month), am I subject to insufficient fund charges and late fees?

A – Yes, it is just like a returned check from the bank indicating NSF, insufficient funds. You will have to pay the return check fee and the amount of the return by money order or cashier's check before you may begin the Direct Debit program again. A 2nd insufficient funds situation will prohibit you from taking advantage of this service.

Q – Will I need to notify my bank if there is an increase in my DARO payments?

A – No, Direct Debit will automatically withdraw the correct amount.

Q – If I have already given DARO post-dated checks for future payments, will these be returned to me?

A – Yes, at the time you submit your request for Direct ACH Payment, include a statement that DARO is holding post-dated checks for future payments and request their return.

We hope this information will be useful to you in your consideration of the convenience of DARO's Direct Debit payment service.