



MEMO DATED DECEMBER 10, 2009

ACH Debit enables you to have your monthly rent paid directly from your bank account at no additional cost. By enrolling in this direct payment option program, you will save the necessity of writing monthly checks for your monthly charges.

The Direct Payment Option program works as follows:

1. To enroll, you must sign and return the enclosed authorization agreement along with an original, voided check from a checking or saving account to pay your monthly charges. We must have a voided check to obtain the routing number of your bank as well as your account number. Please remit all required documents to my attention at the address above. Written notification of your participation in the program will appear on your monthly invoice. If your monthly statement does not indicate your enrollment in the program, you must remit payment by check.
2. Each month you will receive an invoice for your monthly charges, the same as now. Utilizing this service eliminates the need to send in the invoice stub. The amount due will automatically be deducted from the account you specified, between the 1st and 5th business day of each month. The total amount will include base charges, parking and any other charge imposed by your building. If funds are not available at the time your account is debited, you will be billed back the monthly charges, including a bank fee and possible late fee. This is the same procedure as if a check was returned.
3. Enrollment in the program will ensure payment of your monthly charges, even if you are traveling or away for an extended period of time. It will guarantee that no late fees will be assessed on your account as long as the funds are available. The program will also replace the need to use on-line banking or an automatic payment service.

This program is optional but we hope you will take advantage of the convenience this program will afford you. Please feel free to call if you have any questions.

Authorization Agreement for Pre-Authorized Payments
ACH DEBIT

I want to enroll in the Direct Payment Option and have my monthly payments deducted automatically from the account associated with the enclosed check.

I authorize and instruct my financial institution to deduct the amount of my monthly bill from the account associated with the attached check. Bell Realty, as managing agent, will notify the financial institution of the amount to be deducted. If at any time I decide to discontinue the Direct Payment Option, I must notify Bell Realty in writing in such manner as to afford them a reasonable opportunity to act upon the request. Bell Realty reserves the right, upon written notification, to terminate this payment option and/or my participation at any time.

I understand and agree that Bell Realty is not liable in any way for erroneous billing statements or incorrect debits to my account, and should an error in the bill statement occur, Bell Realty's only responsibility is to correct the error when and if it receives written notice from me.

Signature : _____ Date : _____

Company Account No. :

Please attach original voided check below. Be sure that the check applies to the checking or savings account that you want debited for this pre-authorized payment option.

ATTACH VOIDED CHECK HERE

PLEASE RETURN FORM TO:

BELL REALTY
ATT: JOHN DE OLIVEIRA
525 NORTHERN BLVD, SUITE 300
GREAT NECK, NY 11021