

AUTOMATIC DEBIT/ELECTRONIC RENT PAYMENTS

For your convenience and in response to many tenant requests, we are now offering an **Automatic Debit/Electronic Rent Payment option.**

SPM will continue to take payments in the form of personal check, money orders and/or cashier's check as well as this electronic option! **If you would like to take advantage of the convenient electronic option, please complete and sign the brief bank authorization that is attached.**

Please note that your authorization from the noted bank account will remain in effect until **written notification** is received from you to either change account information and/or terminate further authorizations. Changes **must be received by the 20th** of the month to take effect the following month. **The first ACH will be drawn out of your account the following month.**

Example: Form turned in on the 18th of June, your first ACH will be July 1st.
Form turned in on the 28th of June, your first ACH will be August 1st

All Automatic Debit/Electronic Payments are scheduled for the **first day of every month**. If the first of the month falls on a Saturday, Sunday or Holiday; account debits are usually on the next business day. **Please note that Shelby Park Manor Apartments is not responsible if prior to the first business day of any month your bank elects to process the Automatic Debit/Electronic Rent Payment at its discretion.**

Thank you in advance for considering this very convenient time and payment option, which we think offers all SPM residents a hassle-free way to pay rent every month.

Sincerely,
The Management Team @
Shelby Park Manor Apartments

Enclosure

www.shelbyparkmanorapts.com