

**Automatic Draft:** This option allows for your payments to be withdrawn automatically from your bank account on a monthly basis. This eliminates the inconvenience of checks, coupons, postage, and ensures timeliness of payment. To set up the automatic draft, complete the Automatic Draft Authorization Form below, enclose a voided blank check and mail it to AMI. Your payment will automatically be deducted from your Checking or Savings account on the **third business day of each month**. If the assessment amount changes with the adoption of the annual budget, AMI will notify you prior to drafting the new assessment amount at the beginning of the budget period.

## Automatic Draft Authorization

Please check one  New  Change Existing

For automatic draft authorization complete this form and mail to the AMI office at:

**Association Management, Inc.  
5295 Hollister Road  
Houston, TX 77040-6205**

Association Name: \_\_\_\_\_ ("Association")

\$ \_\_\_\_\_  
Monthly Amount.                      Exact name of account to be charged

\_\_\_\_\_   
Checking Acct. #                      Name of Bank and Branch

Transit/ABA No. \_\_\_\_\_  
(the nine digit number at the bottom of your check)

**NOTICE TO THE OWNER:  
The bank reserves the right to terminate this automatic payment option upon written notice. Signature of an owner of the deposit account is required on this authorization.**

Due to processing requirements, please allow up to 30 days for Automatic Payments to begin. The payment will be deducted from your bank account on the third business day of each month. I/We authorize the Association to charge the above account for the amount indicated. Association Management, Inc. will continue to charge the above account until the Association receives my written notice of cancellation.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

You must attach a voided check and mail along with this form to Association Management, Inc. at the address listed above.

