

TO: All Homeowners of Farrwood Green Condominium II

FR: Farrwood Green Condominium II Board Members and
Property Management of Andover, Inc.

Dear Homeowners of Farrwood Green Condominium II:

The Farrwood Green Condominium II, in conjunction with Property Management of Andover, Inc., and Enterprise Bank has initiated a service called ACH (Automated Clearing House), which will enable Farrwood Green Condominium II through Enterprise Bank, to automatically withdraw your monthly condominium fee payment from your designated account.

When the monthly condominium fees are electronically withdrawn, homeowners who choose to participate will avoid the nuisance of writing checks, forgetting to write checks and paying late charges associated with delinquent payments.

Withdrawing funds electronically each month will guarantee that payments will be received in a timely manner. The deduction withdrawal from your account would be on the sixth of every month after the initial sign-up.

Attached is a form letter that will assist us and Enterprise Bank in processing your payments. Please review the form and provide this information which is needed to make this transition a positive one for all interested individuals.

If interested, we ask that you return the attached form as soon as possible to:

Property Management of Andover
PO Box 488
Andover, MA 01810

Sincerely,

James Toscano
Property Management of Andover, Inc.

**AUTHORIZATION AGREEMENT
DIRECT PAYMENTS (ACH DEBITS)**

Farrwood Green II Condominium Association

I (we) hereby authorize Farrwood Green II Condominium Association, Inc., hereinafter called **COMPANY**, to debit entries to my (our) account indicated below and the financial institution named below, hereinafter called **FINANCIAL INSTITUTION**.

(Homeowner's Bank Name) _____
(Branch)

(Address) (City/State) (Zip)

(Routing Number) _____ (Account Number)
(Numbers printed at bottom of your check) Type of Account: ___ Checking ___ Savings

The authority is to remain in full force and effect until **COMPANY** has received written notification from me (or either of us) of its termination in such time and manner as to afford Company and **FINANCIAL INSTITUTION** a reasonable opportunity to act on it.

(Print Individual Name)

(Print Individual Unit Number)

(Signature)

(Date)

*****PLEASE ATTACH A VOIDED CHECK TO THIS FORM! *****