

# Auto-Debit Payment Authorization From

## Loan Account Information

<b>Lot Number:</b>	
<b>Address:</b>	
<b>Phone – Primary:</b>	<b>Phone – alternate:</b>
<b>Payment Information</b>	
<b>Authorized Debit Amount (Select one)</b>	<b>Authorized Debit Date (Select one)</b>
<input type="checkbox"/> <b>Monthly Installment Lot Rent and Any Fees</b>	<input type="checkbox"/> <b>Rent due Date (1<sup>st</sup> of the Month)</b>
<input type="checkbox"/> <b>Monthly Installment Mobile Home Rent and any Fees</b>	<input type="checkbox"/> _____ <b>Day of the Month</b>
<input type="checkbox"/> <b>Multiple Monthly Debits of \$ _____</b>	<input type="checkbox"/> __, __, __, and __ <b>Days of the Month</b>

## Financial Institution Information

<b>Checking / Savings Account Holder's Printed Name</b>	
<b>Financial Institution Name:</b>	
<b>Financial Institution Routing Number:</b>	
<b>Checking / Savings Account Number:</b>	
<b>Account Type (Select one)</b>	<input type="checkbox"/> <b>Checking</b> <input type="checkbox"/> <b>Savings</b>

## Checking / Savings Account Holder Authorization

I hereby authorize \_\_\_\_\_ ("Community Owner"), to initiate preauthorized Electronic Funds Transfers ("auto-debit") for the Lot Rent, Mobile Home Rent and any Fees from the financial institution named above pursuant to the terms and conditions set forth herein and as may be modified from time to time. I have read, understand and agree to be bound by all of the terms and conditions of this authorization including the Agreement and Disclosure Information contained on the back of this authorization. My authorization for auto-debit transfers shall continue in effect until my lease or leases expire or until this authorization is terminated by me or by Community Owner in accordance with the terms of this authorization. I understand that my authorization for auto-debit may only be revoked in the manner set forth in this authorization.

I have read and understand the Processing Time requirement listed on page 2 and I understand that I must submit my monthly payments (s) by mail, online or over the phone until I am notified that the auto-debit has started or promptly submit a new authorization form to Community Owner, if I make changes to my financial institution information including, but not limited to, my routing or account number(s).

**Checking/ Savings Account Holder's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send the completed form to:

**MHP Holdings, LLC  
30 Nutmeg Drive  
Trumbull, CT 06611**

## Agreement and Disclosure Page

### A. Preauthorized Recurring Debit Service

Community Owner will electronically transfer funds from your designated checking/savings account to your file to pay your Lot Rent, Mobile Home Rent and/or Fees ("Rent").

### B. Processing Time

It may take up to two billing cycles after we process your form for auto-debit withdrawals to begin. We will send an approval letter after the request is processed. The approval letter does not mean auto-debit will begin immediately.

### C. Auto-Debit Process Summary

Each auto-debit will be made monthly on the date provided above or on the due date of Rent in questions in an amount equal to your Rent. If your monthly Rent amount changes your account will be debited for the new amount automatically unless you notify us. You have the right to receive documentation concerning all auto-debit payments.

If your Rent due date falls on a weekend or holiday, the payment will be withdrawn from your account the following business day. Our business days are Monday through Friday, excluding holidays. Even if the withdrawal date is after your actual payment due date, the payment will post using the due date as your effective date. Example: Your payment is due on Thanksgiving Day. We are closed on Thanksgiving, the day after the and the weekend. Your payment will be debited from your checking or savings account the following Monday, but it will be backdated to Thanksgiving Day once it is posted. Your account may appear to be past due from Thanksgiving until the payment posts, but your payment will be applied with the correct date.

### D. Canceling Auto-Debit

Your authorization for auto-debit pursuant to this Agreement will remain in full force and effect until it is canceled by you or us. You may notify us at any time if you want to cancel the authorization. You may stop an auto-debit by providing timely notice to us using the phone number or address provided on page 1 of this form. You must receive your call or written request five (5) or more business days before an auto-debit is scheduled to be made in order for the auto-debit to be stopped.

**You are responsible for all monthly installments of Rent for which you have canceled auto-debit.** You must select another payment option made available by us in place of the canceled auto-debit.

### E. Resuming Auto Debit After Assistance

If you preauthorize auto-debit and are subsequently granted assistance, auto-debit will not be canceled and will resume without additional notice with the first payment due following the end of the assistance period, unless we receive your notice to cancel auto-debit as described above.

### F. Termination

Auto-debit will be terminated if three monthly auto-debit transactions are unsuccessful in a 12-month period. If you wish to have payments automatically debited after such a termination, you must reauthorize for auto-debit 12 months or more after such termination.

### G. Paid Ahead / Past Due / Paying Additional Amounts

We will debit your scheduled installment amount on the due date each month, even if your account is in a paid ahead or partially paid ahead status.

You can sign up for auto-debit if your Rent is past due. To do so, you must make any payments that are past due by a different payment method. Failing to pay the past due amount may result in your account remaining in a delinquent status.

There is no limit to the amount you may pay monthly. When completing your authorization form, enter any additional amount as instructed. This additional amount will continue to be withdrawn from your checking or savings account even if there is a change in your installment amount.

### H. Confidentiality / Privacy

We may disclose information to third parties regarding your bank account, your Rent and / or auto-debits under the following circumstances:

1. Where necessary to complete an auto-debit;

2. To verify the existence and condition of your account for a third party, such as a national consumer reporting agency or merchant;
3. To comply with government agency requests, subpoenas or orders; lawful discovery under federal or state rules of civil and criminal procedure; court orders; or as otherwise required by applicable law; or
4. If you give us written permission to do so.