



# GARDEN HOMES MANAGEMENT CORPORATION

29 Knapp Street, P.O. Box 4401  
Stamford, Connecticut 06907  
(203) 348-2200 • Fax (203) 967-8372  
[www.gardenhomesmanagement.com](http://www.gardenhomesmanagement.com)

## RENT PAYMENT OPTIONS

### AUTOMATIC PAYMENT PLAN--it's dependable, flexible, easy, convenient and FREE!

Sit back and relax! You authorize a monthly payment to be made from your checking or savings account on either the 1<sup>st</sup> or the 8<sup>th</sup> day of each month. Your payments will automatically be made on the specified due date. Your proof of payment will appear with your bank statement. The authority you give to us to charge your account will remain secure with Garden Homes Management and will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before the payment date. All you need to do is **complete the authorization form below and return it to our office ALONG WITH A VOIDED CHECK.**

I hereby authorize Garden Homes Management to initiate debit entries to my account of \$ \_\_\_\_\_. Payments are to be debited on a monthly basis, on the (please check one) 1<sup>st</sup> \_\_\_\_\_ or 8<sup>th</sup> \_\_\_\_\_ of each month, or the next business day. Payments are to begin on \_\_\_\_\_ (month/year).

Name: \_\_\_\_\_ Property/Unit #: \_\_\_\_\_ Phone# \_\_\_\_\_  
Name of Bank: \_\_\_\_\_ (please check one) Checking \_\_\_\_\_ Savings \_\_\_\_\_  
Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_

I understand that this authority will remain in full force and effect until I notify Garden Homes in writing to cancel it in such time as to afford Garden Homes a reasonable opportunity to act on it. I have the right to stop payment of an automatic payment by notification to Garden Homes (5) business days before my account is to be charged. I further agree that any Payments returned for Insufficient Funds or Unpaid shall be subject to a Return Fee of \$20.00 and that my account may be electronically debited to recover both the Returned Payment and the Return Fee, as well as a 5% late charge if returned after the 10<sup>th</sup> of the month.

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

### ONLINE PAYMENT--available through our website at [www.gardenhomesmanagement.com](http://www.gardenhomesmanagement.com)

Visit our website and select the "Pay Your Rent Online" link and follow the simple prompts. Please be sure that you have already provided us with written confirmation of your bank's routing number and your checking account number.

### U. S. MAIL--personal check, bank check or money order

Please be sure that your name, property name and site or apartment number is clearly listed on your payment to ensure that your account is properly credited. Payments should be received in the Stamford office by the 10<sup>th</sup> of the month they are due to avoid incurring a 5% late charge.

Visit [www.gardenhomesmanagement.com/tenant.html](http://www.gardenhomesmanagement.com/tenant.html) for up to date information on your rental account.