



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

January 25, 2019

**KEEP THIS PAGE
FOR YOUR
RECORDS**

Dear Resident:

Homes for Good only accepts rent payments for the exact amount owed, from a person on the lease or an authorized payee. If your rent is underpaid, the payment will be returned and you will be subject to a late fee. Overpayments will be handled in accordance with Landlord Tenant Law.

To simplify the process of paying your rent, we are pleased to provide an automatic payment service, known as the "Automatic Clearing House" (ACH). In order to participate in this service, you may complete the ACH Automatic Rent Payments Agreement form that is attached to this notice.

Below are some FAQ's about ACH. Please contact your property manager if you have any other questions.

Q: When will automatic payments begin?

A: After Homes for Good receives your authorization, you will be notified by mail, prior to Homes for Good beginning the automatic payments.

Q: What day of the month will the automatic payment occur?

A: The 8th of each month, unless the 8th occurs on a weekend or holiday. If the 8th falls on a weekend or holiday the automatic payment will happen on the following business day. You will not be charged a late fee, unless your account has insufficient funds.

Q: If my rent changes, will the amount of my automatic payment change?

A: Yes: if your rent increases due to an increase in your income, the amount of automatic payment will increase; if your rent decreases, the amount of automatic payment will decrease. You will be notified in advance and may dispute any rent increases.

Q: What if my rent drops to zero?

A: If your rent drops to zero, your auto payments will terminate. You will need to authorize us to restart automatic payments, if and when you start paying rent again.

Q: What should I do if I want to stop these automatic payments?

A: Please give Homes for Good written notice, at least 30 days prior to the date you want the automatic payments to stop.

Q: What should I do if I want to change the account the money is automatically paid from?

A: You will need to submit a new ACH Automatic Rent Payments Agreement form, just as if you were signing up for the first time.

Q: Will other charges such as repairs, maintenance, excess utilities, promissory notes or security deposits be taken by automatic payment?

A: NO. Only rent will be paid automatically. All other charges must be paid by check or money order.

Q: What if I do not have a bank account?

A: Your property manager may be able to provide a referral to a local financial institution that can get you set up with an account. Otherwise, please continue paying your rent by check or money order.



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AUTHORIZATION AGREEMENT FOR AUTOMATIC ACH PAYMENTS

I hereby authorize the Homes for Good Housing Agency to initiate automatic payments and make adjustments for any debit entries when my rent changes.

Name of Bank or Credit Union: _____

Branch: _____

City: _____ State: _____ Zip Code: _____

You must attach ONE of the following to this form:

- VOIDED check
- Printout from your financial institution, that includes the following information:
 - Customer Name
 - Routing Number
 - Account Number
 - Account Type (either checking or savings)

This authorization is to remain in full force and effect until Homes for Good has received written notification from me of its termination in such time and in such manner as to afford Homes for Good and the Bank/Credit Union a reasonable opportunity to act on it.

**You will be notified by mail, to inform you of the start date for automatic payments.
You must continue making regular payments until that date.**

Please Print – Resident’s Name Date

Signature Address

If you have an authorized payee that pays rent on your behalf, please have them complete this section:

Please Print – Payee’s Name Date

Signature Address