



DIRECT PAYMENT PLAN

Highland Hills is pleased to offer you a new service – Direct Payment Plan. Now you can have your payment made automatically from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of this service.

The Direct Payment Plan will help you in several ways:

- it saves time – fewer checks to write
- helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town
- no lost or misplaced statements, your payment is always on time (no late fees!)
- it saves postage
- it's easy to sign up for, easy to cancel

Here's how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Then just sit back and relax. Your payments will be made automatically on the specified day. And proof of payment will appear with your statement.

The Authority you give to charge your account 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 payment.

The direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us

AUTHORIZATION FOR DIRECT PAYMENT

I authorize HIGHLAND HILLS APARTMENTS to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the company a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 3 days before my account is charged.

_____	_____	_____
(print resident's name)	(apt. number)	(resident's phone number)
\$ _____	/ /	/ /
(rent amount)	(beginning payment date)	(lease ending date)
_____	_____	_____
(name of financial institution)		(branch)

(account holder's name)		
_____	_____	_____
(routing number, first series of numbers at bottom of check, 9 digits)		(account number)
checking ___ or savings ___ (check one)	_____	
	(signature)	
