

# FVCmanagement

## FIRST VIRGINIA COMMUNITY MANAGEMENT, INC.

### Authorization Agreement for Direct Debit

I (We) hereby authorize First Virginia Community Management, Inc. to debit my (our) account indicated below at the depository financial institution named below in the amount owed on my (our) association assessments between the 1<sup>st</sup> and 5<sup>th</sup> of the month in which payment is due. I (We) acknowledge that the origination of ACH transaction to my (our) account must comply with the provisions of U.S. law.

Association: \_\_\_\_\_ Property Address: \_\_\_\_\_

Deeded Owner(s)' Name(s): \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Deeded Owner(s)' Name(s): \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Account in the name(s) of: \_\_\_\_\_

ABA Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Is this a Checking or Savings Account: \_\_\_\_\_ Date to be initiated: \_\_\_\_\_

This authorization is to remain in full effect until First Virginia Community Management, Inc. receives written notification of change or termination. First Virginia Community Management, Inc. retains the right to cancel Direct Deposit in the occurrence of multiple unsuccessful attempts to withdraw funds due to insufficient account balances or inactive accounts.

**PLEASE NOTE: Once Direct Debit has been activated, *you will continue to receive quarterly billing statements.* While separate payment will not be necessary, you should still review these statements to confirm the amount being deducted.**

A completed application must be received by the 15<sup>th</sup> of the month in order to be effective the 1<sup>st</sup> of the following month. For example: If the application is received on or before March 15<sup>th</sup>, the effective date will be the 1<sup>st</sup> of April. However, if the application is received on or after March 16<sup>th</sup>, the effective date will be the 1<sup>st</sup> of May.

Quarterly assessments are deducted between the 1<sup>st</sup> and 5<sup>th</sup> day of the first month of each quarter. In other words, your dues will be deducted between the following dates: 1<sup>st</sup>-5<sup>th</sup> of January, 1<sup>st</sup>-5<sup>th</sup> of April, 1<sup>st</sup>-5<sup>th</sup> of July, and the 1<sup>st</sup>-5<sup>th</sup> of October.

By signing below I authorize First Virginia Community Management, Inc. to withdraw my (our) assessments on a **QUARTERLY** basis until otherwise notified.

Lot Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lot Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**When complete, attach a VOIDED CHECK to this form and mail to us:**

**First Virginia Community Management, Inc.  
P.O. Box 3672  
Warrenton, VA 20188**

You may also email a copy of the form and your check to [brooke@FVCmanagement.com](mailto:brooke@FVCmanagement.com).