

**Preauthorized Electronic  
Assessment Payment Services  
Authorization Card**

*(please print)*

**PRHOA**

ASSOCIATION NAME

UNIT ID (ACCOUNT NUMBER)

NAME(S) LAST FIRST  
MI

NAME(S) LAST FIRST  
MI

ADDRESS

CITY STATE  
ZIP

DAYTIME PHONE NUMBER

SOCIAL SECURITY #

I(we) hereby authorize LOUDOUN  
MANAGEMENT ASSOCIATES, INC.,  
hereinafter referred to as MANAGER, as  
agent for the ASSOCIATION named above  
to initiate debit entries to my(our)  
checking/savings account at the depository  
named below, hereinafter referred to as  
DEPOSITORY, to debit the same to such  
account.

DEPOSITORY NAME

This authority is granted in accordance with  
the terms and conditions of the MANAGER'S  
Preauthorized Electronic Assessment  
Payment Service Agreement & Disclosure  
Statement receipt of which I hereby  
acknowledge. This authority is to remain in  
full force and effect until MANAGER has  
received written notification from me (or  
either of us) of its termination in such manner  
as to afford MANAGER a reasonable  
opportunity to act on it.

SIGNATURE (REQUIRED)  
DATE

SIGNATURE (REQUIRED)  
DATE

**Preauthorized Electronic  
Assessment Payment**

**Service Agreement &  
Disclosure**

Preauthorized charges to your  
account will be processed, when  
due, for the amount of your regular  
assessment payment. Payments so  
collected will be deposited to the  
checking/ savings account of your  
ASSOCIATION, maintained with  
Community Association Banc.

There may be changes to the  
assessment amounts and/or due  
dates in accordance with the  
ASSOCIATION'S governing  
documents and applicable statutes  
including notification requirements  
of the ACH (Automated Clearing  
House) rules.

We reserve the right to make  
changes in the agreement at any  
time. We may cancel Preauthorized  
Electronic Assessment Payments at  
any time without cause and you can  
terminate this agreement at any  
time by giving sufficient written  
notice or by closing the designated  
accounts.

**PLEASE RETAIN A COPY OF  
THIS FORM FOR YOUR  
RECORDS**

**\*\*\* ENROLLMENT \*\*\***

**To Enroll:**

Read, complete and sign the  
Preauthorized Electronic  
Assessment Payment Services  
Authorization card (i.e., this form).  
Attach a **voided check** to the  
authorization card and mail both to:

**PRHOA  
c/o LMA, Inc.  
P. O. Box 2070  
Purcellville VA 20134-2070**

**Preauthorized Electronic  
Assessment Payment  
Services**

**What:**

Loudoun Management  
Associates, Inc. through  
Community Association Banc  
offers association homeowners  
an opportunity to pay their  
regular association assessments  
using automated electronic  
payments. Preauthorized  
electronic payments mean that  
homeowners can pay their  
assessments automatically  
without writing checks, thus  
eliminating the potential for late  
payments. In addition, the  
association is assured prompt,  
predictable payments to help  
better manage funds. This  
program is available to all  
homeowners regardless of  
where they bank.

**How:**

The preauthorized electronic  
assessment payment service  
uses the Federal Reserve  
System's Automated Clearing

House (ACH) to facilitate  
electronic transfers from  
homeowner checking/savings  
accounts directly into the  
association's bank account.  
Funds are transferred between  
the **5<sup>th</sup> and 10<sup>th</sup>** day of the  
month and appear on the  
homeowner's bank statement  
each month. Information  
regarding payments is reported  
to the association's  
management or bookkeeping  
company on the same day funds  
are deposited to the  
association's account.

If you have questions or need  
further information, please call  
our Homeowners Association  
experts at:

(Office) 540-751-1888  
(Fax) 540-751-1899  
(Email) [georgia@lmainc.com](mailto:georgia@lmainc.com)

**ATTACH VOIDED CHECK WITH  
THIS AGREEMENT AND MAIL  
BOTH TO:**

**PRHOA  
c/o LMA, Inc.  
P. O. Box 2070  
Purcellville VA 20134-2070**

**Authorization must be received  
by the 15<sup>th</sup> day of the month prior  
to the month in which electronic  
payments will start.**