

**APPLICATION AGREEMENT  
AUTOMATIC CONDO FEE PAYMENTS**

Dear Owner,

Condo fee payments are due on the first of each month and become delinquent if not received by the tenth of each month. Instead of writing monthly checks, consider enrolling in the Automatic Condo Fee Payment program which deducts the condo fee from your designated checking account on the fifth day of each month. Owners have found that this process eliminates addressing envelopes, purchasing stamps, and avoids a \$25 late fee if you forget to write or mail a monthly check.

Owners currently enrolled in this program; do not need to submit another application form. However, if you are selling your condominium, change banks or wish to discontinue monthly withdrawals, a cancellation form must be submitted to the Association office by the first of the month to avoid overpayment.

If you wish to participate in the automatic payment program, please complete the bottom of this page and return it to Brentwood Forest Condominiums Association, 1401 Thrush Place, Brentwood, Mo. 63144. Please allow 15 days to process your request. Should you have any questions regarding the Automatic Payment Program, please contact the Brentwood Forest Association Office at (314) 961-3066.

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**AUTHORIZATION WITHDRAWAL AGREEMENT**

I (we) hereby authorize Brentwood Forest Condominium Association to initiate debit entries from my/ our designated checking account indicated below and the depository name below, hereinafter called Depositor, to withdraw condo fees monthly. Condo fees will be withdrawn monthly as directed until the Association office receives written notification that the closing date has changed, designated bank account has changed, or upon receipt of a signed Cancellation Agreement For Automatic Payment Plan form to stop withdrawals.

(Print) Name on Account	Second Party if Joint Account
Brentwood Forest Condo Address	Name of Bank
Bank Routing # _____	Bank Account # _____
Month first payment should be withdrawn from your designated account _____ 200__	

**NOTE: A VOIDED CHECK OR A COPY OF A CHECK (NO DEPOSIT SLIP) MUST BE RETURNED WITH THIS FORM.**

Signature	Second Party Signature if a Joint Account
Date _____, 200__	Date _____, 200__

**CANCELLATION AGREEMENT FOR  
AUTOMATIC CONDO FEE PAYMENT PLAN  
WITHDRAWALS**

**RE:** \_\_\_\_\_  
**Brentwood Forest Unit Address**

**Please let this letter serve as notification to CANCEL my Automatic Condo Fee Payment Plan withdrawals for condo fees for the above address. I am aware that monthly condo fees will continue to be automatically deducted from my account until the date I have written below. If I have any questions regarding this cancellation I will contact Brentwood Forest Condominium Association office at (314) 961-3066.**

\_\_\_\_\_  
**(Print) Name on the Account**

\_\_\_\_\_  
**Second party name, if a joint account**

\_\_\_\_\_  
**Name of Bank**

\_\_\_\_\_  
**Bank Routing Number**

\_\_\_\_\_  
**Bank Account Number**

**Last month condo fee payment should be withdrawn** \_\_\_\_\_

**(Note: Payments are due on the first and become delinquent if not received by the 10<sup>th</sup> of the month)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Second Party Signature if Joint Account**