Authorization and Agreement Form

Automatic Credit Card Payment
OR
Electronic Funds Transfer (EFT)

I authorize Balco Properties Ltd. LLC to process an Electronic Funds Transfer (EFT) / Automatic Credit Card Payment every month to pay my monthly rent, and parking (if applicable). The transaction will occur on the ____ of the month. If this day is not a banking day ('banking days are weekdays other than bank holidays"), the transaction will be made the prior banking day.
Check which applies: (Complete the appropriate section below)

☐ Electronic Funds Transfer (EFT-Attach a voided check)

☐ Automatic **Credit Card** Payment

Lessee Name: _____

Leased Address:_____City:_____State:____Zip:_____

Lease ID #:_____

Monthly Rent: $_____

Electronic Funds Transfer Information:

☐ **MUST ATTACH A VOIDED CHECK**

Print Name on Bank Account:_____

Bank Name:_____

Address of Bank:_____City:_____State:_____Zip:_____

OR

Automatic Credit Card Information: Credit Card Type (Circle One): Visa Mastercard Discover

Exact Name on Credit Card:_____

Credit Card Number:_____Exp. Date:_____ Card Verification Number:_____

Billing Address:_____City:_____State:____Zip:_____

I understand and agree that:

- This automatic credit card payment or EFT authorization will remain in effect until Balco Properties Ltd. LLC has received written notice at 1624 Franklin Street, Suite 1115 Oakland, CA 94612 to cease the automatic credit card or electronic funds transfer.
- The amount of the payments on my credit card or my bank account may be increased or decreased according to the rent schedule in the lease agreement. However, no increase or decrease for any other reason will become effective unless I receive at least 5 days advance notice of the change. The notice of change will be sent to my current address on file with Balco Properties. I will notify Balco Properties of any changes in my address.
- If my credit card is declined or if there are insufficient funds in my bank account, or if my financial institution refuses to honor a transfer request for any other reason, I will separately pay Balco Properties Ltd. LLC for the monthly rent I owe under my lease agreement.
- It is my responsibility to separately pay Balco Properties Ltd. LLC for the monthly rent until the automatic credit card payment or EFT process has been established with my bank. This set up may take up to one monthly billing cycle.

Automatic Credit Card Payment / Electronic Funds Transfer is for billing of monthly rent and parking (if applicable) only.

_____

Printed Name

_____

Authorized Signature Date

Please visit our Web Site for more information about Balco Properties Ltd. LLC: www.balcoproperties.com