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### **Monthly Condominium Fee Payment Options for Unit Owners**

The Dartmouth Group, with help from Community Association Banc, is pleased to inform you that there are **FIVE ways for you to pay your monthly fees.** The five are:

1. **Automated Clearing House Debit (ACH)** – You can have all your monthly fees paid **automatically** from your checking account. Simply complete the attached “Authorization Agreement for Automatic Clearing House Debit” and return it to us along with a voided check. Your bank account will be debited automatically, each and every month, for the amount of your condo fee and/or condo fee supplement. **If you are already using the automatic monthly debit procedure and wish to continue, you need do nothing.**

2. **Coupon Book** – If you do not elect the ACH method of payment, you will receive a coupon book in the mail. **If you currently pay your fees by personal check and wish to continue doing so,** simply mail your payment check each month using the coupon and envelope provided. Your payment will be processed by the bank’s lockbox system. Payments for each month are due by the first of that month.

In addition to the first two options, there are three **new** ones you may wish to consider:

3. **Online Banking** – You may use **your** bank’s online or electronic banking service to pay your monthly condominium fees. If you choose this method, it is important that you instruct your bank to use the account number located at the top of your coupon and to send the payment to the address on the coupon. **Please note that the mailing address on your new coupons will be different from the old address.**

4. **E-Check** – This payment method is a **debit to your checking account** initiated by you. In order to utilize this payment method, go to [www.cabanc.com](http://www.cabanc.com) and select “Homeowners” from the left-hand menu. Next, select “By E-Check” from the right-hand menu and complete the required information. You will need to have your coupon and checking account information available to complete this process. **There is no fee associated with this service.** Please note this is a non-recurring payment method and must be performed each time you wish to send a payment.

5. **Credit Card** – This payment method allows you to pay your monthly fee using a credit card (MasterCard, AMEX, or Discover). Go to [www.cabanc.com](http://www.cabanc.com) and select “Homeowners” from the left-hand menu. Next, select “By Credit Card” from the right-hand menu and complete the required information. You will need to have your coupon and credit card available to complete this process. **There is a fee for this service** which will vary depending on the amount of your payment. The fee is clearly marked on the processing page. Please note this is a non-recurring payment method and must be performed each time you wish to send a payment.

If you have any questions, please call The Dartmouth Group’s Accounts Receivable Department at 781-275-3133.

**AUTHORIZATION AGREEMENT FOR DIRECT DEBIT PAYMENTS**

I/We, the undersigned unit owner, authorize The Dartmouth Group, Inc., as Agent, and the property named below to originate debit entries **on the 5<sup>th</sup> of every month** via the Automated Clearing House (ACH) system to my/our account at the Depository Financial Institution named below for the purpose of paying monthly condominium fees / increases and all supplements. This authorization shall become effective the first month following receipt of this form and shall remain in effect until written notice of modification or termination from the Unit Owner has been received in writing. Notice must be received 10 days prior to the next withdrawal. Please return this form and a voided check via fax to 781-533-7125 or mail to:

The Dartmouth Group, Inc.  
Attn: Tracy Doucette  
4 Preston Court, Suite 101  
Bedford, MA 01730-2356

If my (our) account is unable to be debited due to insufficient funds in my (our) account, a \$25 service charge will be added to the amount owed to the Condominium Association.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name of Condominium

\_\_\_\_\_  
Unit Number / Address

\_\_\_\_\_  
Email Address or Telephone Number  
(We will email or call to notify you of the start date.)

\_\_\_\_\_  
Date

**PLEASE INCLUDE A VOIDED CHECK WITH THIS AUTHORIZATION FORM**