

**PAY YOUR MONTHLY CHARGES ELECTRONICALLY AND  
AUTOMATICALLY!**

**HERE'S HOW:**

It is now possible for owners to have their maintenance or common charges and other regular monthly charges deducted electronically from their bank accounts, automatically each month. It is no longer necessary for owners wishing to do automatic payments to have their own banks send checks in payment of the charges. Instead, for those signing up for the service, TRS will use the ACH services of Citibank to automatically debit the owner's own bank account, and simultaneously credit the building's operating account. This is an important convenience. You no longer need to remember to write and send a check before the due date, nor do you have to worry about late fees incurred due to mail delays. There is also an obvious cash flow advantage to the building, since the debits will be done on or shortly after the first business day of the month. There will be no charge to either the building or the owners for use of this service.

If you would like to sign up for this service, please complete and sign the enclosed form, and mail it back to the address below. Be sure to fill in all blanks on the form, and attach an original check for the account from which the debits will be made. Write VOID across the check. If you have already signed up, please ignore this flyer.

You will receive a confirmation from TRS when the form is received, and will be told what month the first debit will occur. In the meantime, unless and until you have received confirmation from TRS that you have been entered in the ACH system, you must continue to make payments of all charges in the same manner as you currently use.

If you sign up for the ACH debits, please assure that you have sufficient funds in your account prior to the first business day of each month. In the event that at any time when a debit of monthly charges is made your account balance is not sufficient to cover the charges, and this results in the debit being refused or reversed, Citibank, and TRS, reserve the right to remove you from the ACH system for the payment of monthly charges. In addition, you remain responsible for any banking fees incurred due to the reversal, and any late fees due.

Send completed and signed forms with the void check to:

Susy Marinez  
Tudor Realty Services Corp., 250 Park Avenue South, 4<sup>th</sup> floor  
New York, N.Y. 10003-1402

Thank you.

Tudor Realty Services Corp.

**AUTHORIZATION AGREEMENT FOR PREAUTHORIZED DEBITS**

TO SIGN UP YOU **MUST DO ALL OF** 1,2 AND 3 BELOW

1. COMPLETE EACH LINE BELOW:

BUILDING: \_\_\_\_\_

NAME: \_\_\_\_\_

APARTMENT NO.: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

2. ATTACH A CHECK FROM YOUR ACCOUNT MARKED VOID

3. SIGN HERE: \_\_\_\_\_  
\_\_\_\_\_

By signing above you, the owner ("Owner"):

- (A) authorizes Tudor Realty Services Corp. ("Debiting Party") as Agent for the building in which you live (the "Building") to initiate Automated Clearing House (ACH) debit entries from the Owner at the Owner's depository ("Depository") identified on the check attached to this form, for deposit into the Building's account at Citibank, in amounts as provided in the monthly billing of charges sent to the Owner from the Debiting Party, as Agent for the Building, and
- (B) authorizes the Depository to debit said entries to the account identified on the check attached to this form.

This authorization is to remain in full force and effect until the Debiting Party or the Depository have received written notification of its termination of same in such time and in such manner as to afford the Debiting Party and the Depository a reasonable opportunity to act on it.

ATTACH CHECK MARKED VOID TO THIS FORM.

MAIL TO SUSY MARINEZ AT:

TUDOR REALTY SERVICES CORP.  
250 PARK AVENUE SOUTH  
NEW YORK, N.Y. 10003