



**Association Management, Inc.**  
47200 Van Dyke Ave.  
Shelby Township, MI 48317  
Website: [www.amicondos.com](http://www.amicondos.com)  
Phone: 586.739.6001 | Fax: 586.739.6006

### AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS SETUP

I hereby authorize Association Management, Inc., as agent for your Association, to set up automatic payments on my behalf. Please complete the form below:

Association/Community Name \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Full Address within the Association \_\_\_\_\_

Email Address (Required) \_\_\_\_\_

Contact Phone Number(s) \_\_\_\_\_

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

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

Date you would like payments to start \_\_\_\_\_

Automatic Payments are set up by AMI via the First Citizens Property Pay website on your behalf. If you wish to set these payments up on your own, this form is not required. Please visit <https://propertypay.firstcitizens.com> to set up your own automatic payments. By signing below, you agree to the following:

I hereby authorize Association Management Inc. to withdraw the monthly charges billed to my account on the 8<sup>th</sup> of each month or the first business day prior if the 8<sup>th</sup> falls on a weekend or holiday.

If an additional charge or additional/special assessment is applied to my Association account, my automatic payment amount for the month in which that charge is due will be adjusted accordingly. The Association will provide advanced written notice of additional charges/assessments, so you are aware before the payment is due.

I approve the use of the information provided above to create an automatic payment and understand that it is my responsibility to provide accurate information and ensure there are sufficient funds in my account to cover all charges. If the information I provided is incorrect, I will be responsible for any resulting charges or fees incurred by the Association for non-sufficient funds.

Date \_\_\_\_\_ Signature: \_\_\_\_\_

