

Volhr Corporation
1000 N. Collier Blvd. Ste. 9
Marco Island, FL 34145
(239) 389-3600
finance@volhrcorporation.com

Dear Homeowner,

We are able to offer your association the option to have your payments electronically debited from your bank account. This letter includes the instructions if you choose to sign up for this service.

Your account will be debited between the 1st and 3rd of the month in which your payment is due. This payment cannot be altered. If this payment schedule will not fit your needs, please continue to mail your payments to the address provided on your billing statement/coupon book.

****IMPORTANT! PLEASE NOTE THE FOLLOWING REQUIREMENTS BEFORE YOUR AUTO DEBIT APPLICATION CAN BE PROCESSED****

- * Your account must be brought current upon receipt of the application.
- * All applications must be received in our office no later than the 21st of the month in order for the debit to begin the following month.
- * Please indicate on the application if the account we are withdrawing the assessments from is a checking or savings account.

The amount will remain the same each quarter, unless you are notified of any special assessment increases/decreases that will affect the amount of your quarterly debit. Special assessments **WILL NOT** be debited from your account without prior written authorization.

If for any reason your automatic debit is returned (ie: stopped payment, non-sufficient funds, account closed) there will be a **\$25.00** returned item charge to your account, in addition to any late fees. If this should happen a second time, your account will be removed from the electronic payment system and you will have to mail your payments from the period forward.

If you sell your unit, please cancel your Electronic Payment Authorization at least 10 days prior to your closing date. This service will not automatically cancel due to a sale. You are responsible for cancelling your authorization in writing.

This service is optional. Please continue to mail in your payment each quarter if you choose not to participate.

Please contact our Finance Department at (239) 389-3600 if you have any questions.

Sincerely,

Volhr Corporation