



Dear New Homeowner:

We are the management company for your community and we'd like to congratulate you on the purchase of your new home.

We have asked the title company to send us a copy of the warranty deed so that we may update the Association's records. Please verify that the address on the deed is where you would like to received any communication.

Your closing documents will detail the dates the maintenance fee is paid through. The Association's banking facility offers a free auto debit program wherein they will debit your account on either the 3rd or 10th of each month and your unit will received immediate credit. You may complete the application below and return with a voided check. Payments through on-line banking should be payable to the name of your association indicate your unit number as the account number and mail directly to PO Box 20287, Tampa FL 33622-0287. Otherwise, if you wish to make check payments and did not receive a coupon booklet at your closing, please contact us at (727) 581-2662 to have one ordered for you.

Please contact us if you have additional questions.

Sincerely,

RESOURCE PROPERTY MANAGEMENT, INC.

Effective Date: _____ 3rd of the Month _____ 10th of the Month

CONDOMINIUM/ASSOCIATION NAME _____ UNIT # _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

FINANCIAL INSTITUTION NAME _____ PHONE _____

ROUTING #/ABA _____

ACCOUNT # _____ CHECKING [] SAVINGS []

I/We hereby authorize Resource Property Mgmt to initiate debit entries to my/our checking or savings account at the financial institution indicated above for the purpose of making my/our Association payments, to include all future amount charges. I/we also authorize the financial institution to withdraw these payments from my/our account.

Date: _____ Signed X _____ Signed X _____

The transfer of funds from your account will remain in full force and effect until the Management Company has received written notification from you of its termination. This authorization form or written notice must be provided 15 days prior to the next effective date.

Accredited Association Management Co. (AAMC) - Website-www.resourcepropertymgmt.com

5901 Sun Blvd., Suite 103
St. Petersburg, FL 33715
727-864-0004
Fax: 727-866-7002

28100 US Hwy 19 North, Suite 205
Clearwater, FL 33761
727-796-5900
Fax: 727-796-5011

7300 Park Street
Seminole, FL 33777
727-581-2662
Fax: 727-584-2118

PAYMENT INFORMATION

AUTOMATIC DEDUCTIONS:

First Community Bank has enclosed an "Auto Debit Authorization" form [located inside the coupon booklet], which will enable you to automatically have your maintenance fee deducted from your US bank account (this procedure will be supplied by the bank at no charge). Please be aware that only US Bank accounts can be debited. If you are interested in this procedure, please complete this form and return it to our office at 7300 Park Street, Seminole, FL 33777 no later than *the 25th to be effective the following month*. **Please keep in mind that you may have to pay the first month with a check, depending on when you receive this letter.** You may indicate what month you would like the deduction to start on the application. For your convenience, you may elect to have the funds debited on either the 3rd or 10th of each period. This auto-draft will continue until we receive written notice of cancellation from you.

CREDIT CARD or E-CHECK PAYMENTS:

Effective February 2011, you may make credit card payment [convenience fee for this option] or E-check [no additional cost] at the RPM web site; www.resourcepropertymgmt.com "resident services" select maintenance fee options. The information required is located at the bottom of your coupon.

ON-LINE BANKING:

In the event you bank on-line with another institution, please be aware that on-line payments should be made **payable to your association** and mailed directly to: *First Community Bank at Post Office Box 20287, Tampa, FL 33622-0287*. **You must indicate your unit number (as noted on coupon booklet) as your account number on the check, to ensure proper credit.** If you own more than one unit please have your banking institution issue a separate check for each unit.

POST DATED CHECKS:

We have received notification from First Community Bank that they will process **all** (including post dated) checks upon receipt, **DO NOT** send post dated checks for maintenance fees to the bank PO Box. If you would like, Resource Management will process your post dated checks. Please **mail them directly to the Seminole Office** address 7300 Park Street Seminole, FL 33777, along with your coupon booklet and a check for \$25.00 made payable to Resource Management to cover administrative charges.



NEW ADDRESS UPDATE/ CHANGE REQUEST

Please Print Legibly

Name of Community _____

Owner's Name(s) _____

Unit/Lot Number _____

New Mailing Address _____

Alternate Mailing Address _____

Unit Phone _____

Alternate Phone _____

Cell Phone _____

Requested By: _____ Date: _____

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