

# **Hello Archer's Park homeowner!**

**Welcome home! We are excited to work with you.**

We are IRJ Property Management, and we help with all of your community management needs. We are available to help with any questions you might have! Even if we can't help resolve an issue, we are happy to point you in the right direction and connect you with people who can help you out. Please reach out to us at any time! Our email address is [info@irjpm.com](mailto:info@irjpm.com) and our phone number is (919) 322-4680.

You can find more information about your community at this website:

**<https://irjpm.com/archers-park-hoa>**

The website has covenant and bylaw information as well as architectural review forms and design guidelines for your community. Please note that before any exterior modifications can be made to your house, like adding a fence, flag, sign, play structure, or shed, remember to consult with the design guide on the website above to note whether or not you need architectural approval for your addition. If you ever have a question about this process, please reach out and we can talk you through it!

We're here to help, and we look forward to meeting you soon.

With Care,

Your IRJ Property Management Staff

**IRJ Property Management**  
**PO Box 1189**  
**Garner, NC 27529**  
**[www.irjpm.com](http://www.irjpm.com)**  
**(919) 322-4680**  
**[info@irjpm.com](mailto:info@irjpm.com)**

# Archer's Park Homeowner Information Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

PLEASE COMPLETE THIS SECTION ONLY IF YOUR  
HOME IS RENTED/LEASED:

Tenant's Name: \_\_\_\_\_

Tenant's Phone Number: \_\_\_\_\_

Rental Unit Address: \_\_\_\_\_  
\_\_\_\_\_

IF YOUR HOME IS RENTED, PLEASE SEND A COPY OF YOUR LEASE  
AGREEMENT TO [INFO@IRJPM.COM](mailto:INFO@IRJPM.COM)

How would you like to receive billing statements?

- I would like to receive mailed paper statements and to pay by  
check/money order
- I would like to receive e-statements
- I would like to sign up for automatic bank withdrawals

Once completed, please email this form to [accounting@irjpm.com](mailto:accounting@irjpm.com)  
or mail the form to  
IRJ Property Management  
PO Box 1189 Garner, NC 27529

# IRJ Property Management Recurring ACH Payment Authorization

You authorize regularly scheduled charges to your checking/savings account. Each billing cycle, you will be charged the amount indicated below. The charge will appear on your bank statement as an "ACH Debit." You agree that no prior notification will be provided unless the date or amount change, in which case you will receive notice from us at least 10 days prior to the payment being collected.

I \_\_\_\_\_ authorize IRJ Property Management, on behalf of \_\_\_\_\_ Association to charge my bank account indicated below for \$ \_\_\_\_\_ on the FIRST day of each month.

This payment is for \_\_\_\_\_ Dues.

## Billing Information

Billing Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

## Bank Details

Checking       Savings

Account Name \_\_\_\_\_  
Bank Name \_\_\_\_\_  
Account Number \_\_\_\_\_  
Routing Number \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing, and agree to notify IRJ Property Management, LLC in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the payment date falls on a weekend or holiday, I understand the payment may be executed on the next business day. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that IRJ Property Management, LLC may, at its sole discretion, attempt to process the charge again within 30 days and agree to an additional \$10.00 charge for each attempt which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law. I certify that I am an authorized user of this bank account and will not dispute these authorized scheduled transactions with my bank.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE