

# Benefits of Surepay.....

- ✓ Never write another check for Association dues. Once you enroll, monthly maintenance fees and other designated Association dues are automatically paid electronically from the account you designate.
- ✓ Avoid rushing to the mailbox or post office. Your time is valuable.
- ✓ No late payment charges and no postage. All payments will be made on time and without hassle. Its effortless.

## How does Surepay work?

Each month the amount due for Association charges is deducted from your bank account...automatically! We do all the work for you.

## What do I have to do?

All you have to do is make sure that there are sufficient funds in your bank account. Deductions will be made on the fifth (5<sup>th</sup>) day of the month.

## What does it cost?

Nothing! And you'll save time and money without checks to write and mail.

## Is it safe?

Absolutely! You maintain complete control of payment authorization. Your regular bank statement will show the exact amount deducted. You may stop any automatic payment by contacting your bank three (3) or more business days before the payment is scheduled.

*ENROLL TODAY!*

### Service Type:

- New Application
- Discontinue (allow 10 business days)
- Change bank/account number (allow 5 business days)

We authorize Cadmus Properties to initiate the following action for the owner(s) identified below effective from the month of:\_\_\_\_\_.

All owner name(s) that are on the title/deed:  
\_\_\_\_\_

Condo/Project Name:  
\_\_\_\_\_

Unit/Lot:\_\_\_\_\_ Phone:\_\_\_\_\_

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

We authorize the financial institution named below to accept the Automated Clearing House (ACH) transfer and charge the checking/savings account shown below to pay the Association charges.

### Type (all payments in US Dollars):

Checking: Account No.:\_\_\_\_\_

Routing No.:\_\_\_\_\_

(Please attach a voided check.)

Savings: Account No.:\_\_\_\_\_

Routing No.:\_\_\_\_\_

### Apply To:

- Maintenance Fees
- Community Association Dues
- Lease Rent
- Special Assessment
- AC or Electricity (metered reading)
- Parking
- Water and/or Sewer (metered reading)
- Other Fees (specify for authorization)

Notwithstanding the above, should my/our account with the association become delinquent at any time, I/We authorize and understand that the payments owed to the association including but not limited to late fees, attorney fees and costs shall be applied according to the Association's priority of payment.

Signed:\_\_\_\_\_

Dated:\_\_\_\_\_

Signature must be the same as shown on checks.

## Authorization AGREEMENT

**THIS IS YOUR REMINDER  
PLEASE KEEP THIS FORM  
WITH YOUR FINANCIAL  
RECORDS.**

On \_\_\_\_\_ (date) I authorized  
Cadmus Properties to begin deductions from  
my account with \_\_\_\_\_  
(your financial institution). I further  
authorized my bank to charge my account for  
the monthly Association dues. I also  
understand that there may be a handling charge  
for any payment that cannot be processed due  
to insufficient funds.

I understand that I may stop automatic  
payments by contacting my financial  
institution three (3) or more business days  
before the payment is scheduled to be made.  
The stop payment may be subject to a charge  
by my bank and SUREPAY must be  
reactivated with Cadmus Properties with 30  
days advance written notice to either party.

\_\_\_\_\_/\_\_\_\_\_  
Signature Date

To sign up for Surepay, simply  
complete the Surepay application  
form, attach the required deposit  
slip or bank statement and mail,  
email or fax to:

Cadmus Properties Corporation  
332 North School Street  
Honolulu, HI 96817  
Phone: 808-531-6847  
Fax: 808-528-2804  
Email:  
[cadmusproperties@gmail.com](mailto:cadmusproperties@gmail.com)

**Questions:** Contact us at 531-6847  
extension 19 or 22.

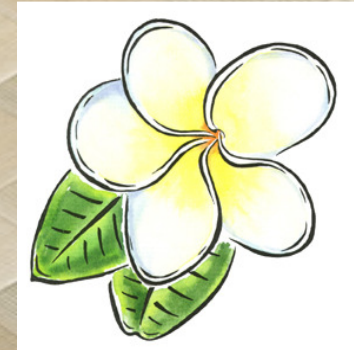
If application is received by the 20<sup>th</sup>  
of the month, activation begins the  
following month.



# SUREPAY

*For Your Convenience*

**The Automatic Payment  
Service for your  
Association Assessments**



**A service provided to you by  
Cadmus Properties  
Corporation**

**332 North School Street  
Honolulu, HI 96817  
Phone: (808)531-6847  
Fax: (808)528-2804**

**Email:  
[cadmusproperties@gmail.com](mailto:cadmusproperties@gmail.com)**