



**Moseley Associates, Ltd**

Real Estate Sales & Rentals • Property Management

Memo To: **All Property Owners and Tenants**

Subject: Electronic Payments

Moseley Associates is now offering to all condominium owners and commercial tenants the opportunity for direct debit of the monthly /quarterly fee(s) from their checking accounts. We hope you will take advantage of this service. Here are some questions and answers to help you make an informed decision about this service.

Q: How does the electronic payment work?

A: Your payment is directly debited from your account on a specified date. You will receive the debited information on your monthly bank statement.

Q: What will this cost me?

A: There is no cost for this service.

Q: When will this service become effective?

A: This service will become effective the 1<sup>st</sup> day of the next billing cycle after we receive your information. If you are billed monthly, the fee will be deducted monthly. If you are billed quarterly, the fee will be deducted quarterly.

Q: What if I am billed for fuel or other charges that might change on a monthly or quarterly basis? Will I still receive payment coupons so that I will know what amount will be debited from my account?

A: Yes. We will still be sending out payment coupons both monthly and quarterly unless you request otherwise.

Q: How do I sign up – and when do I need to do it?

A: Complete the attached form and return it to Moseley Associates, P.O. Box 706, White River Jct., VT 05001 as soon as possible. Please include a voided check. **We cannot begin this service for you until we receive all of the required information.**



PO Box 706, White River Junction, VT 05001  
Tel: (802)296-2600/(802)295-9300.FAX: (802)296-3673

