



Circle Property Management Easy Pay Tenant Agreement and Setup

I hereby authorize Circle Property Management to present recurring ACH debits to the account identified below. A small convenience fee will be charged. .0035% (example \$1000 X .0035 = \$3.50) Transactions will show up on your account as Circle Property Management and any transaction rejected for non sufficient funds or chargeback will be assessed a fee by your landlord. This authorization will remain in effect until Circle Property Management is notified to stop future transactions by one of the following methods:

1. Login to your tenant portal www.circlepropertymanager.com
Select the EasyPay tab and disable the service.
2. Notify your landlord or property manager and ask them to disable the service on your behalf.
Fax request to 703-349-7822
3. Email Circle Property Management Direct and include your full contact information, the name of your landlord, and the last 3 digits of your bank account number to easy pay@Circlepm.com requesting cancellation of service.
4. Send a letter via the United States Postal Service including your full name, your landlord's name, and your bank account's routing and account numbers (or include a voided check) with instructions included to disable EasyPay for your account. Send the notice to: **Circle Property Management
9520 Lee Hwy, Fairfax, VA 22031-2303**

Enter your account information AND attach a voided check on page 2.

My Name

Name of Renter (if different)

My Rental Address

My Bank Routing Number _____ (always 9 digits)

My Bank Account Number _____

Account Owner Signature

Date

Print Name

Phone



Attach Voided Check on this page:

Attach a copy of a voided check or bank letter on bank letterhead with your account information here or on a separate page..

Return Directions

Return both pages via fax to 703-349-7822

Or retain a copy for yourself and mail to:

Circle Property Management
9520 B Lee Hwy
Fairfax, VA 22031-2303

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