



# Virginia Housing Authorization for Multifamily Automatic Payment Transfers

*Form must be completed in full*

## Property Information

**Development Name:**

**Virginia Housing Loan Number:**

**Mortgagor or Management Agent:**

## Contacts

**Primary Contact:**

**Phone (ext.):**

**Email Address:**

**Secondary Contact:**

**Phone (ext.):**

**Email Address:**

## Bank Account Information

**Account Name:**

**Bank Name/City:**

**ABA Number:**

**Account Number:**

**Account Type:**   Checking

## Select Payment Date

*Select the day of the month on and/or after which mortgage payments are authorized to be debited each month. If such a day is not a banking day, the mortgage payment will be debited on the first banking day following the day so selected.*

**NOTE:** *Payments must be received prior to the late charge application date.*

1<sup>st</sup>    5<sup>th</sup>    7<sup>th</sup>    12<sup>th</sup>    25<sup>th</sup> (advance payments only)

*In addition to authorization for automatic debits, Virginia Housing may initiate credits to the account for transactions such as reserve disbursements, escrow refunds, etc.*

## Agreement Terms

*Beginning on \_\_\_\_\_ (month, day, year), the undersigned hereby authorizes Virginia Housing to initiate debit and/or credit entries to the undersigned's account at the financial institution indicated above. The undersigned further authorizes the financial institution to debit and/or credit the undersigned's account. This authority shall remain in effect until revoked in writing by the customer or Virginia Housing, or until such time as the mortgage terminates. Virginia Housing shall be given 30 days to act upon termination. Virginia Housing has the right to have the amount of an erroneous debit or credit corrected up to 5 days following the transaction.*

*Authorized Signature(s)*

*Mortgagor/Management Agent*

\_\_\_\_\_

*Date:*

\_\_\_\_\_

*Return completed form to the address below:  
Virginia Housing Rental Servicing  
601 South Belvidere Street, Richmond VA 23220-6500  
(804) 343-5860 / (804) 782-1986 / (804) 783-6705 TDD*