

Buildium Payment Instructions

We have partnered with **HB Property Management** for setting up your payments online. They will be reaching out to you via email to setup your account.

Your Email address: (Required) _____

To request information on your account or payment history, please contact HB Property Management at 936-647-0533

Once you have setup an online account you can easily access the payment portal here:

<https://hbpm.managebuilding.com/Resident>

Payment Option Authorization Form

Managing your payments is easy when you choose to enroll in the Autopay Plan.

_____ Please enroll me in the Voluntary Monthly Auto Draft Option.

A voided check or bank letter with account information must be attached with this form for your loan to be set up on Auto Draft. Unfortunately, we cannot accept temporary checks.

I authorize HB Property Management and its authorized representatives and service providers to initiate electronic withdrawals from my designated account to make payments on my agreement.

- I understand that this authorization and the program services in no way alters or amends any of my obligations under my existing contract, including those regarding the amount of monthly payments, when payments are due, the applications of payments, the assessment of late charges or the determination of delinquencies.
- I understand if my auto draft date (payment due date) falls on a weekend, my payment could be drafted the Friday before.
- I understand that for any requests to modify, change or terminate participation in this program I must provide HB Property Management written notice at least ten (10) days prior to the next draft in order to ensure my account is not drafted.
- I understand HB Property Management reserves the right to cancel this program at any time. HB Property Management also reserves the right to cancel the program should any of my payments be returned for non-sufficient funds.
- I understand that my payment amount may fluctuate as my tax and insurance premiums fluctuate.

By signing below, I agree to the Terms and Conditions above. Please note, your name, signature and date are required regardless of if you choose to enroll in AutoPay

Customer Name: _____

Customer Signature: _____

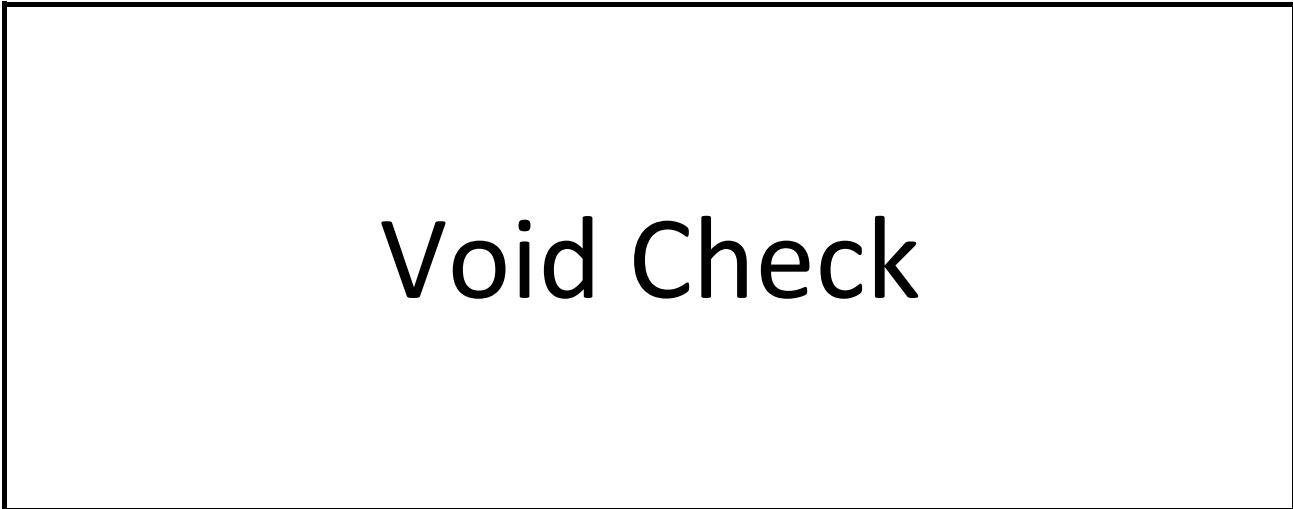
Date Signed: _____

If funds are to be drafted from the bank account of another party, both parties must consent and sign this form.

Non-borrowing Spouse Account Holder Name: _____

Non-borrowing Spouse Account Holder Signature: _____

Date Signed: _____



Routing Number

Account Number

Routing Number _____

Account Number _____

Name exactly as it appears on Bank Account _____

Cash Payments:

Cash Payments are not accepted at the SouthernMH Mobile Homes office. If you need to make a cash payment, contact the property manager to enable the PayNearMe feature through the Buildium Portal. PayNearMe is a service offered where you can make payments at many CVS and ACE locations. It will post directly to your account, typically same day.