

### EasyPay Tenant Agreement and Setup

I hereby authorize Hexnova Group LLC to present recurring ACH debits to the account identified below. Transactions will show up on your account as Rent Payment. A processing fee of \$ 0 will be added to the amount of each transaction. Any transaction rejected for nonsufficient funds or chargeback may be assessed a fee of \$100. This authorization will remain in effect until Hexnova Group LLC is notified to stop future transactions by one of the following methods:

1. Email us and include your full contact information and the last 4 digits of your bank account number to : corp@pmkeegan.com requesting cancellation of service.
  
2. Send a letter via the United States Postal Service including your full name, us, including your 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: Hexnova Group LLC, PO Box 344, Kutztown PA 19530

Initial Your Choice

<u>X</u>	I wish my payments to be automatically processed. You or your property manager can still modify this schedule or schedule one time transactions.  [X ] Monthly on the First ( 1 <sup>st</sup> ) day of the month in the amount of <b><u>Monthly Rent on Lease Agreement</u></b>
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Account Information

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

Both items below must be provided to process your application.

1. A copy (Picture or Scan) of a voided check. Alternatively, include a signed letter from your bank, on bank letterhead, listing your name, account & routing numbers.
2. A copy (Picture or Scan) ( of your government issued photo ID ( Drivers License ). Using a photocopier to enlarge your ID 70-100% before sending it is useful to ensure it is legible..

### **Return Directions**

1. Use our Document Upload Service at <https://kutztown.com/uploader/upload/>
2. Scan and email the documents to : [corp@pmkeegan.com](mailto:corp@pmkeegan.com) or
3. Deposit through FRONT DOOR MAIL SLOT ( Not mail box on outside of house ) at 122 West Main Street, Kutztown PA 19530 or
4. Mail a copy to: Hexnova Group LLC, PO Box 344, Kutztown PA 19530

ACH transfer services provided by a National Property Management Company named Rentec Direct. Their web site is at <https://www.rentecdirect.com/details/online-payments>