

Dear Lincoln Tower Residents:

Beginning with February 2004, we request that you make your rent payment in a new way. Please send your payment, made payable to Lincoln Tower, to the address below. Do not send cash!

**Towne Realty, Inc – Residential Lockbox  
Dept. 59560  
Milwaukee, WI 53259-0560**

As a reminder, rent is due on the 1<sup>st</sup> of each month and as such you will want to allow enough time for mail delivery. Also, in order to assist data entry and insure proper credit for your rent payment, please include your apartment number on you check. If the name on the check is different than the name for which the rent is being paid, please note that on the check, as well. If you have any questions regarding this change, please contact the Lincoln Tower Office at (217) 525-8500.

As an alternative to mailing your monthly rent payments Lincoln Tower is pleased to offer you Direct Debit of your monthly rental payment. Many of you are probably very familiar with Direct Deposit, where your payroll check is directly deposited into your bank account. Now you can have your monthly rent payment automatically deducted from your bank account and paid to Lincoln Tower without having to lift a finger.

Direct payment of your monthly rent has many advantages:

**It Saves You Money** – No checks, no envelopes, no postage and best of all, no late fees

**It Saves You Time** – No checks to write, no lost or misdirected payments, and it makes reconciling your account statement much easier.

**It is Convenient for You** – Automatic rental payment even when you are on vacation, sick or away on business.

**It is Safe** – You must authorize the transaction, it is consumer protected, and you will know the exact date and amount that will be deducted from your account.

To start Direct Debit of your rent, all you need to do is fill out the attached Authorization Agreement and return it to the Lincoln Tower office, Suite 406, along with a voided check to verify the financial institution and account numbers of your bank account.

We appreciate your cooperation and look forward to serving you in the future.

Sincerely,

Marla D. Engelhart  
Lincoln Tower Manager

**AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENT  
LINCOLN TOWER 39-1093454**

I (we) hereby authorize Lincoln Tower, hereinafter called COMPANY, to initiate debit entries to my (our) checking account indicated below and the financial institution named below, hereinafter called DEPOSITORY, to debit the same to such account.

DEPOSITORY NAME \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TRANSIT/ABA NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

PRINT NAME (1) \_\_\_\_\_ APT # \_\_\_\_\_

SIGNATURE (1) \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME (2) \_\_\_\_\_ APT. # \_\_\_\_\_

SIGNATURE (2) \_\_\_\_\_ DATE \_\_\_\_\_

**For Office Use**

Effective Date \_\_\_\_\_

Lease Expiration \_\_\_\_\_

Apartment # \_\_\_\_\_

\$ Amount \_\_\_\_\_