

# Trout Housing Rent Payment Form



www.trouthousing.com  
852 Webster Drive, State College, PA 16801  
Phone: 814-237-2573  
trouthousing@gmail.com

## AUTHORIZATION FOR AUTOMATIC RENT PAYMENT

I authorize **Swanky Shelters LLC** along with its managing members Pamela Trout or Dale Trout, DBA Trout Housing, to instruct my financial institution to make withdrawals for rent payments on the dates and amounts agreed upon in the lease. This automatic rent payment will continue if I renew the lease unless is is specified in writing to stop. If a payment is returned for any reason a \$50.00 returned funds fee will be added to the rent payment. If a payment is returned a second time the automatic rent payment will be discontinued and you will be charged a \$50.00 returned funds fee and late fees of \$20.00 per day. At this point all payments must be made via cash, money order, or personal check. All requests to change or stop automatic rent payment must be in writing 14 days prior to the next rent payment.

TENANT NAME \_\_\_\_\_

PROPERTY \_\_\_\_\_

USE FOR  DOWN PAYMENT  MONTHLY PAYMENTS

NAME OF ACCOUNT HOLDER: \_\_\_\_\_

ADDRESS ASSOCIATED WITH CHECKING / SAVINGS ACCOUNT:

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FINANCIAL INSTITUTION: \_\_\_\_\_

FINANCIAL INSTITUTION ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

SELECT ONE AND ATTACH A VOIDED CHECK:

CHECKING

SAVINGS

SIGNATURE: \_\_\_\_\_

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Once you have completed the Authorization for Automatic Rent Payment form, return it to Dale and Pamela Trout at 852, Webster Drive State College, PA 16801. Please make sure that all of the sections of the form are completely filled out and a voided check is included with this form. Please remember if you change your account or banking institution you must complete a new authorization form at least a two weeks before your rent payment is due. A new form can be acquired on our website at [www.trouthousing.com](http://www.trouthousing.com). We are pleased to be offering this form of payment to our tenants and hope you will find it to benefit you.

## Automatic Bill Pay FAQ

### **Q. How do I sign up?**

A. Complete all sections of the Authorization, sign and enclose a voided check. Mail to:

Dale and Pamela Trout  
852 Webster Drive  
State College, PA 16801

Or scan and email to [trouthousing@gmail.com](mailto:trouthousing@gmail.com)

### **Q. How will my bill be paid?**

A. We will notify your bank of the amount due. The bank will automatically pay that amount from your account.

### **Q. Does my account have to be with a bank?**

A. No. All financial institutions participate, including Credit Unions and Savings & Loans.

### **Q. How do I know my bill has been paid?**

A. Your payment will clearly be marked on your financial institution's monthly account statement as a debit to Swanky Shelters LLC.

### **Q. What if my account is overdrawn?**

A. You will be charged a \$50.00 returned funds fee for the first occurrence. On the second occurrence the automatic rent payment will be discontinued and you will be charged a \$50.00 returned funds fee and late fees of \$20.00 per day. At this point all payments must be made via cash, money order, or personal check.

### **Q. What if I would like to change an Automatic Payment?**

A. Send a new Rent Payment Form with the changes to Pamela Trout 14 days BEFORE the rent is due.

### **Q. What if there will be non-sufficient funds in the account?**

If your account will not have enough funds contact us immediately so we can resolve this issue.

### **Q. How can I stop automatic rent payments?**

A. Contact Pamela Trout 14 days BEFORE the rent is due in writing, either email to [trouthousing@gmail.com](mailto:trouthousing@gmail.com) or regular mail to 852 Webster Drive, State College, PA 16801, and let her know to discontinue automatic rent payments. When you discontinue automatic rent payments you are then responsible to make rent payments via cash, money order, or personal check.

### **Q. What if I have any other questions?**

A. Please contact Pamela Trout at [trouthousing@gmail.com](mailto:trouthousing@gmail.com) or 814-237-2573