



P.O. Box 112
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Phone: (612) 868-1290

Quality and Value in Residential Living

www.OlympusPropertiesTC.com

TO: All Tenants

FROM: Joe Knapp
Olympus Properties, L.L.C.

RE: **Automatic Withdrawal for Monthly Rent**

Dear valued tenant,

In response to tenant requests, Olympus Properties is now offering Automatic Withdrawal for your monthly rent payments. ACH is a free service that automatically withdraws your monthly rent payment from your checking or savings account.

How you benefit:

It's convenient. Your money is withdrawn automatically from your checking account even when you're too busy to get an envelope in the mail. Also, avoid possible late fees when your check is delayed by the mail.

It's free. You'll also save money on stamps.

It's safe. Never worry about checks getting lost, delayed or stolen.

Step 1. Gather account information. You'll need to provide your checking account and routing numbers on the enclosed form. A voided check is also required.

Step 2. Please fill in the necessary information on the enclosed form; sign, date and mail back in the attached envelope (please make a copy for yourself).

If you have any questions or concerns, please feel free to call me direct.

Sincerely,

Joe Knapp
Olympus Properties, L.L.C.
(612) 868-1290

