



**ACH Debit Authorization Agreement  
 Public Housing**

**PRE AUTHORIZED PAYMENTS**

**Effective Date:** \_\_\_\_\_

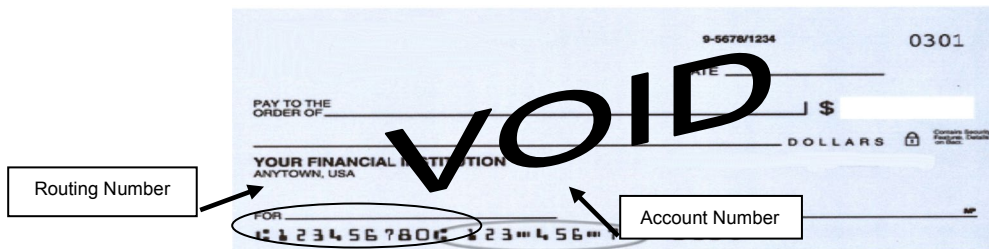
I (We) hereby authorize the Housing Authority of the City of Los Angeles (HACLA) to automatically and directly charge/debit each and every month our monthly rent from my (our) checking account designated below (Account.) Although the rent is due on the first, I (we) understand the transfer of funds date will be the **5<sup>th</sup> day** of the month or the first business day following the 5<sup>th</sup>, where the 5<sup>th</sup> is a Saturday, Sunday or a banking holiday; and that it is my (our) responsibility to ensure that there are sufficient funds in the account for such a transfer to occur at the time my (our) bank receives the transfer request. If for any reason there are no sufficient funds available to complete the transfer at the time the transfer request is made (i.e. NSF, on hold, or stop order, less than the amount requested), this agreement shall automatically terminate without further notice, and I (we) shall be responsible for any bank fees incurred as a result of the failed transfer. Payment of any additional charges that you may owe HACLA (such as maintenance or utility charges) shall be made by money order or check and directly mailed to the bank as instructed in your monthly rent statement

This agreement shall remain in effect until terminated as provided above or upon written notice from one party to the other at least twenty-one days before a scheduled transfer.

Tenant Name	Tenant Number	Property Number
Address	City	State, Zip Code
Tenant Signature	Co Tenant Signature	

Bank Name	Branch	Checking <input type="checkbox"/> Savings <input type="checkbox"/>
City	State	Zip Code
Routing Number	Bank Account Number	

**Please include a Voided Check if you are using your checking account for the debit transaction.**



**Turn in to Your Site Management Office or Mail to:**  
**Housing Authority of the City of Los Angeles**  
**Attn: Finance – Accounting**  
**2600 Wilshire Blvd., Los Angeles, CA 90057**