



INSTRUCTIONS

To Get started with SurePay, please follow the steps below.

1. Complete the Authorization Form below. You can either type in your information or fill it out by hand.
2. Attach a voided check for checking account or a copy of your bank statement for savings accounts.
3. Mail the completed application to:

Hawaiian Properties, Ltd.
Attn: SurePay
PO Box 38078
Honolulu, HI 96837-1078
Fax: 808.521.2714
Email: hp-ach@hawaiianprop.com

Please review your bank statement for your first SurePay payment. If we receive your Authorization Form by the 20th of the month, SurePay will be effective the following month. A confirmation letter from Hawaiian Properties, Ltd. will be sent to you . Please let us know in writing if there are any changes to your mailing address or account information. If you have questions, please contact our Accounting Department at (808) 539-9777 or at hp-customer@hawaiianprop.com.

AUTHORIZATION FORM

Name

Email Address

Phone Number

Hawaiian Properties Acct #

Property Name and Unit #

Financial Institution

Account type:

Checking

Savings

Bank Account Number

9-Digit Routing Number

Authorized Signature

Date

Account Holder (Please Print)

I authorize Hawaiian Properties, Ltd. as Agent for my association and the financial institution named below to initiate transfers from my account to pay for my association charges. The form must be received by the 20th of the month for SurePay to start on the 10th of the following month.*

I understand that there will be a handling fee for SurePay payments that cannot be processed due to insufficient funds, stop payments, or account closures. This authorization will remain in effect until terminated by myself or by Hawaiian Properties, Ltd. If Hawaiian Properties wishes to terminate services, a notification letter will be sent.

To terminate Sure Pay, I understand that I must notify Hawaiian Properties, Ltd. in writing by the 20th of the month to terminate services for the following month. If it is received after the 20th, SurePay will be terminated on the next payment cycle.

Should my account with the association become delinquent at any time, I authorize and understand that the payments owed to the association including but not limited to late fees, attorney fees and costs shall be applied according to the association's priority of payment.

*If the 10th falls on a weekend or holiday, SurePay will deduct on the next business day.