

**OLYMPICTOWER CONDOMINIUM**  
VARIOUS METHODS AVAILABLE TO PAY YOUR  
MONTHLY COMMON CHARGES

Revised 10/31/11

All questions regarding billing, current charges due and payment history can be answered by our Accounts Receivable representative, Maria DiNapoli (212.350.2872) [maria.dinapoli@ellimanpm.com](mailto:maria.dinapoli@ellimanpm.com), at Douglas Elliman Property Management (the managing agent for Olympic Tower Condominium).

Personal Check:

Each month you will receive a bill for your common charges. Please issue a check in the amount indicated via a personal check, place it in the envelope provided, add postage and mail accordingly.

Automated Clearing House (ACH) Account:

Also known as Direct Bill Payment – Automatic Withdrawal

Please see the following sheets from information, instructions and forms on this method of payment.

For questions about this program, please contact John Carpentieri at 212.350.2896 or e-mail: [john.carpentieri@ellimanpm.com](mailto:john.carpentieri@ellimanpm.com)

On-Line Banking:

Using your computer, go to your bank's on-line bill paying system and set up the payment details.

The bank will debit your designated account, issue a physical check every month and send it to DEPM.

You will need to provide the bank with the following information:

1. The address where the check will be mailed: Douglas Elliman Property Management, 675 Third Avenue, New York, NY 10017, Attn: MD);
2. Your Olympic Tower Condominium account number. *This account number also needs to be indicated on the check;*
3. The amount of the common charge authorized to pay.

Wire Transfers:

We do not accept wire transfers.

# Douglas Elliman

## PROPERTY MANAGEMENT

### **Re: Automatic Direct Payment of Common Charges and other charges**

Ladies & Gentlemen:

Please find attached an authorization agreement for direct payment (ACH Debits) of your monthly Common Charges and other charges.

The attached authorization forms permit Douglas Elliman to debit your checking account and credit your condo common charge account. This electronic transfer will be done between the 3<sup>rd</sup> and 6th of each month. If this transaction is unable to be processed due to insufficient funds in your account, you will be charged \$10.00 (similar to a check returned for insufficient funds). Please keep in mind that your bank account will be debited for any and all amounts owing on the day of the transfer, for example, outstanding charges for assessments, late charges, legal fees, repairs, etc.

If you are unsure of some of the account information required to enroll in the program, such as branch number, routing number, and account number, please contact your own bank branch for assistance.

If you are interested in using the ACH Debit payment method, please complete the attached authorization sheets and return along with a voided check to Mr. James Herbe at this office:

James Herbe  
Douglas Elliman Property Management  
A/A/F Olympic Tower Condominium  
675 Third Avenue  
New York, NY 10017

Fax: (646) 843-2525  
Email: [jim.herbe@ellimanpm.com](mailto:jim.herbe@ellimanpm.com)

If you have additional questions or would like a form sent to you, please contact:

John Carpentieri  
Douglas Elliman Property Management  
A/A/F Olympic Tower Condominium  
675 Third Avenue  
New York, NY 10017

Phone: (212) 350-2896  
Email: [john.carpentieri@ellimanpm.com](mailto:john.carpentieri@ellimanpm.com)

