



*Come Home To Excellence*

## SUDLER PROPERTY MANAGEMENT

John Hancock Center  
875 N. Michigan Ave., Ste. 3980  
Chicago, IL 60611  
T 312.751.0900 F 312.751.1730  
sudlerchicago.com

### Presenting...

## SNAPP - Sudler's No-check Automatic Payment Plan

Paying your monthly association charges can be as easy as snapping your fingers with SNAPP...  
Sudler's No-check Automatic Payment Plan

With this convenient service, the amount due on your assessment statement is automatically deducted from your checking account. No longer will you worry about late fees, writing a check, finding a stamp, or paying on time if you are away from home. You can also view your account information online and know when your SNAPP deduction was made.

SNAPP features:

- ◆ This is a free program.
- ◆ The total amount due will be deducted from your bank account on or about the 5<sup>th</sup> of each month.
- ◆ The deductions will appear on your monthly bank statements; providing you with proof of payment.
- ◆ Through the website [www.sudlerchicago.com](http://www.sudlerchicago.com) you can sign up for a MySudler account to view your charges and account history and also to be emailed a notification when your payment is posted.
- ◆ Because you can view your account information online, you have the option of not receiving paper statements.

Signing up for SNAPP is easy. You can sign up through [www.sudlerchicago.com](http://www.sudlerchicago.com) with your MySudler account or simply complete the authorization form and return it along with a voided check (or check copy) for the bank account you want to use. This check provides bank codes and an account number from which the payment will be deducted; without it, your authorization cannot be processed.

Give the completed paper authorization form and voided check to your onsite property manager or mail the documents to SNAPP c/o Sudler, 875 N. Michigan Ave/, Suite 3980, Chicago IL 60611. Please DO NOT mail the form with your assessment payment or other correspondence.

SNAPP for your account will start within 45 days of Sudler's receipt of your completed authorization form and voided check. You may check with your onsite property manager or account supervisor to determine whether your SNAPP registration has been processed. Until it has, your enrollment has not started and you should continue to pay by check.

Utilizing SNAPP is solely up to you. You may stop SNAPP by providing written cancellation a month in advance. If you are selling your home, SNAPP will be cancelled in advance and your final month's charges will be due at closing. You can also stop SNAPP through your MySudler account.

If you have a question concerning SNAPP, please contact your onsite property manager or account supervisor.

How to register for a MySudler account:

1. Go to [www.sudlerchicago.com](http://www.sudlerchicago.com) and click on the MySudler link at the top of the page.
2. Click on the Create Account button and complete the registration information.
3. You will receive an email notification with your temporary password. Login to your MySudler account and change your password.
4. Once your account is established in our billing software, your site manager will connect your MySudler account to the residential unit you own. At that time, you will have access to view and interact with your account.
5. Please note, it may take a few weeks for your residential unit to be established in our billing software.
6. For any questions about this process and to determine if your account is set up in our system, please contact your site manager.



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#### **AUTHORIZATION FOR SNAPP – SUDLER’S NO-CHECK AUTOMATIC PAYMENT PLAN**

The undersigned authorizes Sudler and the financial institution designated below, as agents, to initiate debit entries for payment of my total balance due which may include assessments and related charges on or about the 5<sup>th</sup> day of each month.  
**PLEASE PRINT LEGIBLY:**

Bank Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Bank Address, City, State, Zip: \_\_\_\_\_

This authorization remains in effect until Sudler receives, at least one month in advance, written notification of my termination from SNAPP; or upon notice of my intention to sell my home, SNAPP will be automatically cancelled by Sudler, and the final amount due will be paid by me at the closing. I understand that signing up for SNAPP will give me the option not to be sent a paper copy of my monthly statement and that I may instead register to view my account information online through the [www.sudlerchicago.com](http://www.sudlerchicago.com) website by establishing a MySudler account.

Unit Owner Name: \_\_\_\_\_

Association Name: \_\_\_\_\_

Association Address: \_\_\_\_\_

Unit Number(s) to be SNAPP’ed: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Address where you receive your monthly billing:

Street & Unit #: \_\_\_\_\_

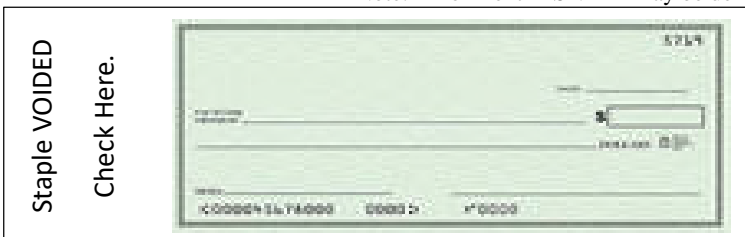
City, State, Zip: \_\_\_\_\_

I want to “go paperless”. I am ready to stop receiving paper billing statements.

Unit Owner’s Signature: \_\_\_\_\_ Today’s Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Give this completed form to your onsite property manager or else mail it to SNAPP c/o Sudler, 875 N. Michigan Ave., Suite 3980, Chicago IL 60611. Please DO NOT mail the form with your assessment payment.

Note: Enrollment in SNAPP may be denied or cancelled, based on payment history.



***PLEASE ATTACH A  
VOIDED CHECK OR CHECK COPY  
FOR THE ACCOUNT LISTED***