

## Credit/Debit Card Authorization Form

I \_\_\_\_\_ hereby authorize COLEBROOK APARTMENTS hereinafter called COMPANY, to initiate credit/debit card transactions and to initiate through a third party processing company, if necessary any adjustments for any transaction in error to the account indicated below and the credit card type named below, to credit and/or debit the same to such amount. This authority is to remain in effect until COMPANY has received written notification of its termination in such time and in such manner as to afford COMPANY a reasonable opportunity to act on it.

**CHECK ONE:**

- ONE-TIME CHARGE – I would like my credit/debit card charged one-time for \$\_\_\_\_\_ for a holding deposit. \*
- ONE-TIME CHARGE – I would like my credit/debit card charged one-time for \$\_\_\_\_\_ for an application fee. \*
- ONE-TIME CHARGE – I would like my credit/debit card charged one-time for \$\_\_\_\_\_ for a security deposit.
- ONE-TIME CHARGE – I would like my credit/debit card charged one-time for the CURRENT AMOUNT DUE as specified by the Company.\*

**Resident/Payor Information**

Resident Name	Apartment Number	Phone Number	
Resident Address		City/State	Zip
Payor Name (if different than resident name)		Phone Number	
Credit Card Billing Address		City/State	Zip

**Credit Card Information**



Credit Card Type	Credit Card Number	Expiration Date	Amount
Cardholder's Name	Signature	Email Address	

**MANAGEMENT PROCEDURES**

- Photo ID – Verify Resident photo ID
- Signature – Check signature against photo ID
- Credit Card Administrator – Verify Account Information and Resident/Tenant ID