

# Payment Methods

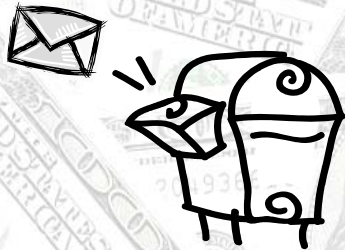
## AUTOPAY !

### ACH (Automated Clearing House) Payments

We are now accepting authorization from tenants to have their monthly rent payments deducted from their account.

OR

### Mail



Please mail your rent payments to:

Grubb & Ellis|CBI, Inc.  
P.O. Box 1300  
MAILCODE 60151  
Honolulu, HI 96807-1300

## Company History Hawaii Office

**Jackson Nakasone**, President of Grubb & Ellis|CBI, Inc. and CBI Residential began the first of these companies in July of 1982. Mr. Nakasone first began CBI Inc. with the intent to create a local real estate firm with the highest reputation for quality service and integrity. By the late 80's a property management division was necessary to satisfy clients growing needs. Today Grubb & Ellis|CBI, Inc. manages 2 million square feet of commercial real estate and over 400 residential units throughout Oahu. In the mid 1990's Mr. Nakasone formed CBI Residential to offer clients a complete line of services for their commercial and residential needs. CBI Residential operates under the very same principles that were instilled in CBI, Inc. over 20 years ago, and clients of today receive the same level of impeccable service.

Grubb & Ellis is one of the Nation's largest commercial and residential real estate advisory firms with global expertise in real estate. The alliance with Grubb & Ellis enabled CBI to provide a deeper line of real estate services and sophisticated multi-level solutions to clients. The alliance with Grubb & Ellis proved within a short period of time to be beneficial for both local clientele and multiple-market clients.

During the past four years Grubb & Ellis | CBI, Inc. has grown into one of Hawaii's top ranking commercial real estate firms. With a global reputation, sophisticated research capabilities and a proven track record, Grubb & Ellis | CBI, Inc has attracted several new quality institutional and corporate clients.

Please visit us at:  
[www.cbi-hawaii.com](http://www.cbi-hawaii.com)



**GRUBB & ELLIS**  
CBI, Inc.

# AUTOPAY



## MAKING YOUR RENT

## PAYMENTS HAVE

## NEVER BEEN EASIER!

1024 MAPUNAPUNA ST. #202 HONOLULU, HI 96819  
PHONE: 808.942.7100 FAX: 808.942.0009  
*Independently Owned and Operated*

## What is AUTOPAY?

Autopay is a way for your monthly rent payment to be automatically deducted each month from your checking or savings account.

# Frequently asked Questions

Q. How much will be taken out of my account?

A. Only your monthly rent amount will be taken out of your account. If your rent increases, your automatic payment will increase accordingly.

Q. When is the payment made?

A. Your monthly Rent amount will be taken out of your account on the 1<sup>st</sup> of each month. If the 1<sup>st</sup> lands on a Saturday, Sunday, or holiday, your payment will be taken out the next bank business day.

## Why Should I Sign Up?



1. Saves you Time!

- ⊕ No more writing checks
- ⊕ No more rushing to the bank
- ⊕ No more rushing to the post office

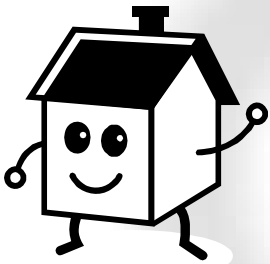
2. Saves you Money!

- \$ No More Late Fees
- \$ No More Postage & Envelopes



3. Saves you Stress!

- \* No more worrying
  - \* No more hassle
- Hakuna Matata!



Q. How do I sign up?

A. Just fill out the Autopay form that is included and either mail, fax, or email it back to our office.

Remember to include a voided check or deposit slip!

Q. Do I have to turn in my form by a certain date?

A. Please send your form to our office by the 20<sup>th</sup> of the month PRIOR to the month you wish to start the Autopay. For example, if you want to start on May 1<sup>st</sup>, we need to receive your autopay form by April 20<sup>th</sup>.

Q. What if I want to stop using Autopay?

A. You can cancel anytime by notifying us in writing.

# SIGN UP FOR AUTOPAY TODAY!



**GRUBB & ELLIS**  
CBI, Inc.

### AUTOPAY FORM

Tenant Information: (please print clearly)	
Name :	
Street Address:	Apt #:
City, State, Zip:	

Bank Account Information:	
Financial Institution Name:	
Account Name:	
Account Number: (see next page for example)	
ABA Check Routing Number: (see next page for example)	
Type of Account:	
<input type="checkbox"/> Checking (Attach a voided check)	<input type="checkbox"/> Savings (Attach a deposit slip)

Grubb & Ellis | CBI, Inc. is hereby authorized to initiate ACH (Automatic Clearing House) Collection (debits) and/or correcting entries (credits) to the account at the financial institution above. This authorization is to remain in full force and effect until Grubb & Ellis|CBI, Inc. has received written notice of termination.

**Rents will be deducted on the 1st of every month.**

If it so happens that the 1st lands on a Saturday, Sunday, or holiday, Rent will be deducted the following bank business day.

The person(s) executing this authorization represent and warrant that:

- (a) they are authorized and empowered to execute and deliver this authorization
- (b) the execution and delivery of this authorization by the company and the consummation by the company of the transactions contemplated hereby have been duly authorized and no other proceedings on the part of the company are necessary to authorize the execution of this authorization.

Signature:
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Date:
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**GRUBB & ELLIS**  
CBI, Inc.

#### A.B.A Routing Numbers Example

John Q. Public  
123 Main Street  
Your Town, USA 12345-6789

Date \_\_\_\_\_

Pay to the order of: \_\_\_\_\_

\_\_\_\_\_ DOLLARS

Memo \_\_\_\_\_

⑆000067891⑆ 23456789⑆ 010⑆

Routing/Transit  
Number

Account  
Number

Your autopay form must be received by the 20th of the month  
**PRIOR** to the month you would like your autopay to start.  
For example: If you would like your autopay to start May 1st,  
we must receive the form by April 20th.

Please fax, email, or send form to:

Fax: 808.942.0009

Email: [loshiro@cbi-hawaii.com](mailto:loshiro@cbi-hawaii.com)

Address: 1024 Mapunapuna St. #202  
Honolulu, HI 96819  
Attn: Accounts Receivable