To sign up for Auto Pay on our website, follow the instructions below:

1. Log onto www.ellisstorage-tully.com and click the “Online Payments” tab at the top of the page.
2. Select your facility from the list shown on the page.
3. Log into your account **or** create a new account if you do not already have an account set up.
4. Once logged in, click on your unit number to “Manage Your Account”.
5. Click the “Automatic Payment” tab on the left side of the screen.
6. Click the “Enable Automatic Payment” tab and fill in your credit card info, then press “Submit”.
7. Contact our office staff to confirm that you have successfully signed up for Auto Pay.

Or fill out the authorization form below

AUTOMATIC CREDIT CARD AUTHORIZATION

Customer and Owner have agreed to a Pre-Authorized order agreement involving the Customer’s credit card.

Check One: ☐ VISA ☐ MasterCard ☐ DISCOVER ☐ AMERICAN EXPRESS (15 Digits for Amex)

Card # ☐☐☐☐☐☐ ☐☐☐☐☐☐ ☐☐☐☐

Expiration date of ☐☐ / ☐☐

Card Billing Address: _____

Street Address

_____

City State Zip

Customer’s rent is due on the _____ of each month for Unit(s)_____

The Credit Card will be processed on the _____ day of each month.

The term of the Automatic Credit Card Authorization shall terminate when the Customer notifies Owner in writing at least 10 days before rent is due. In the absence of such written notice, Owner shall have no liability to Customer for any damage resulting from the Automatic Credit Card agreement.

In the event that Owner is informed that the Credit Card is declined by the credit card company, expired or the Credit Card is no longer valid, Customer will not be excused for any late payment of rent and will be subject to all late charges set forth in the Lease agreement. The Customer has 30 days to provide Owner with valid Credit Card information to proceed with monthly auto payments or Automatic Credit Card billing will be cancelled. Owner is under no obligation to notify Customer of such dishonorment and Owner will be obligated only to send Customer late notices of delinquent rent as set forth in the Lease.

Executed on the _____ day of _____ 20_____

Customer Signature: Owner:

_____ _____

Ellis Storage Representative

Print name:_____