NEWPORT FARMS PAPERLESS BILLING ENROLLMENT

Upon enrolling in the Paperless Billing Program, you will no longer receive a paper bill. You will receive your bill by email each month. Bills will only be sent to the Resident on file. (Sublessees will not receive bills.) Your lot rent and other charges will continue to be due on the first of the month.

Newport Farms will transmit electronic bills on or about the 27th of each month. Newport Farms is not responsible for delivery of your email. All bills are sent in an HTML format email. It is your responsibility to ensure that we are notified of any changes in your email address or other information. In the event you do not receive your bill, it is your responsibility to contact the Community Office to obtain a copy of the bill. Regardless of when, or if, you receive your email bill, your rent remains due on the 1st and is delinquent after 5:00 PM on the 5th of each month.

Please complete the information below:

Date: _____

Lot Number: _____

Name(s): _____

Home Address: _____

Email Address: _____

Phone Number: _____ ☐ Cell Phone ☐ Home Phone

Phone Number: _____ ☐ Cell Phone ☐ Home Phone

In case of questions regarding your bill, you should contact the Community Office at (734) 586-6443 during office hours, or email: NewportBilling@ARCinvestments.com.

This agreement in no way alters the terms and conditions stated in your Lease or Rental Agreement or the Community Rules and Regulations. Newport Farms reserves the right to terminate this program at any time.

ACKNOWLEDGEMENT

I understand and agree to the above terms and conditions and elect to have my lot rental bill sent to me via email. This election shall remain in effect until terminated by a Fifteen (15) day advance written notice.

_____	_____
Print Name	*Print Name*
_____	_____
Signature	*Signature*
_____	_____
Date	*Date*

To further automate billing activity, Newport Farms offers an Automatic Bank Payment Program. Your lot rent and other charges can be automatically deducted from your bank account each month. If you would like additional information on this program, and an enrollment form, please check this box: ☐

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