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## REAL ESTATE EXPENSE PAYMENT DIRECTION

This form should be used to direct Millennium Trust Company ("Millennium") to make expense payments or cancel recurring payments (in each case a "Payment Direction") directly related to Real Estate ("Property") held in the Millennium account ("Account"). This form must be executed by the Account Owner and, if applicable, needs to include supporting documents (e.g., bill, invoice, etc.) when submitted. A separate Payment Direction form must be submitted for each request or cancellation for each expense, account, and/or property. Requests must be submitted in good order to be processed in a timely manner. If a Payment Direction is cancelled, the Account will be responsible for all fees associated with the transaction whether or not Millennium has had ample time to cancel the Payment Direction or the request has already been processed.

Please print after completion. For assistance with this application, please contact a Client Service Specialist at 800.618.6177. (Hours: Monday - Friday, 8:00 am to 4:30 pm Central time.)

### A Account Owner's Information

**Please type or print.** ▶ Account Owner's Name:  
 Millennium Account No.: Daytime Phone No.:  
 E-mail Address:  
 Payment to be made on behalf of the Property located at: (Enter address or property description)  
 Percentage of Ownership in Property %

### B Payment Information

Payment Amount:  
 Please select the type of payment direction. ▶  **One-Time Payment Direction**  
**OR**  
 **New Recurring Payment Direction** - For recurring **fixed payments amounts only**, such as HOA payments. **Note:** Recurring payment not available for Real Estate Taxes and Insurance Premiums.  
**Description:**  
**Payment frequency:**  
 Please select only one frequency option. ▶  Annual  Semi-Annual  Quarterly  Monthly  
 Start/Send Month:  
**Note:** Payments will continue until the request is cancelled in writing or the property is no longer owned in the Account. If a new payment amount is received from the Lender or Home Owners Association (HOA), Millennium will update the amount of the recurring payment.  
 Expedited Processing Service  
 Check box if requesting for one-time payment. ▶  Completed in approximately one business day unless corrections are required. Special handling fee applies, refer to your fee schedule for applicable fee.

***Please continue to page two to complete this form.***



**C Type of Expense**

Select only one type of expense. ▶

- HOA Payment**
- Return of Security Deposit**
- Real Estate Taxes** - Original real estate tax bill must be submitted if not on file with Millennium. Full annual tax payments will be processed unless indicated otherwise
- Insurance Premium** - Copy of the insurance policy must be submitted if not on file with Millennium.
- Non-Recourse Loan Payment** (for loans previously accepted for custody by Millennium) - Account Owner understands, acknowledges and agrees that: (i) the provisions of the previously executed Real Property Servicing Agreement currently in effect between the Account Owner and Millennium shall apply to the recurring loan payments requested herein and (ii) the terms and conditions of such Real Property Servicing Agreement are, by this reference, fully incorporated herein. Account Owner shall submit payment coupon if not already on file with Millennium.
- Repairs, Maintenance or other Miscellaneous Expense**

All payments require an invoice/bill and must reference the Property to be paid.

**Note:** Account Owner understands, acknowledges and agrees that: (i) Millennium shall be under no obligation whatsoever to extend credit to the Account or otherwise disburse funds in excess of the available funds present in the Account for any Payment Direction made hereunder; (ii) if sufficient available funds are not present in the Account on the date when Millennium processes your recurring Payment Direction, the check or wire will not issue until the next scheduled payment processing date; and (iii) if sufficient available funds are not present in the Account on the date when the one-time payment request is received, the check or wire will not be issued until such time as adequate funds are available. The one-time Payment Direction shall lapse and be considered null and void if Millennium is unable to make the requested payment within 30 days from the date of this direction.

**D Payment Instructions**

Please select one payment of the three payment options. ▶

- ACH funds** - There is no charge for payment made by ACH.
- Wire funds** - Additional fees will apply.

Please complete banking information below if selecting **ACH or Wire**.

**Banking Information**

Bank Name:  
 Bank Address:  
 City: State: Zip:  
 ABA Routing No.: Bank Account No.:  
 Name on Bank Account:

**Note:** Payee information for check or name on bank account for a wire transfer must match individual, company or firm name on the Bill.

- Send funds by check** - Please continue to Section E to fill out the check delivery information. (There is no charge for payment made by check.)

*Please continue to page three to complete this form.*

**E Delivery Instructions**

Make check payable to:

Payee Name:

Memo (if applicable):

Mail check and any documentation to:

All checks and documentation will be sent via U.S. Mail unless overnight delivery is indicated.

Payee - Provide address below if not indicated on the attached invoice/bill.

Address:

City:

State:

Zip:

Recipient other than the Payee.

Name:

Address:

City:

State:

Zip:

**Overnight Delivery.** Additional fees will apply for overnight delivery. (Cannot be sent to a P.O. Box.)

**F Account Owner's Acknowledgement & Signature**

The undersigned Account Owner acknowledges that this Payment Direction is subject to the terms and conditions of the Custodial Agreement and any companion documents currently in effect between Millennium and the Account Owner. The Account Owner further acknowledges and agrees that: (i) Millennium will not extend credit or disburse funds in excess of the available funds in the Account; (ii) where the Account Owner's ownership interest in the Property is less than 100%, Millennium shall pay only the fractional share of the expense submitted equal to the Account's ownership interest in the Property; (iii) in the event the Account is an IRA or other retirement account, the Account Owner is familiar with the prohibited transaction rules under Internal Revenue Code Section 4975 and the Employee Retirement Income Security Act of 1974 and the Payment Direction contained herein does not constitute a prohibited transaction; and (iv) Millennium requires that all Payment Directions be received by Millennium a minimum of 10 business days prior to the expected mailing date. Millennium shall not be responsible for any such Payment Direction received with less than the required minimum period of processing time or any late payments caused by the U.S. postal service.

Please sign and date to authorize as Account Owner.

Account Owner's Signature: \_\_\_\_\_

Date:

**For Internal Use Only:**

Reference: \_\_\_\_\_