

PRE-AUTHORIZATION PAYMENT PLAN
Condominium Corporation – Common Expense Fees
 (Electronic Fund Transfer Form)



Corporation Number: _____

Unit #: _____

Please complete in full and return this form to Larlyn Property Management Ltd. It is essential that you attach a VOID cheque from your bank account to ensure the accuracy of the institution, transit and bank account numbers. (Please print or type.)

Name of Owner:					
Name of Contact:					
Complete Mailing Address:					
City:		Province:		Postal Code:	
Telephone No:		Alternative Phone No:			

I/We hereby authorize Larlyn Property Management on behalf of the Corporation to debit my/our account for the amount of my/our monthly common expense fees as of _____, 20____ amounting to \$_____per month, or as **increased by proper notice of the Corporation**. No single monthly draw against my/our account may exceed this amount without my/our prior consent. Each payment shall be treated the same as if I/we had personally issued a written direction authorizing the Corporation to debit the amount specified from my/our account. This authorization shall remain in effect until cancelled by me/us in writing. I/We further understand that any payments not honoured by my/our bank may be assessed processing fees of \$35.00. Two to five (2-5) business days should be allowed for processing payments by the bank.

ARREARS: Please authorize here for any arrears that you wish to clear on the first processing date: \$_____

I/We direct that payments be taken from the account as detailed on the attached voided cheque:

NOTE: To ensure accuracy, PLEASE attach a SAMPLE CHEQUE marked “V O I D” or equivalent bank form.

Forms **must** be submitted **no later than the 25th day of the preceding month**. (For example, if you would like payments to start on February 1st, your form would have to be received in our office by January 25th).

Date: _____

Print Name: _____

Signature as you sign your cheque: _____

Print Name: _____

Signature as you sign your cheque: _____

Please note that for joint accounts, all depositors must sign if more than one signature is required on cheques issued against the account. If signing on behalf of a corporation, please affix corporate seal or attach resolution of signing authority.

Trusted Performance Since 1975