

PRE-AUTHORIZATION PAYMENT PLAN
Homeowner Association – Association Dues
 (Electronic Fund Transfer Form)



Homeowner Association 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 Association to debit my/our account for the amount of my/our monthly/annual association dues as of _____, 20____ amounting to \$_____ per month / per year (please circle) , or as increased by proper notice of the Association. 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 Association 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 Association, please affix corporate seal or attach resolution of signing authority.*

Trusted Performance Since 1975