



# PRE-AUTHORIZED PAYMENT PLAN

## Electronic Fund Transfer Form – Residential Rental Payment

PROPERTY NAME	UNIT#
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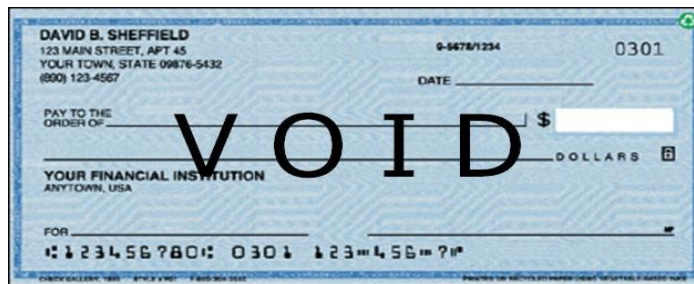
Please complete in full and return this form to Larlyn Property Management Ltd. It is essential that you attach a VOID cheque from your bank account to ensure the accuracy of the institution, transit and bank account numbers.

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	FIRST NAME	INITIAL	LAST NAME
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	FIRST NAME	INITIAL	LAST NAM
COMPLETE MAILING ADDRESS	CITY	PROV	SUITE NUMBER POSTAL CODE
TELEPHONE	ALTERNATE TELEPHONE		
EMAIL			

I/We hereby authorize Larlyn Property Management Ltd. to debit my/our account on behalf of the Property/Property Owner for the amount of my/our monthly rental fees said as rent as of \_\_\_\_\_, 20 \_\_\_\_ amounting to \$ \_\_\_\_\_ per month or as increased by proper notice. Should additional charges be billed to your ledger, these amounts will also be processed in addition to your monthly pre-authorized payment with advance notice provided. Each payment shall be treated the same as if I/we had personally issued a written direction authorizing the Property to debit the amount specified from my/our account. This authorization shall remain in effect until cancelled by me/us in writing at least thirty (30) business days prior to the next due date of Pre-Authorized Payment. I/We further understand that any payments not honoured by my/our bank may be assessed processing fees of \$45.00. Processing fee is subject to change without further notice. Payments are processed at the beginning of each month. Two to five (2-5) business days should be allowed for processing payments by the bank.

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 (or equivalent bank form) marked "VOID"**



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).

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.**