



**Pre-Authorized Payment Authorization**

**PLEASE PRINT NEATLY**

Address of rental unit \_\_\_\_\_

Tenant Name (if different from Payor) \_\_\_\_\_

Payor Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

City & Province; \_\_\_\_\_ Phone Number: \_\_\_\_\_

I (we) authorize Richmond Property Corp. to process a one time debit, in paper, electronic or other form in the amount of: \$ \_\_\_\_\_ on my (our) account to serve as my (our) last month's rent deposit.

I (we) authorize Richmond Property Corp. to process a debit, in paper, electronic or other form in the amount of: \$ \_\_\_\_\_ on my (our) account on the first of each month beginning \_\_\_\_\_, 20\_\_\_\_, and ending on the first of the month prior to my (our) prepaid last month's rent.

I (we) acknowledge that I (we) have read, understood and accepted all the provisions contained in the Terms and Conditions of the Pre-Authorized Payment Authorization and that I (We) have received a copy.

Signature of Payor(s): \_\_\_\_\_ Date: \_\_\_\_\_

## PRE-AUTHORIZED PAYMENT AUTHORIZATION- TERMS AND CONDITIONS

I/(We) acknowledge that this Authorization is provided for the benefit of the Payee and the Processing Institution and is provided in consideration of the Processing Institution agreeing to process debits against my account in accordance with the Rules of the Canadian Payments Association.

I/(We) warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below.

I/(We) hereby authorize Payee to draw on my account for the purpose of paying rent.

This authorization may be cancelled at any time upon notice by Payor. I/(We) acknowledge that, in order to revoke this authorization, I/(We) must provide notice of revocation to Payee.

I/(We) acknowledge that provision and delivery of this authorization to Payee constitutes delivery by Payor to the Processing Institution. Any delivery of this authorization to you constitutes a delivery by Payor.

The Payor and Payee agree to waive the pre-notification requirement set out in Section 7 of Appendix II of rule H4 of the Canadian Payments Association.

I/(We) undertake to inform Payee, in writing, of any change in the account information provided in this authorization prior the next due date of the PAD.

The account that Payee is Authorized to draw upon is indicated in the accompanying authorization. A specimen cheque for this account has been marked "VOID" and attached hereto.

I/(We) acknowledge that Processing Institution is not required to verify that a PAD has been issued in accordance with the particulars of the Payor's Authorization including, but not limited to the amount.

I/(We) acknowledge that Processing Institution is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by Payee as a condition to honoring a PAD issued or caused to be issued by Payee on Payor account.

Revocation of this authorization does not terminate any contract for goods or services that exist between Payor and Payee. The Payor's Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.

A PAD may be disputed by a Payor under the following conditions:

- (1) the PAD was not drawn in accordance with the Payor's Authorization; or
- (2) the authorization was revoked; or
- (3) pre-notification was not received.

The Payor, in order to be reimbursed, acknowledges that a declaration to the effect that either (1), (2), or (3) took place, must be completed and presented to the branch of the Processing Institution holding the Payor's account up to and including 90 calendar days in the case of a personal household PAD (or up to and including 10 business days in the case of a business PAD), after the date on which the PAD in dispute was posted on the Payor's account.

The Payor acknowledges that a claim on the basis that the Payor's Authorization was revoked, or any other reason, is a matter to be resolved solely between the Payee and the Payor when disputing my PAD after (90 calendar days in the case of a personal/household PAD or 10 business days in the case of a business PAD).

### DEFINITIONS

Business PAD: Means a PAD (Pre-Authorized debit in paper, electronic or other form) drawn on the account of a Payor such as, but not limited to, a corporation, an organization, an association, a government entity, a profession, a venture or an enterprise, for the payment of goods and services related to commercial activities of the Payor.

Personal/ Household PAD: Means a PAD drawn on the account of a Payor for payments such as, but not limited to, charitable donations, RESP and Spousal RRSP contributions, mortgage installments, utility bills, insurance premiums, membership fees, property taxes, credit card billings and payment for other consumer goods and services.