



PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

Terms and Conditions:

1. I/We acknowledge that I/we are participating in a PAD plan established by Bishops Realty Inc. and I/we participate in this PAD plan upon all terms and conditions set out herein. Bishops Realty Inc. reserves the right to discontinue the service.
2. I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement.
3. I/We acknowledge that this PAD authorization is provided for the benefit of Bishops Realty Inc. and the processing institution administering the account, and is provided in consideration of the said processing institution agreeing to process these PADs against my/ our bank account in accordance with the rules of the Canadian Payments Association.
4. I/We hereby authorize Bishops Realty Inc. and its processing institution to debit my/our bank account on the 1st day of each month:
 - I. All recurring monthly rent and/or charges (e.g. parking or utilities); and/or
 - II. Any one-time sporadic debit of any kind (e.g. a "catch-up" payment on previous outstanding strata fees for 1st time PAD enrolment, NSF administration fee, etc.) as authorized by me/us.
5. I/We acknowledge that delivery of this authorization to Bishops Realty Inc. constitutes delivery by me/us to the processing institution.
6. I/We understand that this authority is to remain in effect until Bishops Realty Inc. has received written notification from me/us of its change or termination. The notification must be delivered to the office of Bishops Realty Inc. at least ten (10) business days in advance of the next PAD withdrawal. I/We may obtain a cancellation form or more information on my/our right to cancel our PAD Agreement by contacting the office of Bishops Realty Inc. or by visiting www.cdnpay.ca.
7. I/We undertake to inform Bishops Realty Inc. immediately, in writing, of any change in the account (e.g. account closure, change of account number, etc.) or other information (e.g. mailing address, phone number etc.) provided in this authorization.
8. I/We understand that a NSF administration fee will apply to my/our account should my/our PAD be returned due to insufficient funds, account closure, or account freeze, etc. It is my/our responsibility to ensure the balance in my/our bank account is sufficient to cover the PADs.
9. I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. I/We may obtain more information on my/our recourse rights by contacting my/our financial institution or the office of Bishops Realty Inc.
10. I/We understand the personal information provided in this PAD Agreement is for purposes of identifying and communicating with me/ us, processing payments, responding to emergencies, and complying with legal requirements. I/We hereby authorize Bishops Realty Inc. to collect, use and disclose my/our personal information for these purposes.

Please Retain This Page For Your Reference. Thank You.



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Customer Information (Please Print Clearly)

Name: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Bank Account Information

Financial Institution: _____ Financial Institution Number: _____

Account Number: _____ Branch Transit Number: _____

Branch Address: _____

Pre-Authorized Debit (PAD) Details

You, the Payor, authorize _____ to debit the bank account identified above for the full amount of services _____ on the _____ of every month or the next business day.

These services are for: (check one) Personal Business

You, the Payor, may revoke your authorization at any time in writing, subject to providing notice of 30 days. To obtain a sample cancellation form, or for more information on your rights to cancel a PAD Agreement, contact your financial institution or visit www.payments.ca

Name (Please Print)

Date

Signature(s) of Account Holder

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.payments.ca

When this form is complete, return to **finance@bishopsrealty.com**