

# Preauthorized Debit Authorization (PAD) Form

Complete all sections to instruct your financial institution to make payments directly from your account (regular chequing or savings accounts only please. No Lines of Credit). Please return the completed form to us with a blank cheque marked "void".

"PAYEE": Richmond Property Group  
 201-1537 Hillside Ave.,  
 Victoria, B.C. V8T 2C1

Telephone: (250) 388-9920  
 Fax: (250) 388-9945

<b>Payment Details</b>	
Description of Pre Authorised Debit _____ CPA Transaction Type _____ Payment Type : Personal PAD ____ Business PAD ____	
Frequency: Monthly beginning <b><u>PAD charges are processed on the First of each month only</u></b>	Amount to be charged \$ _____

<b>Payor</b>	
Name of Account Holder(s)	Address as per bank account
<b>PLEASE ATTACH A VOID CHEQUE OR BANK CONFIRMATION FROM A REGULAR CHEQUING OR SAVINGS ACCOUNT (NO LINES OF CREDIT)</b>	

Payor Account: (the "Account")

---Institution----- ---Branch I. D----- -----Account No -----

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Payor Financial Institution – Name and Address: ("Processing Institution")

**AUTHORISATION:**

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

By signing this Authorisation the Payor acknowledges having received and having read a copy of this Agreement, including the terms and conditions on Page 2, acknowledges understanding the terms and conditions of this agreement, and agrees to be bound by the terms and conditions on Page 2.

I/we warrant and guarantee that the person(s) whose signature(s) are required to sign on the Account have signed the Authorisation

\_\_\_\_\_  
 Payor signature Date

\_\_\_\_\_  
 Payor signature Date

*Note: If only one signature is required for the Account then only one Payor need sign; however, if two or more signatures are required then both or all Payors must sign*

**WAIVER OF PRE-NOTIFICATION:**

I/We waive any and all requirement for pre-notification of debiting, including, without limitation, pre-notification of any changes in the amount of the PAD due to a change in any applicable tax rate, top up or adjustment.

I/We agree that the amount of the PAD may be adjusted in accordance with changes in the GST/HST or rent increases agreed by the Payor under the terms of a lease or tenancy agreement or by any increases in operating cost budgets and or property tax budgets. Richmond Property Group will advise me / us in writing of the revised amount in advance of its effective date.

\_\_\_\_\_  
 Payor signature Payor signature

CANCEL PAYMENT (14) Days Notice is Required BEFORE the next PAD will be issued:

The Payor hereby cancels this Payor's PAD Agreement effective: \_\_\_\_\_

\_\_\_\_\_  
 Payor signature Payor signature

See over for terms and conditions

Terms and Conditions:

1. I/We hereby authorise Payee, in accordance with the terms of my/our account agreement with Processing Institution, to debit or cause to be debited the Account for the purposes indicated in the "Payment Type" section on Page 1 of this agreement.
2. Particulars of the Account that Payee is authorised to debit are indicated in the "Payment Details" section on Page 1 of this Agreement. A specimen cheque, if available for the Account, has been marked "VOID" and attached to the Authorisation.
3. I/We undertake to inform the Payee, in writing, of any change in the Account information provided in this Authorisation prior to the next due date of the PAD.
4. The Authorisation is continuing but may be cancelled at any time upon notice being provided by me/us, either in writing or orally, with proper authorisation to verify my/our identity within I/We can obtain a sample cancellation I/we acknowledge that if I/we wish to cancel this Authorisation or if I/we have any questions or need further information with respect to a PAD, I /we can contact the Payee at the telephone number of address set out in the Agreement.
5. Revocation of this Authorization does not terminate any contract for goods or services that exists between me/us and Payee. This Authorisation applies only to the method of payment and does not otherwise have any bearing on the contract for good and services exchanged.
6. I/We acknowledge that provision and delivery of this Authorisation to Payee constitutes delivery by me/us to Processing Institution. Any delivery of this Authorisation to payee constitutes delivery by the Payor.
7. If this Authorisation is for fixed or variable amount business, personal or funds transfer PAD's recurring at set intervals, unless I/we have waived any and all requirement for pre-notification of debiting in the "Waiver of Pre-Notification" section on Page 1 of this agreement, or unless the change in the amount of any such PAD will occur as a result of my/our direct action ( such as, but not limited to, telephone instructions or other remote measures including email), I/we acknowledge I/we receive:
  - (a) with respect to fixed amount business or personal PAD's written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of the first PAD, and such notice will be received every time there is a change in the amount of the payment date(s): or
  - (b) with respect to variable amount business or personal PADs, written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of every PAD. Or
  - (c) with respect to business, personal or funds transfer PADs, at least 10 calendar days written notice from the Payee of any change in the amount of the PAD which results from a change in any applicable tax rate, atop-up or other adjustment. NO pre-notification will be given if the amount of the PAD decreases as a result of a reduction in municipal, provincial, or federal tax.

Pre-notification may be given in writing or in any form of representing or reproducing words in visible form, which, if I/we have provided an email address to the Payee, includes an electronic document. The amount of pre-notification provided will change when there is a change in the pre-notification requirements contained in the CPA rules.

8. If this Authorisation provides for PADs with sporadic frequency I/we understand that the Payee is required to obtain an authorisation from me/us for each and every PAD prior to the PAD being exchanged and cleared. I/we agree that a password or security code or other signature equivalent will be issued and will constitute valid authorisation for the Processing Institution to debit the Account.
9. I/we acknowledge that Processing Institution is not required to verify that a PAD has been issued in accordance with the particulars of this Authorisation, including, but not limited to, the amount.
10. 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 honouring a PAD issued or caused to be issued by Payee on the Account.
11. I/we acknowledge that, if this Authorisation is for personal or business PADs or for funds transfer PADs that have recourse through the clearing system, a PAD may be disputed but only under the following conditions:
  - (a) the PAD was not drawn in accordance with this Authorisation,
  - (b) this Authorisation was revoked: or
  - (c) pre-notification was required and was not received,

I/we further acknowledge that in order to be reimbursed, a declaration to the effect that either (a) , (b) or (c) took place must be completed and presented to the branch of Processing Institution holding the Account on or before the 90<sup>th</sup> calendar day in the case of a personal PAD or a funds transfer PAD that has recourse through the clearing system or, in the case of a business PAD, on or before the 10<sup>th</sup> business day, in each case after the date on which the PAD in dispute was posted to the Account.

12. I/we acknowledge that any claim made after the period set out above must be resolved solely between me/us and the Payee and there is no entitlement to reimbursement from the Processing Institution.
13. I/we acknowledge and agree that if this Authorisation is for funds transfer PADs and the Payee does not provide recourse through the clearing system, then no recourse will be provided through the clearing system ( that is, I/we will not receive automatic reimbursement in the event of a dispute) and I/we must seek reimbursement or recourse from the Payee in the event a PAD is erroneously charged to the Account.
14. Unless this Authorisation is for a funds transfer PAD that does not have recourse through the clearing system, I/we acknowledge that I/we have certain recourse rights if a debit does not comply with the Authorisation. For example, I/we have the right to receive reimbursement for any debit that is not authorised or is not consistent with this Authorisation. To obtain more information on my/our recourse rights I/we can contact Processing Institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).
15. I/we acknowledge that I/we understand that I/we are participating in a PAD plan established by Payee and I/we accept participation in the PAD plan upon the terms and conditions set out herein.
16. We consent to the disclosure of any personal information that may be contained in this Authorisation to the financial institution that holds the account of the Payee to be credited with the PAD to the extent that such disclosure of personal information is directly related to and necessary for the proper application of Rule H1 of the Rules of Canadian Payments Association