

PRE-AUTHORIZED PAYMENT FORM

Condominium Corporation Common Element Fees

CORPORATION NAME		UNIT#	
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Please complete in full and return this form to Key Property Management & Consultants 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.

NAME OF OWNER(S)					
MAILING ADDRESS		SUITE NUMBER			
CITY		PROVINCE		POSTAL CODE	
TELEPHONE			ALTERNATE TELEPHONE		
EMAIL					

I/We hereby authorize CORPORATION NAME (the Corporation) to debit my/our account on for the amount of monthly common element fees as approved in the budget as of DATE. Each payment shall be treated the same as if I/we had personally issued a written direction authorizing the Corporation to debit the amount owing from my/our account. This authorization shall remain in effect until cancelled by me/us in writing at least ten (10) 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 in addition to any additional fees levied by the Condominium Corporation's Declaration, By-laws and policies. 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.

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 payment to start on June 1st, your form would have to be received by our office by May 25th.)

SANJAY MANGAR
123 LUNDY'S LANE
ANYWHERE, ONTARIO
L3P 1Y3

VOID

PAY TO THE ORDER OF _____ \$ _____

MEMO _____

DATE _____ 20 _____

CHEQUE NUMBER 062

⑈ 08 21 ⑈ ⑆ 2052 ⑆ 00 ⑆ 0253 ⑆ 0213883 ⑈

CHEQUE NUMBER BRANCH NUMBER INSTITUTION NUMBER ACCOUNT NUMBER

ALL FUNDS ARE DEPOSITED TO YOUR CONDOMINIUM CORPORATION

Print Name	Signature	Date
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Print Name	Signature	Date
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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.

You may return this form via email, mail, fax or by sending a clear photo to our office.