

## **PRE-AUTHORIZED DEBIT (PAD) AGREEMENT - STRATA**

### **Terms and Conditions:**

1. I/We acknowledge that I/we are participating in a PAD plan established by Metrowest Building Services Ltd and I/we participate in this PAD plan upon all terms and conditions set out herein. Metrowest Building Services Ltd reserves the right to reject my/our application or 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 Metrowest Building Services Ltd 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 Metrowest Building Services Ltd on behalf of our Strata Corporation and its processing institution to debit my/our bank account on the 1<sup>st</sup> day of each month:
  - All recurring monthly strata fees and/or charges (e.g. parking and lockers etc.); and/or
  - Any one-time retroactive strata fees/charges adjustments; and/or
  - Any one-time sporadic debit of any kind (e.g. a "catch-up" payment on previous outstanding strata fees for 1<sup>st</sup> time PAD enrolment, NSF administration fee, etc.) as authorized by me/us.

I/we understand that the amount of strata fees may be increased or decreased based on the approved budget as adopted by my/our strata corporation from time to time. **I/We agree to waive the requirements for pre-notification including, without limitation, pre-notification of any changes in the amount of the PAD due to a change in strata fees, charges, or adjustment.**

5. I/We acknowledge that delivery of this authorization to Metrowest Building Services Ltd constitutes delivery by me/us to the processing institution.
6. I/We understand that this authority is to remain in effect until Metrowest Building Services Ltd has received written notification from me/us of its change or termination. The notification must be delivered to the office of Metrowest Building Services Ltd 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 Metrowest Building Services Ltd.
7. I/We undertake to inform Metrowest Building Services Ltd 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 Metrowest Building Services Ltd.
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, ensuring the orderly management of the strata corporation and complying with legal requirements. I/We hereby authorize the strata corporation to collect, use and disclose my/our personal information for these purposes.

**Please Retain This Page For Your Reference. Thank You.**

