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 1st 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 1st 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.
- 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.

PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

This service is for:	Individual PAD	Business PAD	(Please check)	1	
PERSONAL INFORM	ATION		Effe	ective Date:	
Name of Owner(s)				Strata Plan	Strata Lot
Address of Strata Lot			City	Province	Postal Code
Mailing Address (If different f	rom above)		City	Province	Postal Code
Phone Number (Res.)	(Bus.)		(Cell)	Email Address	
As an added secur	ity feature, please choos	se a personal password	that you will provide w	hen accessing account inf	ormation by
telephone -up to 10	0 letters (suggest mother	r's maiden name)			
I I		-	• •	e legal owner(s) on t below information.	title. If someone
Name			Relation to Applicant		
Address			Phone Numb	per	
	nt is coded correc Number: Branc	tly and will allow p	-	-	mation below to
Name of Financial I	nstitution		Branch Address		
AUTHORIZATION					
By signing this authorizat Conditions on Page 1 of t			of which has been p	provided to and retained	
Date			Signature of pa	yer(s)	
When the form is complet	e, submit to			via email <u>info@metrow</u> ailbox in the mailroom	

Since the PAD program is not retroactive, please enclose a cheque for any balance owing prior to PAD commencement OR to attach a note authorizing our office to do a one time sporadic "catch-up" payment.