

Please complete the Pre-Authorized Debit (PAD) Plan agreement below.

I/we authorize Inspire Property Management Ltd. and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our strata corporation or homeowner's association account(s). Regular monthly payments for the full amount of my/our **STRATA FEES** will be debited to my/our specified account on the on the first day of each month. **SPECIAL LEVIES** will be debited to my/our specified account on the date specified in the resolution approving the special levy. Inspire Property Management Ltd. will obtain my/our authorization for any other one-time or sporadic debits (such as fines, move-fees, user fees, etc.).

Frequency and Amount of Debits: A debit, in paper, electronic or other form in the amount of my monthly fees, with a reasonable latitude for adjustments, may be drawn on my/our specified account on a monthly basis. Annual top-ups or adjustments are permitted only if the adjustment is a result of a change in budget or increase to user fees and such change is approved at a general meeting. If payments are sporadic, I/we agree to cooperate with the Payor to pre-authorize the processing of every PAD against my/our account whether authorized verbally or electronically, by use of a password, secret code or such other signature equivalent, as the parties shall agree to constitute valid authorization.

Pre-Notification Waiver: I/We agree with the Payee to waive the requirement under the CPA Rules to receive a written pre-notification prior to each PAD as set out in the Rules. This waiver will not constitute an agreement to waive notice from the strata corporation of an approved budget or special levy as required by the *Strata Property Act*.

Payor Signature _____ Payor Signature _____ Date _____

This authority is to remain in effect until Inspire Property Management Ltd. has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

Inspire Property Management Ltd. may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

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 PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.

Type of use: Individual Business (please check one)
Strata Plan: _____ **Strata Lot:** _____ **or Unit Number:** _____
(i.e. KAS1234)

Owner's Name(s): _____
Property Address: _____
(Strata lot Address)



PLEASE NOTE THIS FORM MUST BE RECEIVED IN OUR OFFICE NO LATER THAN THE 20TH OF THE MONTH PRIOR TO THE MONTH THE PAD IS TO START. PLEASE ENCLOSE A CHEQUE FOR ANY BALANCE OWING PRIOR TO PAD START OR IDENTIFY IF YOU WOULD LIKE THE BALANCE WITHDRAWN FROM YOUR ACCOUNT.

Withdraw current balance with first withdrawal?
 yes no



When the form is complete, mail, fax or email to:
 Inspire Property Management Ltd., #200-1505 Harvey Avenue, Kelowna, BC V1Y 6G1
 Fax: 778-738-0234 | Email: info@inspirepm.com