

**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*.

<p><b>FIRST WITHDRAWAL:</b> The first payment collected by pre-authorized debit will include collection of amounts the owner owes the strata corporation as at the date of the first withdrawal, <u>unless I/we indicate "No" here.</u> -----&gt;</p>	<p><b>Withdraw current balance with first payment?</b></p>
<p>For clarity, if no answer is given, this agreement will apply as if I/we answered "yes". InspirePM will make a reasonable effort to inform the Payor of any amounts to be collected, in addition to current strata fees, prior to the first withdrawal date.</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p>

**This form must be received by InspirePM no later than the 25th day of the month prior to the month the PAD is to start. If received after that date, InspirePM may not be process the first withdrawal until the 1<sup>st</sup> of the month following the date that is one month after this agreement is received.**

**X** \_\_\_\_\_  
 Payor's Authorized Signature(s) 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](http://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](http://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)



**DON'T HAVE CHEQUES? NO PROBLEM!**

If you do not have cheques for your account, you may:

- ask your bank for a pre-authorized debit form
- download a sample void cheque from your online banking website
- provide us with a copy of any other document issued by your bank which shows the (1) institution, (2) transit, and (3) account numbers.

**Unfortunately, we cannot withdraw funds from credit cards or lines of credit accounts.**

**For security reasons, account details must be on a form or document issued by the financial institution, but need not be a cheque.**



When the form is complete, email to: [info@inspirepm.com](mailto:info@inspirepm.com) or mail:  
**Inspire Property Management Ltd., 200-1505 Harvey Avenue, Kelowna, BC V1Y 6G1**