Centretown Citizens Ottawa Corporation

415 Gilmour St., Suite 200
415, rue Gilmour, pièce 200
Ottawa, ON, K2P 2M8

PRE-AUTHORIZED PAYMENT PLAN (PAP) AGREEMENT

The undersigned authorize(s) **CENTRETOWN CITIZENS OTTAWA CORPORATION (CCOC)** to withdraw from my/our bank account the **monthly rent due** on the 1st business day of each month.

TENANT INFORMATION

Rent ____ / Half Rent ____ / Parking ____ / Other _____

Parking only lease? _____ If Yes, where? _____

Tenant Name(s): _____

Address: _____ Unit/Apt _____

City: _____ Postal Code: _____

Phone (Home) _____ Phone (Work/Cell) _____

Email address: _____

PAP Start Date: _____, *the date that you wish to begin the Pre-authorized payment plan (can be the 1st of any month). If this field is left blank, we will begin the 1st of the next month following receipt of this application.*

If you have post-dated cheques held with CCOC and want them returned, please check this box.

❑ **Please return my post-dated cheques**

If the account is a joint account, everyone who would normally have to sign cheques must sign this application.

Signature _____ Date _____

Signature _____ Date _____

Please enclose a sample cheque marked "VOID" with this application.

FOR OFFICE USE ONLY

	Tenant Name:							
T-Code	Entry	Bldg	Unit	Effective Date	MR/MI	Parking	Initial	Notes

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Important Information about CCOC's PRE-AUTHORIZED PAYMENT PLAN

Centretown Citizens Ottawa Corporation (CCOC) is offering the convenience of paying your rent by Pre-authorized Payment. Another term for this plan is Direct Debit. Simply put, this is an instruction from you to your bank to allow CCOC to collect your monthly rent on a set date. In this case, the rent will be deducted automatically on the 1st business day of each month.

How will you benefit from this method of payment?

- It is easy – you will not need to write monthly cheques, or pay for postage.
- Payments are automatically recorded on your bank statement or passbook, so you do not have to keep separate records.
- You can stop worrying about missing a payment, mail delays, or being away on vacation.
- It can save you time – you do not have to make a special visit to our office.
- You can choose to stop the pre-authorized payments with appropriate notice at any time.

What do you need to enroll?

Complete and sign the Pre-authorized Payment Application Form enclosed. Attach an unsigned cheque marked "Void" to the completed application form or a bank account form. Return the completed form and "Void" cheque/bank account form to our office. Mail to: Centretown Citizens Ottawa Corporation, 415 Gilmour St. Suite 200, Ottawa ON K2P 2M8. Or you can drop it off in person (Monday to Friday, between 9 am and 5 pm).

Terms and Conditions

The total monthly rent due as determined by your latest Rent Change Notice will be deducted automatically from your bank account on the 1st business day of each month.

Pre-authorized payments can be drawn on any Canadian financial institution.

If two or more of your payments are returned unpaid by your bank within a one-year period, the Pre-authorized Plan will be cancelled and payment will only be accepted by certified cheque, Interac or money order.

Note: Any returned pre-authorized payments will be subject to a $30.00 administrative charge.

Cancellation

The agreement can be terminated in writing at any time, either by the tenant or CCOC. The scheduled payment for any month may be cancelled up to four business days before the 1st of the month, by contacting us at (613) 234-4065, Lisa Seguin ext 230, Ophnie Dupuy ext 253, or by sending an e-mail to rentcollections@ccochousing.org. If the agreement is cancelled, or if any monthly payment is cancelled, the rent owing must be paid directly to CCOC.

For further information on this payment option, please contact us.