

## **AN IMPORTANT MESSAGE FROM ARRIV PROPERTIES**

### **Pre-Authorized Payment Plan**

You can access a convenient way of paying your monthly rent (including rent for any additional services as agreed and set out in the RTA, such as a parking spot). Similar to you writing a cheque, we will automatically deduct your monthly rent payment from the bank account of your choice on the first business day of each month.

### **In what ways do you benefit?**

- You do not have to write any more cheques or pay for postage.
- Payments are automatically recorded on your bank statement or passbook, so there is no need to keep separate records.
- You do not have to worry about missing a payment, mail delays, or being away on vacation.
- You do not have to make a special visit to our offices.
- You can choose to stop the pre-authorized payments with appropriate notice at any time.

### **What do you have to do to enroll?**

Complete and sign the Pre-Authorized Payment Application Form enclosed. Attach an unsigned cheque marked “void” to the completed Application Form. Return the completed form and “void” cheque by email at [info@mosaiq811.ca](mailto:info@mosaiq811.ca) or to our office at 815 Gladstone Ave. Ottawa, Ontario K1R 0E5.

### **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 first 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, cash or money order.

### **Cancellation**

The agreement can be terminated, in writing or by phone at any time, by either the tenant or Ottawa Community Housing Corporation. A particular payment may be cancelled up to four business days before the first of the month. If this agreement is cancelled or a payment is cancelled rent must be paid directly to Ottawa Community Housing Corporation. For further information on this payment option, please contact our office at 613 415-7865.

## Pre-Authorized Payment Plan Agreement (PAP)

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The undersigned hereby authorizes Ottawa Community Housing Corporation to withdraw from my/our account on the first business day of each month the monthly rent (including rent for any additional services as agreed and set out in the RTA, such as a parking spot) amount due.

New Application

Change direct deposit banking information

### Tenant Information

Name		Tenant ID
Address		
City	Province	Postal Code
Phone		
Date that you wish to begin the pre-authorized payment plan (can be the first of any month)		

If blank, we will start the first of the next available month

### Banking Information – please enclose one of your personal cheques marked “void”

Name of Financial Institution		
Address		
City	Province	Postal Code

### Signatures

Signature	Signature (if joint account)	Date
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For a joint account, everyone who would normally have to sign a cheque must sign this application

If you have post-dated cheques with Ottawa Community Housing Corporation and need to have them returned, please check this box