

# AN IMPORTANT MESSAGE FROM OTTAWA COMMUNITY HOUSING CORPORATION

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## PRE-AUTHORIZED PAYMENT PLAN

Ottawa Community Housing Corporation is offering you a convenient way of paying your monthly rent. 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.

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## 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.

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## WHAT DO YOU HAVE TO DO TO ENROL?

Complete and sign the enclosed Pre-Authorized Payment Application Form. Attach an unsigned cheque marked "void" to the completed Application Form. **Return the completed form and a "void" cheque to our office at 39 Auriga Drive, Ottawa, Ontario K2E 7Y8.**

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## 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 from 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.

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## 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) 731-1182.

# PRE-AUTHORIZED PAYMENT PLAN AGREEMENT (PAP)

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 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