



PRE-AUTHORIZED PAYMENT AUTHORIZATION

Setting up pre-authorized payment is fast, easy – and convenient!

Simply review the **Terms and Conditions** on the reverse, complete this authorization form, and attach a “VOID” cheque. It’s that easy!

Bank Account Holder

Co-Account Holder (if, applicable)

Address _____

Financial Institution

Financial Institution Number

Branch-Transit Number

Bank Account Number

I/We authorize Minto to process a debit, in paper, electronic or other form, in the amount of (current rent) \$_____ drawn on my/our bank account on the first day of each month, beginning the first day of (month) _____ (year) _____, which amount may be increased/decreased at a future date as mutually agreed to by me/us and Minto. In the event of an increase in rent, notice will be issued in accordance with the Residential Tenancies Act.

I/We acknowledge that I/we have read and understood all the provisions contained in the Terms and Conditions of this Authorization and that I/we have retained a copy.

Account Holder

Co-Account Holder

Date

Date

**PRE-AUTHORIZED PAYMENT AUTHORIZATION
Terms and Conditions**

I/We acknowledge that this authorization is provided for the benefit of Minto and my/our financial institution and is provided in consideration of my/our financial institution agreeing to process debits against my/our account in accordance with the Rules of the Canadian Payments Association.

I/We warrant and guarantee that all persons whose signatures are required to sign on this bank account have signed this agreement on the reverse side.

I/We hereby authorize Minto to draw on this account for the purpose of paying rent.

This authorization may be cancelled at any time upon written notice of revocation to Minto at least seven (7) working days prior to the next due date of the automatic withdrawal.

I/We acknowledge that provision and delivery of this authorization to Minto constitutes delivery by me/us to my/our financial institution.

I/We undertake to inform Minto, in writing, of any change in the account information provided in this authorization at least seven (7) working days prior to the next due date of the automatic withdrawal.

I/We acknowledge that my/our financial institution is not required to verify that an automatic withdrawal has been issued in accordance with the particulars of my/our authorization including, but not limited to, the amount.

I/We acknowledge that my/our financial institution is not required to verify that any purpose of payment for which the automatic withdrawal was issued has been fulfilled by Minto as a condition to honouring an automatic withdrawal issued or caused to be issued by Minto on my/our account.

Revocation of this authorization does not terminate any contract for goods or services that exists between me/us and Minto. This authorization applies only to the method of payment and does not otherwise have any bearing on any contract for goods or services.

An automatic withdrawal may be disputed by me/us under the following conditions:

- (1) the automatic withdrawal was not drawn in accordance with my/our authorization; or
- (2) the authorization was revoked; or
- (3) pre-notification was not received.

I/we understand that in order to be reimbursed, a declaration to the effect that either (1), (2) or (3) took place, must be completed and presented to the branch of my/our financial Institution holding my/our account up to and including 90 calendar days after the date on which the automatic withdrawal in dispute was posted to my/our account.

I/we acknowledge that any claim initiated more than 90 days after the date on which the automatic withdrawal was posted to my/our account will be resolved solely between me/us and Minto.

FOR OFFICE USE ONLY

CC/BE/BU _____ **BP Number** _____ **Contract Number** _____

Date received: _____ **PDC's pulled:** _____

Site Initials: _____

Date received: _____ **Date entered:** _____

Corporate Initials: _____