

Dear Tenant(s):

It is our pleasure to introduce you to the Pre-authorized payment plan offered to all our tenants for rental payment. Attached please find a copy of the Electronic Funds Transfer Pre-Authorization form for your reference.

If this is your choice of payment, please fill out the form completely, sign and attach a "void cheque" copy and return it to our office. Confirmation of receipt of your forms with the commencement date of the Pre-authorized payment will be sent via email or facsimile.

Please note that we only accept one void cheque (one bank account) for each unit.
Please use Chequing or Savings Account.
Other Bank Account e.g. Line of Credit/Credit Card Account, will not be accepted.

Please note that Pre-authorized payment plan is applicable for future rental payment only. Money Order or Certified Cheque is required for the pro-rated rent (if applicable), first & last month's rent and garage remote and/or access cards deposit.

By signing and returning the Electronic Funds Transfer Pre-Authorization Form for rental payment of your suite, you acknowledge that:

- 1 Due Date of the pre-authorization debit will be **the first of each month.**
- 2 You must notify our office in writing of any changes in the account information or termination of this authorization **15 days prior** to the next due date of the pre-authorization debit and provide us with rent cheque accordingly.
- 3 You agree to pay a \$35.00 administration charge on any request for payment rejected by your financial institution for any reason thereof.

If you have any questions regarding the above, please do not hesitate to contact our office at 416-296-1012.

Thank you for the opportunity to improve our services.

Yours truly,

DEL CONDOMINIUM RENTALS INC.

