RANCHO
MANAGEMENT SERVICES (ALBERTA) LTD.

Pre-Authorized Debit (PAD) Plan

CONDO CORP NUMBER: _____ **SUITE NUMBER:** _____

LEGAL UNIT NUMBER: _____ **CIVIC ADDRESS:** _____

1. I/We hereby authorize Rancho Management Services (Alberta) Ltd. on behalf of Condominium Corporation No. _____ to begin deductions as per my/our instructions for the following:
   a) Recurring monthly occupancy fee (s) or condominium contribution (s) / authorized charges (parking, etc.) and/or one-time fee(s) /charges adjustments as voted upon and passed by the Condominium Corporation from time to time. If this is an initial set up, all outstanding monthly fees due from possession date will be collected on the first authorized payment.
   b) Authorized one-time or sporadic debits.
   c) Any fines and penalties as assessed according to the Condominium Corporation No. _____ Bylaws and Rules and Regulations.

   These above mentioned fee(s)/charges will be debited to my/our specified account on the 1st day of every month.

2. I/We undertake to inform Rancho Management Services (Alberta) Ltd. of any change in the account or address information provided in this authorization before the fifteenth day of the month.

3. I/We acknowledge that delivery of the authorization to Rancho Management Services (Alberta) Ltd. constitutes delivery by me/us to the financial institution below.

4. This authority is to remain in effect until Rancho Management Services (Alberta) Ltd. has received written notification from me/us of its change or termination. This notification must be received within 15 days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting https://www.canada.ca/en/financial-consumer-agency/services/banking/preauthorized-debit.html.

5. Rancho Management Services (Alberta) Ltd. may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

6. I/We have certain recourse rights if any debt does not comply with this agreement. For example, I/We have the right to receive reimbursement for any PAD that is not authorized or is not consistent with the terms of this PAD Agreement. To obtain more information on my/our recourse rights, I/We may contact my/our financial institution or visit https://www.canada.ca/en/financial-consumer-agency/services/banking/preauthorized-debit.html.

Type of Service: Personal _____ Business _____

Name | Email | Phone #

Address

Mailing address (if different than property address)

Name of Financial Institution | Address of Financial Institution

Financial Institution Number / Branch Transit Number / Account Number

A Specimen cheque has been marked "VOID" and attached to this authorization. If your account does not provide cheques, please have your bank fill out the information above to ensure the account is coded correctly and will allow pre-authorized debit. NOTE: VISA/MASTERCARD or LINE OF CREDIT CHEQUES ARE NOT ACCEPTED FOR PAD BY FINANCIAL INSTITUTIONS.

When the form is complete, mail or email to:

Rancho Management Services (Alberta) Ltd. Suite #200, 37 Quarry Park Blvd S.E., Calgary, Alberta, T2C 5H9
Phone: 403.253.7642 Email: ranchocalgary@ranchogroup.com
Attention: Accounts Receivable

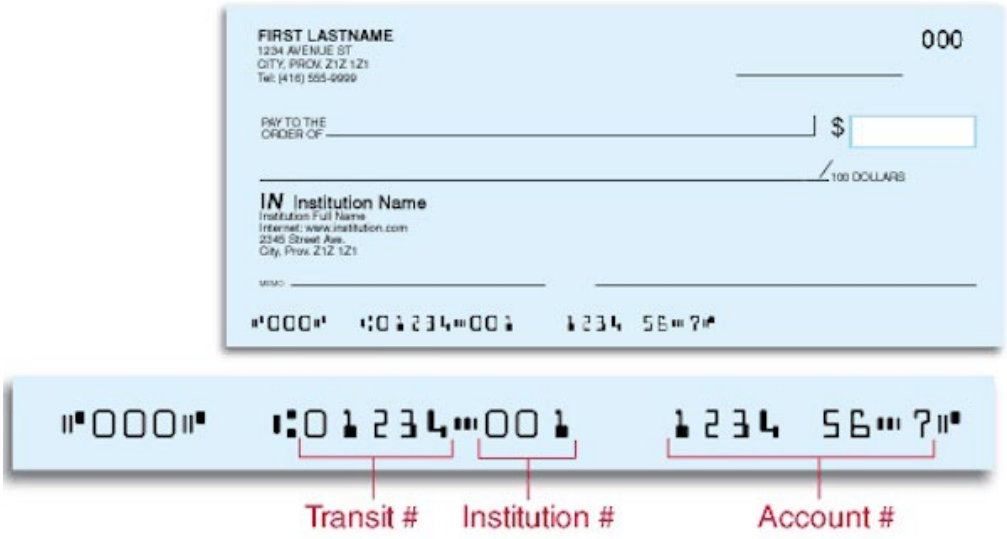
Date: _____ Signature: _____ Signature: _____

PLEASE NOTE THAT THIS FORM MUST BE RECEIVED BY RANCHO NO LATER THAN THE 20TH OF THE MONTH PRIOR TO THE MONTH THE PAD IS TO COMMENCE. (I.e. To be on the Pre-Authorized Debit Plan for the month of June, the form must be in our office prior to the 20th of May. Forms received after the 20th of the current month (i.e. May) will be processed but your first payment will not come out of your account until July 1st), as this system is set up in conjunction with the bank, and processing time is required, **PAD enrolment cannot be applied retroactively. Please also enclose a cheque for payment of any balance owing prior to PAD commencement.**

HOW TO COMPLETE THE PRE-AUTHORIZED DEBIT (PAD) FORM WITH YOUR BANKING INFORMATION

BANKING INFORMATION

Please enter your banking information as seen below.



If preferred, you may attach a copy of a void cheque or electronic deposit form in place of entering your banking details manually.

SUBMIT YOUR PAD FORM

Please download the PAD form first, complete all required fields, and then submit the form by email to:

ranchocalgary@ranchogroup.com

QUESTIONS?

If you have any questions, please call 403.253.7642.