

PRE-AUTHORIZED RENT PAYMENT FORM

Please complete this form to ensure that your rent will be paid on time and your account with BC Housing remains in good standing. This form is to be completed by person(s) registered on the bank account. If you have any questions regarding completion of the form, please call _____.

NAME	ADDRESS
NAME	CITY POSTAL CODE
TELEPHONE NO.	

I/We hereby authorize _____
NAME OF FINANCIAL INSTITUTION

_____ Address of Financial Institution

to debit my/our account indicated below on the first (1st) of each month for rent payments to BC HOUSING.

BRANCH TRANSIT # _____ BANK # _____ ACCOUNT # _____

TYPE OF ACCOUNT: CHEQUING SAVINGS OTHER

VOID CHEQUE ATTACHED FOR VERIFICATION PURPOSES

Attach VOID cheque here (without Bank Stamp) **or,**

PRE-AUTHORIZED RENT PAYMENT FORM COMPLETED BY BANK

Bank Stamp (required without VOID cheque)

I/We hereby agree to abide by the terms and conditions as detailed on page 2 of this document.

DATE _____ SIGNATURE(S) _____

For joint accounts, all signatories to the account must sign form

BC HOUSING OFFICE USE ONLY

PROPERTY REF. _____ SEQUENCE NO. _____ START DATE _____

ENTERED BY: _____ DATE ENTERED: _____

**TERMS AND CONDITIONS OF THE
PRE-AUTHORIZED RENT PAYMENT PROGRAM**

1. BC Housing relies on the Tenant to ensure that the Tenant's bank account is in good standing with sufficient funds to cover such pre-authorized rent payments as they become due and payable on the first (1st) of each month.
2. The Tenant's pre-authorized rent payment will be drawn from their account and presented on the first (1st) of each month for payment to cover the rent due for that month.
3. Changes to the pre-authorized rent payment amount resulting from the annual Declaration of Income and Assets or interim rent adjustments will be made automatically following the recalculation of the rent.
4. Changes to the pre-authorized rent payments resulting from chargeback agreement plans will be made automatically the month following the signing of the agreement.
5. A service charge will be levied for items returned unpaid by the Tenant's bank, such as Non-Sufficient Funds, Account Closed, or Stop Payment.

TO BE RETAINED BY THE TENANT