

**PERSONALLY APPROVED PAYMENT SERVICE AGREEMENT**  
**(To automatically pay monthly Strata Assessment Fees)**

The undersigned hereby authorize BAYWEST MANAGEMENT CORPORATION to draw monthly Strata Fees by electronic debit due by the undersigned to:

STRATA PLAN \_\_\_\_\_ UNIT # \_\_\_\_\_  
AMOUNT \$ \_\_\_\_\_ beginning on the FIRST of \_\_\_\_\_ (indicate month withdrawals start)

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First Name \_\_\_\_\_ Initials \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_ City-Province \_\_\_\_\_ Postal Code \_\_\_\_\_

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The undernoted Financial Institution is hereby authorized to pay and debit the account of the undersigned,

Name of Financial Institution \_\_\_\_\_ Address of Branch \_\_\_\_\_

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**The undersigned:**

- **Warrants that all persons whose signatures are required to sign on this account have signed this agreement below;**
- **Acknowledge that, in order to cancel this agreement written notice of revocation will be given to Baywest Management Corporation – this authorization may be cancelled at any time;**
- **Acknowledge that any delivery of this authorization to your bank or Financial Institution constitutes delivery by the undersigned to the processing Institution;**
- **Agree to inform Baywest in writing of any change in the account information provided in this authorization prior to the next due date of the pre-authorized debit;**
- **Authorize Baywest to increase / decrease amounts drawn on my account from year-to-year as future budgets adopted by my Strata Corporation effect monthly assessment fees. If not in attendance at Annual General Meetings, a new budget and Fee Schedule will be sent to you advising of your fees on a year-to-year basis.**

*Please be advised a cheque marked "VOID" must be attached in order to process this monthly deduction*

**Date:** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_  
\_\_\_\_\_

\*\*\*Please note that this form must be in our office prior to the 24<sup>th</sup> of the month in order to process for the following month. If you suspect we will not receive it in time please send us a cheque for next month's fees with the completed form.\*\*\*