



For Office Use Only

Tenant #
Property Code
Rent Amount
Effective Date
Lease Renewal Date

Automatic Rent Payment Plan Agreement

Completed by the Tenant

Tenant's Full Name Co-Tenant's Full Name (if applicable)

Street # Street Name Unit #

City Province Postal Code

Home Telephone # Cell Phone #

Supporting Documentation:

Cheque marked VOID

Pre-Authorized Debit Form from your Bank

I/We authorize **Peterborough Housing Corporation** to withdraw the owed rent from my/our bank account, every month in accordance with the lease agreement ("lease"). I/We understand that this amount may change in the future subject to the terms and conditions of the said lease and in accordance with the applicable laws and regulations in Ontario governing residential tenancies, including the *Residential Tenancies Act, S.O. 2006, c17* and the *Housing Services Act, 2011*.

- Withdrawals will take place on the first (1st) business day of each month.
- This agreement may be cancelled at any time by notifying Peterborough Housing Corporation in writing, by the fifteenth (15th) of the month preceding the change.
- If Peterborough Housing Corporation cancels this plan, the tenant will be notified in writing.
- If the bank account information changes, the tenant must notify Peterborough Housing Corporation of new information.
- Any Non-Sufficient Funds (NSF) fees will be the responsibility of the tenant.
- A twenty dollar (\$20) service charge will be added to the tenant ledger for any returned payment.
- If rent payments are returned by the financial institution due to insufficient funds, on more than two occasions in a year, the agreement may be suspended or cancelled.

Authorized Signatures

Signature

Signature

Print Name

Print Name

Date Signed

Date Signed

Return the Completed Form with Supporting Documentation to:

Peterborough Housing Corporation – 526 McDonnell Street, Office Suite, Peterborough, Ontario, K9H 0A6
Ph (705) 742-0439 Fx (705) 742-1404 Toll Free 1-833-824-4687 phcinfo@ptbohousingcorp.ca www.ptbohousingcorp.ca