

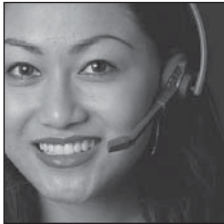
## What if the cost of my rent changes?

If your rent changes, your automatic deduction will also change. You will receive a notice from us before any changes are made to your account.



## If I have more questions about the Pre-Authorized Payment Plan, who can I ask?

Our staff will gladly answer any questions you may have. Contact the Tenant Services Coordinator at the office.



## It's easy to sign up!

Simply fill out and sign the attached authorization form and send it, along with a sample cheque from your bank account with "VOID" written across it, to Housing York Inc. at the Gorham Street Office.



For more information on the Pre-Authorized Payment Plan, contact your Tenant Services Coordinator at:

1091 Gorham Street  
Unit 104  
Newmarket L3Y 8X7

In Newmarket, please dial:  
905-898-1007

Or call toll free:  
1-877-464-9675 ext. 2700



HOUSING YORK INC.

## PRE-AUTHORIZED PAYMENT PLAN



1091 GORHAM STREET, UNIT 104,  
NEWMARKET, ONTARIO, L3Y 8X7  
(905) 898-1007



At Housing York Inc.  
there is a better way

The Pre-Authorized Payment  
system for paying rent.

**How does it work?**

Once you've signed up for the  
Pre-Authorized Payment Plan,  
we'll take care of the rest.

On the first working day of each  
month, your bank will automatically  
deduct your rent amount from your  
chequing account (or account with  
chequing privileges). If your bank  
account includes cheque return,  
you'll get a rent receipt every month  
with your bank statement.

**It's confidential**

Housing York Inc.  
never sees or has  
access to your  
account – it  
basically submits  
an automatic request to the bank  
for your rent amount once a month.  
The only difference with the  
Pre-Authorized Payment system is  
that you won't have to write out a  
cheque each month.



**Application for the  
Pre-Authorized Payment Plan for Rent**

I/we hereby authorize Housing York Inc. (hereafter known as HYI) to contact my  
financial institution on a monthly basis for payment of my/our rent for the amount  
as indicated in the Tenant Lease Agreement, as revised from time to time.  
Such payment of rent is to be credited to my HYI tenant account.

Resident Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Co-Resident Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Requirements:**

1. Attach a SAMPLE CHEQUE from your bank account with "VOID" written across it.
2. All withdrawals under this plan shall be for monthly rent and related occupancy charges only.
3. This plan may be cancelled at any time by me/us with 15 days written notice to HYI.

Pre-Authorized Payment Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Signature (as used on banking documents)

\_\_\_\_\_  
Signature (as used on banking documents)

