

Know Your Options as a Real Estate Consumer

Considering a real estate transaction? One of the first decisions you will need to make is whether you should work with a licensed real estate professional who will represent you. Take a moment to read this important consumer protection information from the Real Estate Council of BC.

This form explains the special legal duties that real estate professionals owe to their clients. It will help you choose whether you want to be:

- a **CLIENT** of a real estate professional, who will represent you in the transaction, or
- an **UNREPRESENTED PARTY** with no real estate professional representing you.

Why are you getting this form?

A real estate professional is required to give you this form before working with you, and must explain it to you.

How to use this form:

Read over this information and ask about anything that is not clear to you. You can complete the optional consumer fields to indicate that you've discussed this information with the real estate professional.

What happens next?

After you've reviewed the form and completed the optional consumer fields, the real estate professional must complete and sign it.

Learn more about this form and other information for real estate consumers at www.recbc.ca.

The Benefits of Representation

Many people choose to have a real estate professional represent them in real estate transactions to help them make informed decisions. As a client, you'll benefit from:

Expert advice

In BC, licensed real estate professionals receive specialized training.



Protection

Real estate professionals in BC are licensed under the *Real Estate Services Act*. It is legislation designed to protect the rights of consumers.



Oversight

The Real Estate Council of BC works to ensure real estate professionals are competent and knowledgeable. If you have a concern about a real estate professional, you can file a complaint by visiting our website at www.recbc.ca. We can investigate and discipline individuals for professional misconduct.



What to Expect as a Client

When you become the client of a real estate professional, they owe you special legal duties as your agent:

- Loyalty:** they must put your interests first, even before their own.
- Avoid conflicts of interest:** they must avoid any situation that would affect their duty to act in your best interests.
- Fully disclose relevant information:** they must give you all the facts they know that might affect your decisions.
- Protect your confidentiality:** they must not reveal your private information without your permission, such as:
 - your reasons for buying/selling/leasing/renting
 - the minimum/maximum price you are seeking
 - any preferred terms and conditions you may want to include in a contract.

What to Expect as an Unrepresented Party

If you choose not to have a real estate professional represent you, you are an unrepresented party. You are not entitled to the special legal duties a client receives.

- No loyalty:** the real estate professionals involved in the transaction are representing clients with competing interests to yours. They must be loyal to their clients, not you.
- No duty to avoid conflicts:** no real estate professional is acting in your interests.
- No full disclosure:** the real estate professionals involved in the transaction do not have a duty to give you all relevant information.
- No confidentiality:** the real estate professionals involved in the transaction must share any information you tell them with their client.

Your Options as a Client

In BC, real estate professionals provide their services through licensed companies known as brokerages. If you decide to become the client of a real estate professional, you will sign an agreement with their brokerage. Depending on how the brokerage operates, you will be represented as a client in one of two ways:

1 Designated Agency

Your real estate professional will represent you as a "designated agent". Only your designated agent will owe you the legal duties explained above. Your agent must not share your confidential information with others at the brokerage without your permission.

2 Brokerage Agency

You will be represented by **all** the real estate professionals at the brokerage. They will **all** owe you the legal duties explained above. They must **all** protect your confidential information.

Either way, as a client of a licensed real estate professional you will benefit from expert advice, oversight and protection.

This is a disclosure made in compliance with section 5-10 of the Rules under the Real Estate Services Act.

Instructions

Consumers: Please complete the optional fields below to indicate that you received this consumer protection information.

After reading this form, if you decide that you do not need a real estate professional to represent you, a real estate professional may be required to present you with the Disclosure of Risks to Unrepresented Parties form.

Real Estate Professional: Complete and sign to indicate you have provided this disclosure to the real estate consumer. Promptly submit this form to your brokerage.

Mandatory Real Estate Professional Confirmation

I confirm that I have:

- provided the consumer with the Disclosure of Representation in Trading Services form.
explained the special legal duties owed by a real estate professional to their client.
explained the risks of being an unrepresented party in a real estate transaction.

I confirm that I will (check one):

- represent the consumer as my client under designated agency.
represent the consumer as my client under brokerage agency.
deal with this consumer as an unrepresented party.

Name: Thor Chinchilla

Brokerage: Royal LePage Downtown Realty

Signature: [Handwritten Signature] Date:

Notes: For management of a rental property.

See next page for Optional Consumer Confirmation.

Optional Consumer Confirmation

I confirm that the real estate professional disclosed the special legal duties owed to clients.

Yes No

I confirm that the real estate professional disclosed the differences between a client and an unrepresented party.

Yes No

I confirm that the real estate professional disclosed the risks of being an unrepresented party.

Yes No

I confirm that I choose to (check one):

- be a client represented by the real estate professional under designated agency.
be a client represented by the real estate professional under brokerage agency.
be an unrepresented party.

Consumer Name:

Consumer Signature: Date:

Consumer Name:

Consumer Signature: Date:

Section 8-4(a) of the Rules made under the Real Estate Services Act requires a brokerage to maintain a copy of all written disclosures and any related acknowledgements under Division 2 Part 5 of the Rules.

CONSUMER PRIVACY NOTICE

A real estate professional is providing you with this form because they are required to do so by the Rules made under the Real Estate Services Act (the "Rules"). You are not required to provide your name or signature on this form. However, the real estate professional you are dealing with may ask you to do so in order to document that they have provided you with this form as required by the Rules.

If you have any questions regarding the Real Estate Council of BC's collection and use of your personal information, please contact:

Privacy Officer, Real Estate Council of BC, 900-750 West Pender Street, Vancouver, BC, V6C 2T8; telephone: 604.683.9664 or toll-free at 1.877.683.9664; email: privacy@recbc.ca

A COPY OF THIS DISCLOSURE IS NOT REQUIRED TO BE PROVIDED TO THE REAL ESTATE COUNCIL OF BC UNLESS IT IS SPECIFICALLY REQUESTED.

To help you sell, buy or lease real estate, REALTORS[®], brokerages and real estate boards need to collect, use and disclose some of your personal information. This brochure provides you with information about, and obtains your consent to, such information handling practices.

DEFINITIONS

Personal Information means any identifiable information about you, including your name, address, phone number, financial information and may include information about your property (such as listing and selling price, lease rate, listing term, etc.).

REALTOR[®] means a member of a real estate board, and REALTORS[®] are also typically licensed under the *Real Estate Services Act*. **Brokerage** refers to the real estate company where your REALTOR[®] is licensed. The boards are the real estate boards of which the brokerage and the REALTOR[®] are members. The **Multiple Listing Service[®] (MLS[®]) System** comprises a computerized database of real estate listings and sales, operated by the boards in conjunction with The Canadian Real Estate Association.

How is my personal information collected?

Most personal information will be collected directly from you through the contracts and other documents you fill out (e.g., Multiple Listing Contract, Contract of Purchase and Sale, Offer to Lease, seller's Property Disclosure Statement) and through discussions you have with your REALTOR[®]. Some information may be collected from other sources such as government departments and agencies (e.g., Land Title Offices, BC Assessment), financial institutions and mortgage brokers.

To whom may my personal information be disclosed?

Your information may be disclosed to (or may be accessible by) the boards and their staff and members, other REALTORS[®] and their clients, government departments and agencies, financial institutions, legal advisors, service providers, the British Columbia Real Estate Association, the Real Estate Council of British Columbia, The Canadian Real Estate Association and members of the public, for the purposes described below.

Not all of your information will be accessible to each of the above-mentioned entities. For example, once the listing term has ended, the general public will not have access to your information, unless it is otherwise available through public registries (e.g., Land Title Offices, BC Assessment).

Why is my personal information collected, used and disclosed?

Your personal information may be collected, used and disclosed for some or all of the following purposes:

- To allow members of real estate boards (including REALTORS[®] and appraisers) to appraise your property.
- To list/market your property on the MLS[®] System.
- To market your property through any other media (both print and electronic).
- To help you locate a suitable property to buy or lease.
- To facilitate the purchase and sale or lease transaction (by cooperating with financial institutions, legal advisors and government departments and agencies).
- To allow the boards (including REALTORS[®]) to compile current and historical statistics on sales and property prices and lease rates, and to conduct comparative market

analyses. Information about your property will be retained in the MLS[®] System for these purposes after your property has sold or leased or your listing has expired (if you are a seller/landlord) and after you have purchased or leased your property (if you are a buyer/tenant).

- To enforce codes of professional conduct and ethics for REALTORS[®] (by cooperating with real estate boards, the British Columbia Real Estate Association, the Real Estate Council of British Columbia, The Canadian Real Estate Association and other regulatory bodies).
- To comply with legal requirements and to act pursuant to legal authorizations.

The above-mentioned collections, uses and disclosures are a necessary part of your relationship with your REALTOR[®].

Will my personal information be collected, used and disclosed for any other purposes?

Your personal information may also be collected, used and disclosed for the following additional purposes:

- Your REALTOR[®] may communicate with you in future to determine whether you require additional real estate services.
- Your REALTOR[®] may communicate with you to provide information about other products or services that may interest you.
- Other REALTORS[®] may communicate with you to determine whether you require additional real estate services.
- The boards, REALTORS[®] and survey firms on their behalf, may communicate with you to determine if you wish to participate in surveys.

These additional purposes are optional. If you do not want your personal information used or disclosed for any of these purposes, please contact your REALTOR[®] or your REALTOR'S[®] board's privacy officer.

Contact information for all BC real estate boards can be found at the British Columbia Real Estate Association website: www.bcrea.bc.ca or telephone 604.683.7702.

ACKNOWLEDGEMENT

I/We consent to the collection, use and disclosure of personal information as described in this Privacy Disclosure and Consent brochure.

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

Thor Chinchilla
DESIGNATED AGENT

Royal LePage Downtown Realty
BROKERAGE

Royal LePage Downtown Realty Ltd.
Property Management
4007 32nd Street, Vernon, BC V1T 5P2
250-545-5371 | dtrpmls@gmail.com



Management Service Contract

THIS AGREEMENT established the ____ Day of _____, _____

BETWEEN: _____ Home: _____
ADDRESS: _____ Mobile: _____
Email: _____ Office: _____
(hereinafter called the "Owner")

AND

Royal LePage – Downtown Realty Ltd.
4007 – 32nd Street, Vernon, BC, V1T 5P2
(hereinafter called the "AGENT")

To secure the services of the AGENT in the management of the real property located at:

ADDRESS: _____
CITY: _____
POSTAL CODE: _____
(hereinafter called the "Property"), subject to the following terms and conditions:

- The above Owner is the Registered Owner/Power of Attorney of the Registered Owner of the above described property and desires to appoint the AGENT as his/her Property Manager to rent/manage the property on the terms and conditions herein after set forth.
- The AGENT has agreed to become the Owner's Agent in respect to the management of the property, for the purpose of rental management on the terms and conditions herein.
- Therefore, in consideration of the Mutual Covenants and Agreements herein contained, and other good and valuable considerations the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. EMPLOYMENT AND AUTHORITY OF AGENT

- a) The Owners hereby appoint Royal LePage Downtown Realty Ltd. as their sole and exclusive agent to rent, lease, manage and operate the premises for a monthly/annual rent as approved by the owner from time to time.

- b) The AGENT is empowered to sign leases, rental agreements during the term of the contract on the Owner's behalf, and to enforce the provisions of same, and to institute legal proceedings to collect rents and sums due, and to dispossess tenants and other persons from the premises on behalf of the owner.
- c) It is understood and agreed that the AGENT is the sole and procuring cause of any lease/tenancy, written or oral that may be negotiated either directly or indirectly by the Owners themselves.

2. SPECIFIC AUTHORITY

- a) The Owners authorize the agent to: purchase necessary supplies, advertise as required to seek appropriate tenants, this may include both classified for pay and free internet classifieds. To contract for utility services as needed including vermin extermination and other services which the AGENT deems advisable, provided that the expenditure for any one item shall not exceed the amount of \$ 900.00 (nine hundred) without the express written consent of the Owners, unless the AGENT shall consider the circumstances surrounding the request for repairs or services to be an emergency and prior consent of the Owners is not readily available. The AGENT will use due diligence in contracting for repairs and other services and will have the right to hire, discharge, supervise and pay any employers, contractors or servants for work performed. The AGENT will not be liable to the Owner or others for any act or omission on the part of such employees or other workmen, if the AGENT has taken reasonable care in their employment.
- b) The Owner will be responsible for the payment of goods and services tax and any other applicable taxes, charges, rates and levies payable by the Owner in connection with the property covered in this agreement, including, without limitation to, that payable with the management of the property.
- c) The AGENT may withhold from the Owner net rental revenue and remit to Revenue Canada or any relevant authority any amount required to be withheld or remitted in respect of the goods and services tax, withholding tax or any applicable tax, charge, rate or levy which the AGENT is required to withhold or remit by law.

3. RESPONSIBILITES OF THE AGENT

- a) To secure a tenant to occupy the above noted property upon the terms herein provided and to enter into a rental contract with the tenant subject to the provisions under the Residential Tenancy Act.
- b) To use due diligence in the screening of prospective tenants, obtain necessary reference history and credit history at the discretion of the AGENT. To draft and have signed a tenancy agreement and property inspection report.
- c) Collect all the rents and income due from the tenants when such amounts become due, and deposit same into an agency trust account maintained on behalf of the Owners. Withdraw from such account all funds needed for proper disbursements for expenses payable by the Owners including, without limitation, the AGENT'S compensation.
- d) Collect security deposits and pet deposits under any lease or tenancy to be held in agency trust account. Any security deposit refund after a move out report has been completed and submitted

to the Owner and any interest payable to the tenant on the security deposit is to be paid by the Owner.

Please see website for current interest rate calculator: <http://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/tools-and-resources/deposit-interest-calculator>

- e) To notify the Owner if the rent remains unpaid by the Owner transfer date.
- f) Maintain accurate and complete accounting records of all receipts and disbursements; and to submit a monthly written statement to the Owner indicating all collections and expenses, along with copies of paid bills. Should the owner choose regular mail for statement delivery a fee of \$1.00 will be charged to the Owner for postage. Collection of previously mailed records and statements will be an hourly rate of \$25.00 for the collection of the records and charged the cost of postage at the minimum of \$1.00.

Statement Delivery, please choose one: REGULAR MAIL EMAIL

- g) To prepare and deliver annual rent increases when applicable and subject to the Residential Tenancy Act.
- h) The AGENT may, in the event that the rent remains unpaid, or the tenant becomes unsatisfactory and has to be evicted, deliver the prescribed notice to vacate without further instruction from the Owners. The AGENT will not be liable or held responsible for any amounts uncollectable.
- i) The AGENT is not responsible for obtaining a new tenant after receiving legal notice of termination of this contract by the Owner.
- j) The AGENT may collect from the tenant and retain any or all, but not limited to the following: an administrative charge for late payment of rent; a charge for returned or non-negotiable cheques.
- k) The AGENT will request all tenant's purchase a tenant's package insurance policy and to advise the AGENT of the name and insurer, the insurer's agent and policy number. On receipt of this information the AGENT will provide a copy to the Owner's insurance agent. If the tenant shall refuse insurance the AGENT cannot be held liable.
- l) Any fixed term tenancy for a term greater than 12 months must first be approved by the Owner prior to acceptance by the AGENT.
- m) The AGENT will remit to the owner on a monthly basis all rents collected net of the AGENT'S compensation and receipted expenses authorized by this Agreement or otherwise agreed upon by the Owner, **by the 15th of each month (variances to this date will occur baring weekends and holidays)** via Electronic Funds Transfer into:

Institution #: _____

Transit #: _____

Account #: _____

Or by the way of cheque mailed directly to the owner if preferred at a fee of \$1.00 (Please supply void cheque or copy of banking information) EFT DEPOSIT MAILED CHEQUE

I hereby authorize Royal Le Page Downtown Realty Ltd. to initiate automatic deposits to my account at the financial institution named above. I also authorize Royal Le Page Downtown Realty Ltd. to make withdrawals from this account in the event that a credit entry is made in error. Further, I agree not to hold Royal Le Page Downtown Realty Ltd. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. This agreement will remain in effect until Royal Le Page Downtown Realty Ltd. receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Property Management Department.

4. COMPENSATION OF THE AGENT

In consideration of the services to be rendered by the AGENT the Owners agree to pay the agent any or all of the following forms of compensation as may be applicable:

- a) **FOR MANAGEMENT** – a fee equal to 10% (Ten) percent of all rent from the premises or a flat fee of \$50.00 per unit per month whichever is greater. Whenever a new tenant is placed a fee of 50% (fifty) percent placement fee will be charged to cover the administrative costs. It is agreed the owners will pay all other fees associated with the property unless otherwise agreed upon in writing by the parties.
- b) **PLACEMENT ONLY** – a fee of ½ (one half) month's rent will be charged for finding a tenant for those Owners who would prefer to manage their own property but prefer not to deal with finding tenants.
- c) **SPECIAL SERVICES** – any special services that are conducted for the Owner will be subject to a mutually agreeable fee for the benefit of the AGENT. Such special services may call for the disposal or sale on behalf of the Owners, of items of furniture, vehicles, or to dispossess problem tenants placed in a tenancy prior to the inception of this contract, and other such events as they arise on a one-time basis.
- d) **RENTALSMAN AND ARBITRATION** – To pay the AGENT \$30.00 per hour for preparation and attendance at arbitration or court proceedings.
- e) **DUE AGENT AMOUNTS** – In the event that the AGENT advances personal funds to make payment for expenses incurred on the Owner's behalf, said funds are to be reimbursed by the Owners whether by deduction from rents collected or payment by the Owner. If not reimbursed within 15 days after written submission by the AGENT, the AGENT is entitled to a fee of 2% (two percent) of the monies expended and not reimbursed within 15 days of written submission to the Owner of the amount due.
- f) **SERVICES RENDERED** – In the event that the Owner chooses not to rent the property, the AGENT will calculate \$30.00 per hour for services rendered.

***all fees applicable to gst**

5. INDEMNIFICATION

- a) The Owner shall save the AGENT harmless from all suits for damages in connection with the management of the premises if the agent was not negligent and if the suit did not result from an intentional act or omission by the AGENT. The Owner shall carry at the Owner's expense sufficient public liability insurance with the AGENT designated as an additional insured.
- b) The Owner agrees to abide by the provisions of the Residential Tenancy Act and the regulations and procedures set down by the Residential Tenancy Branch as appointed by the Province of British Columbia. To hold the AGENT blameless for any funds paid out from the Account when acting on the authority of the courts or the Residential Tenancy Branch.

6. TERMS OF AGREEMENT

Agreement will remain in effect for a period ending _____. Either party may terminate this Agreement at the end of this term by giving to the other party written notice of termination at least 90 (ninety) days prior to the expiration of the current term. In the absence of said notice, this Agreement will renew itself automatically for an additional term of one year and so on from year to year until terminated by either party by the 90 (ninety) days written notice prior to the expiration of the written term. In the event of any cancellation of the Agreement, the AGENT is to receive the balance of any commissions due under this agreement during the term of the existing lease/tenancy.

7. VOLUNTARY CANCELLATION BY AGENT

Notwithstanding any other provision of the agreement, the agent may elect to cancel this agreement upon the occurrence of any of the following circumstances:

- a) In the event of a bona fide sale or demolition of the premises.
- b) If a petition of bankruptcy is filed by either the Owners, or if either make an assignment for the benefit of creditors or take advantage of any insolvency act.
- c) If the Owners shall fail to comply with any rule, order, determination, ordinance or law of any federal, provincial or local authority, relating to the operation of the premises. Notice of voluntary cancellations by the AGENT must be sent to the Owner in writing at least 30 (thirty) days prior to cancellation.

8. VOLUNTARY CANCELLATION BY THE OWNER

Notwithstanding any other provisions of the Agreement, the Owner may elect to cancel this Agreement upon the occurrence of any of the following circumstances:

- a) If a petition for Bankruptcy is filed by the AGENT, or if the AGENT shall make an assignment for the benefit of creditors or take advantage of the insolvency act.
- b) If the AGENT shall fail to comply with any rule, order, determination, ordinance, or Law of any Federal, Provincial or local authority relating to the operation of the premises.
- c) If the AGENT fails to provide monthly accounting record of all receipts and reimbursements along with the copies of paid bills, applicable for months in which rent is collected.
- d) If the AGENT fails to remit net rent proceeds collected to the Owner on a monthly basis voluntary cancellation by the Owner will be effective immediately upon occurrence of any of the circumstances contemplated under a) only: otherwise notice of voluntary cancellation by the Owner must be sent to the AGENT in writing at least 30 (thirty) days prior to cancellation showing bona fide cause for termination. Should the AGENT be able to rectify to the Owners satisfaction the cause within 21 days of receipt of notice the said notice shall become null and void.
- e) The Owner hereby certifies that he/she is a Resident of Canada for the purposes of the Income Tax Act of Canada and agrees to inform the AGENT immediately of any change in Residency Status of the Owner.

9. BINDING AUTHORITY

- a) The Agreement shall be binding upon the successors and assigns of the AGENT, and the heirs, administrators, executors, successors and assigns of the Owners
- b) This Agreement will be construed according to the laws from time to time in force in the Province of British Columbia.
- c) All amounts payable by either party to the other under this agreement will be payable in Canadian Funds.
- d) The Agreement constitutes the entire agreement between the parties and will not be modified or amended except by an instrument in writing dated and signed by all the parties to this agreement.

IN WITNESS WHEREOF, the parties have set their hands and seals on the day and year first above written.

Owner: _____

Owner: _____

Date: _____

Manager: _____

Date: _____

Any personal information collected by the Management Company is for the sole use of corresponding with the owner and/or depositing funds into their account. This information will remain private and confidential.



Property Management
4007 32nd Street, Vernon, BC V1T 5P2
250-545-5371 | 1-800-434-9122
dtrpmls@gmail.com

OWNER CHECKLIST

Owner: _____

Rental Address: _____

1. What is included in the rent: (check only those things that are included and provide additional information, if needed) The landlord must not take away or make the tenant pay extra for a service or facility that is already included in the rent.

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Water | <input type="checkbox"/> Stove and Over | <input type="checkbox"/> Window Coverings | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Cablevision | <input type="checkbox"/> Garbage Collection |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Washer in premises | <input type="checkbox"/> Dryer in premises |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Carpet | <input type="checkbox"/> Sheets and Towels | <input type="checkbox"/> Garberator |
| <input type="checkbox"/> Sewage Disposal | <input type="checkbox"/> Parking for _____ vehicle(s) | | <input type="checkbox"/> Garage door opener(s) |
| <input type="checkbox"/> Washer and Dryer in common area (coin operated) | | | |
| <input type="checkbox"/> Other facility of service: _____ | | | |

2.Pets. Will you allow pets? Yes _____ No _____

If yes will you require a pet deposit for a maximum total of half months rent? Yes _____ No _____

Other amount per pet that you would want with a total less then half months rent. _____

Do you have a pet preference? Include the pet(s) breed, size, weight, color and age:

3. Owner to supply list:

all Keys for the home, copy for management and 2 copy's for tenant. Including garage door openers, building cards and keys for padlocks and storage areas.

If the property is a Strata property a Form K and copy of current bylaws.

A detailed list of any items left on the property by the owner.

Diagrams or notes as to the location of the main water shutoff, septic field access, and any other important locations throughout the property.

4. Additional notes:

Royal LePage Downtown Realty Ltd.
Property Management
4007 32nd Street, Vernon, BC V1T 5P2
250-545-5371 | pmdowntownrslt@gmail.com



Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize Royal LePage Downtown Realty Ltd. to initiate automatic deposits to my account at the financial institution named below. I also authorize Royal LePage Downtown Realty Ltd. to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Royal LePage Downtown Realty Ltd. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Royal LePage Downtown Realty Ltd. receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Property Management Department.

Payee Information

Name: _____

Address: _____

Account Information

Name of Financial Institution: _____

Institution Number: _____

Branch Number: _____

Account Number: _____ Checking | Savings

Signature

Authorized Signature (Primary): _____ Date: _____

Please attach a voided check or deposit slip and return this form to the Property Management Department.