



January 15, 2018

Dear Owners:

Re: Strata Corporation **VIS # 2720 - "HAMPTON COURT & CHURCHILL PLACE"**

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Please be advised that effective **February 1, 2018** Sutton Advantage will be acting as Property Manager for the Owners of Strata Plan VIS # 2720 "Hampton Court & Churchill Place" and we would like to take this opportunity to officially welcome you.

We would also like to advise you that the current monthly assessment is based on unit entitlement. The monies received from all fees are used toward the payment of common costs, as outlined in the budget. Your assessment fee is due to commence **February 1, 2018** and should be received in our office on or before the 1<sup>st</sup> day of each and every month.

C/o Strata Corp. **VIS # 2720**  
Sutton Advantage Property Management  
#103 - 4400 Chatterton Way  
Victoria, BC. V8X 5J2  
Ph: (250) 881-8866, Fax: (250) 881-8886

Please find enclosed an Electronic Funds Transfer Authorization, which will automatically debit your account the amount of your assessment fee on the first day of each month please complete and forward to our office along with a cheque marked VOID.

In order for us to keep our records up to date we request you provide our office with your contact phone numbers & email address as soon as possible after receipt of this letter.

We look forward to our association with you. If you have any questions or concerns in regards to this letter, please contact our office at 250-881-8866 or via email [advantage@sutton.com](mailto:advantage@sutton.com).

Yours truly,

Gilbert Gutfreund  
Property Manager  
Sutton Advantage Property Management

# SUTTON ADVANTAGE MANAGEMENT PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

5103-4400 Chatterton Way, Victoria, BC V8X 5J2; Tel (250) 881-8866; Fax (250) 881-8886; Email: [advantage@sutton.com](mailto:advantage@sutton.com)

**This form should be returned no later than the 20<sup>th</sup> of the month prior to the month the PAD is to commence.**

**Please enclose a cheque for any balance owing prior to the PAD commencement.**

NAME(S): \_\_\_\_\_ DATE: \_\_\_\_\_ **Strata VIS2720**

UNIT #: \_\_\_\_\_ ☐ 545 Manchester Rd, Victoria, BC, V8T 5H6 ☐ 520 Dunedin St, Victoria, BC, V8T 2L6

MAILING ADDRESS (if different from unit address): \_\_\_\_\_

Home Tel \_\_\_\_\_ Work/Mobile \_\_\_\_\_ **Account Type:** ☐ Personal ☐ Business

I/we authorize Sutton Advantage Property Management and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our account(s). Regular monthly payments for the full amount will be debited to my/our account on the 1<sup>st</sup> day of each month. **The Payor and Payee agree to waive the pre-notification requirement set out in Section II of Appendix II of rule H1 of the Canadian Payments Association.** This amount may be increased/decreased as required by the change in monthly strata fees and/or other fees, fines, and assessments as approved by the Strata Corporation and/or Section of our Strata Plan or as a result of a reduction or increase in applicable municipal, provincial or federal tax. All pre-authorized payments will be made on the first day of each month or next business day.

This authority is to remain in effect until Sutton Advantage Property Management has received written notification from me/us of its change or termination. This notification must be received no less than ten (10) business days before the next debit is scheduled at the address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca). I/we undertake to inform Sutton - Advantage Property Management, in writing, of any change in the account information provided in this authorization no less than ten (10) business days prior to the next due date of the PAD. I/we warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below. Sutton - Advantage Property Management may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

I/we acknowledge that the processing institution is not required to verify that a PAD has been issued in accordance with the particulars of the payor's authorization including, but not limited to, the amount. I/we acknowledge that the processing institution is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by Sutton Advantage Property Management as a condition to honouring a PAD issued or caused to be issued by Sutton Advantage Property Management on the payors account.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

Revocation of this authorization does not terminate any contract for goods or services that exists between Sutton - Advantage Property Management and the payor. The payor's authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.

**PLEASE ATTACH SPECIMEN CHEQUE or PRE-AUTHORIZED TRANSACTION FORM FROM YOUR BANK**

**AUTHORIZED**

**SIGNATURE(S):** \_\_\_\_\_

*Office Use*

SF -	Start Amount: \$	Received:
PAD Code:	Start Date:	Posted:



## REQUEST FOR CONSENT

Following July 1, 2014 Canadian Anti-Spam legislation will be in effect. Under this law, among other provisions, all commercial entities must receive express consent from the recipient before directing or re-directing any electronic message with commercial intent. You can read about this legislation of the Canadian Government by searching Anti-Spam Legislation.

I, Gilbert Gutfreund, a licensed Strata / Property Manager and owner of Sutton Advantage Property Management, located at #103-4400 Chatterton Way, Victoria, BC V8X 5J2 PH: 250-881-8866 requests your consent to send information by email to you.

Information sent to you will remain confidential and your email address will not be shared with anyone.

**Please check the circle below to give your consent.**

- ☐ I understand and agree that it may be necessary for your office to send me information by email pertaining to my contractual relationship as tenant or owner as well as other information that you deem necessary to keep me informed of my responsibilities. I therefore give you my express consent to use the email that I have supplied in the space below to communicate such information. I understand that I can decline any further emails at any time by email request to you.

## PLEASE PRINT CLEARLY

**NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_