

FISH CREEK

EXCHANGE

Homeowner's Move In Guide

Your guide to moving into your new home at
Fish Creek Exchange

Purchasing a new home can be a big and exciting decision.
You're about to experience the most exciting part –
Moving in and finally making your house a home.

At Graywood we believe in ensuring that your home buying
experience is a positive one from start to finish.

To help you better understand the move in process, we've outlined a few important pieces
of information we think you'll find useful.

Your primary contact for these next steps is through
Graywood Customer Care Representative at

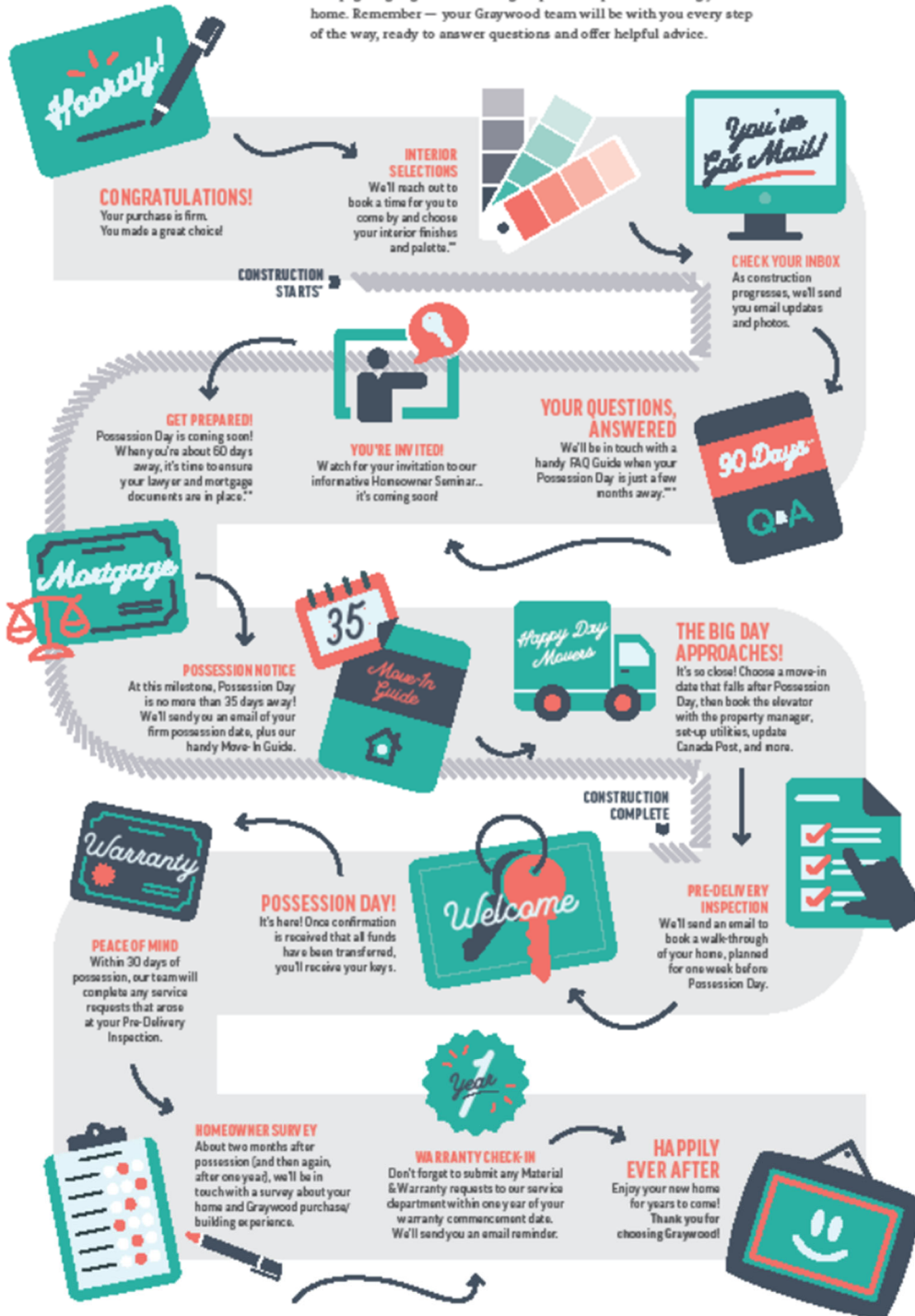
service@fishcreekexchange.com



FISH CREEK EXCHANGE

THE PATHWAY TO YOUR NEW HOME

Follow along as you progress to Possession Day and beyond! This page highlights the exciting steps on the path to building your new home. Remember — your Graywood team will be with you every step of the way, ready to answer questions and offer helpful advice.



Depending on the date of purchase, construction may already be underway. *The opportunity for Interior Selections is dependent on time of purchase. ****Firm possession date to be confirmed in writing with a minimum of 35 days notice.

STEP 1 - YOUR PRE-DELIVERY INSPECTION (PDI)

WHO FOR: Purchasers on the Agreement of Purchaser and Sale ONLY

TIME REQUIRED: 1 Hour Appointment at the Fish Creek Exchange Community

WHEN: Approximately 1-2 Weeks before your Possession Date

Within a week of receiving your notice of possession our team will reach out to you to schedule an appointment for your PDI – This appointment will take place approximately 1-2 weeks prior to your possession day.

At this appointment you will meet with a Fish Creek Exchange Customer Care Representative and they will take you on a tour of your home. The purpose of the PDI is to familiarize you with the functionality (i.e., plumbing, heating and electrical systems) of your home and to review the finished quality with a member of our team to ensure it meets your expected standards.

In addition to touring you through your suite or townhome, they will also take you through some of the functionality of the building and/or community so that when you move in, you're as familiar as possible with your surroundings.

Your PDI is an exciting time and gives you the opportunity to take a sneak peek at your new home! As Fish Creek Exchange is still an active construction site, safety is our top priority.

A few things to note before your PDI Appointment:

- We can only permit those who are listed as the Purchaser(s) on the Purchase and Sale Agreement attend the PDI Appointment. Don't worry, you'll have plenty of time to show off your new home once you've moved in!
- Anyone under the age of 18 cannot attend the PDI Appointment. Please ensure you make appropriate arrangements for childcare prior to your appointment.
- Please ensure you come dressed in closed toed shoes or runners and long pants (no heels or shorts/dresses/skirts). We will provide you with safety gear including hard hat, visibility vest and steel toed boots.

STEP 2 – GETTING READY FOR YOUR MOVE

WHO FOR: Purchasers and Property Management

TIME REQUIRED: At your convenience

WHEN: Approximately 2 Weeks before your Possession Date

At this time we recommend you touch base with the following groups to ensure everything is on track:

- 1) Your lawyer - to ensure everything is signed and being coordinated properly
- 2) Your mortgage provider – to ensure your financing is ready to go
- 3) Property Manager – at least 14 days before your move-in to ensure you reserve a spot for the elevator booking (if needed).

Please review the property management paperwork and send to the property manager to get your information on file and arrange for future condominium fees to be billed (located at the end of this document).

Any questions can be directed to:

- Accredited Condominium Management Services LTD.
 - Ed Barclay – Condominium Consultant (ACMS)
 - Email: accreditedmgt@gmail.com
 - Phone: (403) 253-7525
- 4) Your movers, utility provider, phone, cable and insurance – to ensure your new home is ready for you!

A list of recommended contacts is provided further in this document.

STEP 3 – POSSESSION ORIENTATION

WHO FOR: Purchasers on the Agreement of Purchaser and Sale - MANDATORY

TIME REQUIRED: 1 Hour Appointment at the Fish Creek Exchange Community

WHEN: The date provided to you in your possession email

By now you will have received an email from our condominium administration team issuing you a possession date for your new home at Fish Creek Exchange.

Provided we have received confirmation from your lawyer that funds have been successfully transferred, you will be contacted to set up an appointment to meet with the Fish Creek Exchange Homeowner Care Representative to pick up your keys! At this time the representative will take you to your home and review any items that were identified at the PDI meeting and ensure that all deficiencies have been rectified or determine if further follow up is required.

All warranty items noted at this time or sent to the service team after this appointment will be scheduled and rectified based on trade availability. We will endeavor to schedule warranty deficiencies as soon as possible but delays may occur.

Any dings/scratches/scuffs that are found after this appointment (including appliances), will not be covered under the One Year Warranty.

IMPORTANT: Please ensure ALL purchasers on the Agreement of Purchase and Sale, attend this appointment as each person will be required to sign off on the Certificate of Possession. Please note that this appointment is for the person(s) on title only.

THIS APPOINTMENT IS NOT YOUR MOVE IN DATE.

STEP 4 – YOUR MOVE IN DAY FOR *CONDOMINIUM* RESIDENCE

Once you have completed your Pre-Delivery Inspection we recommend you book a time for move-in with the Property Manager, **you will need to contact the Property Management Company (listed below) to arrange** access to the elevator for your move-in day.

We ask that you contact Property Management at least 14 days in advance of your desired move in date. Please complete and email in NOTIFICATION OF INTENT TO MOVE IN FORM ON PAGE 7

Property Management Contact Information:

Accredited Condominium Management Services LTD.

Ed Barclay – Condominium Consultant (ACMS)

Email: accreditedmgt@gmail.com

Phone: (403) 253-7525

Property Management will work with you to determine a suitable time for you to move in. Please note:

- You will have a 2-hour window to access the elevator
- Windows between: 4pm-6pm and 6pm – 8pm on weekdays
 8am - 3pm on weekends
- All elevator bookings are subject to a \$100 refundable damage/key deposit (after initial move-in)
- Given the volume of move ins, it is important to note that we are not able to accommodate booking changes or time extensions to elevator access once booked.
- If you attempt to move in without a previously arranged booking, , you will be subject to an automatic \$100 fine.

ADDITIONAL MOVE IN/OUT POLICIES FOR CONDOMINIUM OWNERS

1. The elevator protecting pads will be set up. This is done by the Janitorial Contractors so notice is necessary to set this up.
2. All Owners wishing to move in/out are required to pick up the elevator key which will be used to hold the elevator doors open. The key pick-up location will be disclosed upon booking your move in.
3. There is a \$100.00 elevator key deposit, payable by cheque made out to Fish Creek Exchange. The deposit will be returned upon the return of the elevator key. The key can be picked up after confirmation that the elevator is available (after initial move-in).

4. Any damage to the walls, the elevators or common areas will be charged back to the Owners. Owners should check with ACMS before releasing the damage deposit to the tenants leaving the buildings.
5. Any garbage, unwanted possessions or furniture abandoned or improperly disposed of will result in a \$150.00 fine and the cost of having the items removed charged back to the unit.

STEP 4 – YOUR MOVE IN DAY FOR *TOWNHOME* RESIDENCE

Once you have completed your Pre-Delivery Inspection and the Possession Orientation, you will need to contact the Property Management Company (listed below) to book a move in date.

We ask that you contact Property Management at least 5 days in advance of your desired move in date. Please complete and email in NOTIFICATION OF INTENT TO MOVE IN FORM ON PAGE 7

Please note that Fish Creek Exchange is an active construction site. It is important that you arrange this date with the Property Manager so that they can ensure the site is clear and safe to accommodate any moving vehicles. For your convenience and safety, we will want to ensure there are only a limited number of townhome move ins each day.

Property Management Contact Information:

Accredited Condominium Management Services LTD. (ACMS)

Ed Barclay – Condominium Consultant ACMS

Email: accreditedmgt@gmail.com

Phone: (403) 253-7525

Property Management will work with you to determine a suitable time for you to move in. Please note:

- We ask that you do your best to keep your move in to a 3-hour window.
- Windows between: 3pm-6pm and 6pm – 9pm on weekdays
 8am - 5pm on weekends



Earning your trust.
Every day.

NOTIFICATION OF INTENT TO MOVE-IN/OUT

(Please e-mail to accreditedmgt@gmail.com 14 days before move-in/out)

Date of Move _____

I/we, _____, Owner(s) of unit _____ at Fish Creek Exchange

have read the Move-In/Out Policies and acknowledge that I/we am (are) responsible for any damages, costs or fines due to Bylaw violations incurred during our and/or our tenant(s)' move.

We will require the elevator on _____ 2020 .

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

Key returned on _____

Deposit Refunded on _____

Signature: _____ (acknowledging receipt of deposit)

Accounting Signature: _____

ACCREDITED CONDOMINIUM MANAGEMENT SERVICES LTD
8, 11010-46 Street SE. Calgary. AB T2C 1G4 - Phone (403) 253-7525 - Fax (403) 253-0673
Email: accreditedmgt@gmail.com

MOVE IN TIPS

Your new home will require you to set up accounts for Electricity, Gas (townhomes only), Water (townhomes only), phone and TV. You should also contact Canada Post to receive information for the access to your mail-box.

UTILITIES *condominium units will require electricity only*

Electricity and Gas

ATCO Energy - 1-844-687-2826 www.atco.com/en-ca/energy.html

Electricity, Gas and Water

Enmax (City of Calgary) - 310-2010 www.enmax.com/home

or

Encor by EPCOR - 1-800-667-2345 www.epcor.com/products-services/encor/Pages/default.aspx

Phone, Cable and Internet

Shaw Direct 1-888-472-2222 www.shaw.ca/store/ - See flyer below for an exclusive offer to Fish Creek Exchange Residents.

Mail

Canada Post - www.canadapost.ca/cpc/en/home.page

A meter reading will take place on your Closing Day to ensure accurate representation of the electricity, gas and water before the transfer to your account.

As we endeavor to complete the majority of the site prior to your Move in Date, it is important to note that there will be construction ongoing. All trades will be instructed to adhere to the noise bylaw of the City of Calgary.

MOVE IN CONTACT LIST – FISH CREEK EXCHANGE

Property Management

Accredited Condominium Management Services LTD.
11010 46 St SE
Calgary, Alberta
T2C 1G4

Ed Barclay – Condominium Consultant (ACMS)

Email: accreditedmgt@gmail.com

Direct: 403) 253-7525 ext. 4206

Fish Creek Customer Care – for Warranty and Service requests

Email: service@fishcreekexchange.com

After Hours Emergency: (403) 253-7525

Emergency Information – In case of an emergency, please dial the appropriate number below

- Fire/Police Ambulance 911
- Fire Non-Emergency -403-264-1022
- Police Non-Emergency 403-266-1234
- Poison Control 403-944-1414
- Enmax 403-514-6100
- Atco Gas 403-245-7222

SHAW PROMOTIONAL PACKAGE

Shaw) BlueCurve

Welcome home.

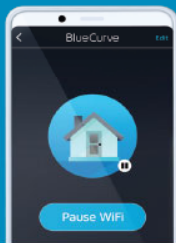
Shaw is excited to welcome you to your new home with the perfect housewarming gift.



EXCLUSIVE NEW CUSTOMER OFFER

Get the BlueCurve experience, now with TV.

Internet 600 + Total TV | First Six Months Free[†] | Two Year Price Guarantee¹ | 2-year ValuePlan³



BlueCurve

BlueCurve is a new home WiFi experience that provides superior coverage, speed and control, fueled by our FibrePlus network.



Set schedules by user profile and device and monitor usage.



Turn your WiFi on and off with a tap.



Extend your WiFi coverage with plug-and-play pods.⁴



BlueCurve TV



Fast, easy search with a revolutionary voice-powered remote.



Plus, access KidsZone which includes parental control locks.



Access in-depth sports stats without taking your eyes off the game.



Netflix, YouTube, Crave and Amazon Prime Video are all integrated into the BlueCurve TV experience. Search your shows using your voice.²

Email us today at myhome@sjrb.ca or call 1-888-817-8997. Code: 0110

FISH CREEK
EXCHANGE

PARK SOUTH[®]
at
FISH CREEK EXCHANGE

EXCLUSIVE NEW CUSTOMER OFFER

Get your first year of Internet free.[±]

When you sign up for Internet 50 on a 2-year ValuePlan.[±]

Shaw Go WiFi

Connect to over 100,000 hotspots on Canada's largest WiFi network.⁴

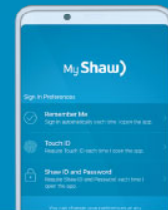
shaw.ca/WiFi



My Shaw app

Easily check your balance, make payments or chat with a Shaw Rep.

shaw.ca/MyShaw



Email us today at myhome@sjrb.ca
or call 1-888-817-8997. Code: 0220

Shaw)

Screen images simulated.

[±] Offer available until August 31, 2020. Offer subject to change without notice. First six months free for Total TV and Internet 600 is only available to new customers on a 2-year ValuePlan and does not include add-ons or upgrades. New customers must not have subscribed to the selected Shaw service (Internet, Video or Phone) or bundle in the past 90 days. Not all Shaw services are available in all regions. Channel and Theme Pack availability varies by market. You may not resell Shaw services. The TV equipment and modem you rent or purchase may be new or refurbished. Equipment not purchased by you must be returned to Shaw if any of your services are cancelled. If your offer includes BlueCurve TV equipment, a maximum of twelve (12) TVs can be connected, requiring three (3) BlueCurve TV HDPVRs with three (3) portals for each.

⁴ BlueCurve Pod availability varies by region. Pods are only available to customers with a Shaw BlueCurve Gateway modem. Billing will commence at time of shipment.

(1) Customers that have chosen Internet 600 and Total TV, on an Internet and TV 2-year ValuePlan will receive a price guarantee on those base service(s) and, if applicable, the Personal Home Phone package base service. Months one through 6 of Total TV and Internet 600 are free to new customers on a 2-year ValuePlan and does not include add-ons or upgrades. The monthly fees payable for the price guaranteed base service(s) during months seven through 24 will remain fixed and not increase during the stated terms as a result of normal rate increases applicable to all Shaw customers. See shaw.ca/priceguarantee for details.

(2) Watching Netflix, YouTube and Prime Video on BlueCurve TV uses your Internet service and will count toward your monthly data allowance. Netflix, Crave and Prime Video subscriptions required to access Netflix, Crave and Prime Video content on BlueCurve TV and may not be included in your BlueCurve TV subscription. Netflix and related service marks are the property of Netflix, Inc. All images, artwork and trademarks are the property of their respective owners. Crave TV and Crave+Movies+HBO and all associated designs are trademarks of Bell Media Inc. All other marks and images are the property of their respective owners. Amazon, Prime Video and all related logos are trademarks of Amazon.com, Inc. or its affiliates. All rights reserved.

(3) Early cancellation fees apply and will be calculated based on the number of months remaining in the 2-year ValuePlan multiplied by the early cancellation fee (\$20 per month for the Internet 600 and Total TV agreement). Details on 2-year ValuePlans can be found at shaw.ca/valueplandetails. Shaw Phone services may be added or removed at any time outside of the 2-year ValuePlan. Under the Internet and Total TV 2-year ValuePlan, customers receive a complimentary BlueCurve TV HDPVR and BlueCurve TV portal when subscribed to Internet 600 and Total TV or higher. Otherwise, a monthly rental fee of \$15 per month per BlueCurve TV HDPVR and a monthly rental fee of \$5 per month per BlueCurve TV portal will apply.

(4) Based on number of access points.

[±] Offer available until August 31, 2020. Offer subject to change. First 12 months free for Internet 50 is only available to new customers on a 2-year ValuePlan and does not include add-ons or upgrades. New customers must not have subscribed to the selected Shaw service in the past 90 days. You may not resell Shaw Services. The modem you rent or purchase may be new or refurbished. Equipment not purchased by you must be returned to Shaw if any of your services are cancelled. Not all Shaw services are available in all regions.

© 2020 All Shaw services are subject to our Joint Terms of Service, Privacy Policy and Acceptable Use Policies located at www.shaw.ca. This offer is non-transferable and available as part of Shaw's new home developer offer only.

Please review and fill out the out pages 18-20 to complete your condominium corporation registration documentation.

FISH CREEK

EXCHANGE

TO THE OWNERS OF FISH CREEK EXCHANGE

CCN NO. 1910382

Welcome to the group of condominium corporations professionally managed by Accredited Condominium Management Services Ltd. (ACMS).

ACMS is very pleased to have been contracted as your new management company effective January 1, 2019. We will work hard to see that you get quality service, not only from us, but also from each and every person who comes on to your property to perform work.

IMPORTANT CONTACT INFORMATION:

Address: ACMS
8, 11010 – 46 Street SE
Calgary, AB T2C 1G4

Office Hours: 8:00 am to 4:30 pm Monday through Friday

Telephone: (403) 253-7525

Fax: (403) 253-0673

Email: ed@acms.ca

Emergency Procedure: In the event of an emergency after working hours the answering service for ACMS will respond through the normal office phone number (403) 253-7525

We respectfully request that, in order to protect the privacy of your Board members and to enable the Board to function as efficiently as possible, all inquiries of a non-emergency nature that require a board decision be made in writing and forwarded to our office at the address shown above.

Part of living in a condominium not only means the sharing of expenses, but also the sharing of the environment. Therefore, all Owners are urged to read their Bylaws, particularly the Use and Occupancy section that details the policies of the Corporation as well as the rights and responsibilities of all Owners. Should you have any questions pertaining to these Bylaws, please take the time to call your condominium consultant.

To assist with the new financial arrangements we must undertake together, the following two payment options for remittance of your condominium contributions are offered:

REMITTANCE OF CONDOMINIUM CONTRIBUTIONS:

The Board of Directors encourages each Owner to select the preauthorized payment method as the Corporation only collects condominium contributions to pay the day to day expenses for the common area. Preauthorized payments assist in assuring that the funds are available as required. This method is also a convenience to each Owner as it saves you postage or cheques costs.

I) Payor's PAD (Pre-Authorized Debit Agreement):

1. As we are unable to set up PAD in time to include the current month condominium contribution payment we request that you send in a cheque for your first month contribution, made payable to 'Fish Creek Exchange, CCN No. 1910382 '
2. Send a second blank cheque marked "VOID" which will be used to set up the banking procedure effective one month after your occupancy.
3. Automatic Debit can only be initiated on the first of every month. DUE TO THE CHANGE IN MANAGEMENT ALL PAD's MUST BE REGISTERED. THEREFORE, ALL INDIVIDUALS WISHING TO GO ON PAD MUST SUBMIT THE ENCLOSED FORMS. OR;

II) Postdated Cheques:

1. For the fiscal year we postdated cheques for the month of your occupancy to the end of the calendar year of the condo board (November 1, 2020).
2. Kindly make all cheques payable to 'Fish Creek Exchange, CCN No. 1910382 and mail them to the ACMS office. PLEASE ENSURE YOUR UNIT NUMBER IS RECORDED ON ALL CHEQUES.

All condominium contributions are due and payable on the first day of each month as detailed in the Corporation's Bylaws. As the Condominium Corporation must meet its financial obligations promptly we solicit your cooperation in this matter.

All Owners are encouraged to ensure that they carry adequate personal content insurance to protect their personal belongings and third-party liability coverage. You may wish to consult your own insurance agent to inquire about an insurance rider available for purchase that will cover you in the event of a claim that would cause the deductible portion of the property insurance to be charged back against the Owner. The Master Policy carried by your Condominium Corporation covers all the buildings, including betterments and improvements made to the units by the Owners, and the common property comprising Fish Creek Exchange Condominium.

OWNER INFORMATION FORM:

In order to update all records in our system we are enclosing an Owner Information Form that we request you complete and return by mail or as a scanned attachment via email. This information is kept by ACMS and is

strictly confidential. Due to the *Privacy Act* ACMS must obtain your written approval to be able to correspond with you via email (which also reduces postage costs to the Corporation.)

Should you have any questions or concerns regarding Fish Creek Exchange please do not hesitate to contact the undersigned, in writing, at the address shown herein or by email to accreditedmgt@gmail.com.

Thank you in advance for taking the time to complete the enclosed forms and for your cooperation in this matter.

FOR THE OWNERS – FISH CREEK EXCHANGE

Ed Barclay

Condominium Consultant

encls: Owner Information Form

Preauthorized Payment Debit Agreement (PAD) (2 pages)

Fish Creek Exchange
Condominium Corporation No. 1910382
30 & 71 Shawnee Common SW & Shawnee Common SW
Calgary, AB T2Y 0R1
Owner Information Form

IMPORTANT: PLEASE ENSURE THIS FORM IS FILLED OUT AND RETURNED TO OUR MANAGEMENT COMPANY NO LATER THAN 10 DAYS AFTER MOVE-IN. COMPLETE INFORMATION IS REQUIRED.

PLEASE PRINT CLEARLY

UNIT #: _____

OWNER OCCUPIED: YES NO

OWNER NAME(S): _____

OWNER ADDRESS: _____
(IF OFFSITE): _____

OWNER PHONE NUMBER(S) : _____

OWNER EMAIL: _____

(It becomes the responsibility of the Owner to notify our office of any email change)

PERMISSION TO EMAIL YOU: In accordance with the *Condominium Property Act* and the *Privacy Act* ARE YOU PREPARED TO ACCEPT SERVICE OF ANY NOTICES REQUIRED TO BE GIVEN UNDER THE ACT OR THE BYLAWS, as well as Fish Creek Exchange

Would you like to email-subscribe to the ACMS Newsletter? YES NO

OWNER(S) SIGNATURE(S) _____ DATE: _____

ACCREDITED CONDOMINIUM MANAGEMENT SERVICES LTD.

8, 11010 – 46 Street SE, Calgary, AB T2C 1G4

Phone (403) 253-7525 Fax (403) 253-0673 Email: ed@acms.ca

Pre Authorized Debit Form

Payor's PAD (Pre-authorized Debit) Agreement

I (we) acknowledge that this authorization form is provided for the benefit of the Payee (identified hereinafter) and my financial institution as is provided in consideration of my financial institution agreeing to process debits against my account in accordance with the Rules of the Canadian Payments Association.

PAYEE: Fish Creek Exchange, CCN No. 1910382
c/o Accredited Condominium Management Services Ltd.
8, 11010 – 46 Street SE, Calgary AB., T2C 1G4

I (we) warrant and guarantee that all persons whose signatures are required to sign on this account have signed the agreement below.

I (we) hereby authorize the Payee identified above to draw on my (our) account number with my (our) financial institution on the FIRST of each Calendar month, for the following purpose:

Condominium fee payment

This authorization may be cancelled at any time upon notice by me (us). I (we) acknowledge that, in order to revoke this authorization, I (we) must provide notice of revocation to the Payee.

I (we) acknowledge that provision and delivery of this authorization to the Payee constitutes delivery by me (us) to

I (we) acknowledge that, in order to be reimbursed, a declaration to the effect that an error took place, must be completed and presented to the branch of my (our) financial institution either up to and including 90 calendar days in the case of a "personal/household" preauthorized debit, after the date on which the payment in dispute was posted to my (our) account.

I (we) acknowledge that a claim on the basis that the Payor's Authorization was revoked, or any other reason, is a matter to be resolved solely between the Payee and myself (ourselves) when disputing any preauthorized debit after 90 calendar days in the case of a "personal/household" preauthorized debit.

I (we) understand and accept this preauthorized debit plan and wish to enroll therein. Furthermore, I (we) agree that any personal information that might be contained in this Payor's Authorization may be disclosed to the Payee's financial institution, to the extent that such disclosure is directly to and necessary for the proper application of Rule H1 of the Canadian Payments Association.

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 debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my (our) recourse rights, I (we) may contact my (our) financial institute or visit

PAYMENT TYPE (Choose one only) _____ Personal PAD _____ Business PAD

<u>X</u> _____	<u>X</u> _____
Signature (as it appears on the cheques)	Date

_____	_____
Signature (as it appears on the cheques)	Date

X _____
Condominium Complex Name, Unit Number and Phone Number

****Should this form not be received by ACMS by the 15th of the month, I (we) authorize ACMS to withdraw the funds in arrears on the 1st of the following month.**

** _____

Signature

** _____

Daytime Phone Number

\$ _____

Amount to withdraw

Date

NOTE:

Please attach a sample of a (cancelled/void) cheque from your financial institution. If the preauthorized cheques are to be drawn on a joint account or if several signatures are required, this authorization must be signed by all the co-signers involved.

ALL OWNERS PLEASE TAKE TIME TO READ THIS
IMPORTANT NOTICE REGARDING
PAYMENT OF MONTHLY CONDOMINIUM
CONTRIBUTIONS

Please choose one of the following options for payment of monthly condominium contributions. You can either:

- A. Pay your monthly condominium contributions by sending twelve post-dated cheques to ACMS and **made payable to your condominium corporation name, or your condominium corporation plan number;**
or
- B. Fill in and sign the attached "PAYOR'S PAD (PRE-AUTHORIZED DEBIT) AGREEMENT" form and forward it together with a cheque marked "**void**" to our office.

Please ensure that:

- A. Your **unit number** (that you are paying condominium contributions on) **and the condominium corporation name or plan number**, are clearly marked on your cheque or form; and
- B. If you opt for PAD (pre-authorized Debit), ensure the completed "PAYOR'S PAD (PRE-AUTHORIZED DEBIT) AGREEMENT" form **AND** your "**void**" cheque are both returned to ACMS by no later than the **15th of the month**. This will provide ACMS with sufficient time to set up the accounts so that they are active by the 1st of the following month. **Please enclose a cheque for payment of contributions if you know your pre-authorized Debit Agreement is not going to be received by the ACMS office prior to the 15th of the month.**

Please note: Condominium contributions are due and payable on the 1st of every month. Under the preauthorized debit plan your account will be debited on the first of every month only.

ACMS trusts that you will find this choice of service both beneficial and convenient. You can start or opt out of the “preauthorized debit plan” at any time you desire. ACMS looks forward to providing you with convenient and prompt service for all your condominium requirements.