





**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 A.C.M.S. and **made payable to your condominium corporation name, or your condominium corporation plan number**; or
- B. Fill in and sign the attached “AUTHORIZATION TO DEBIT AN ACCOUNT UNDER THE PREAUTHORIZED PAYMENT PLAN” 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 preauthorized payments, ensure the completed “preauthorized payment plan” form **AND** your “**void**” cheque are both returned to A.C.M.S. by no later than the **15<sup>th</sup> of the month**. This will provide A.C.M.S. with sufficient time to set up the accounts so that they are active by the 1<sup>st</sup> of the following month. **If you are unsure that A.C.M.S. will receive your forms by the 15<sup>th</sup> of the month, please ensure that you enclose a post-dated cheque for the following month or fill in the bottom portion of the enclosed “preauthorized payment” form. This will authorize A.C.M.S. to withdraw any arrears that may be incurred due to timing from your account the following month automatically.**

**Please note: Condominium contributions are due and payable on the 1<sup>st</sup> of every month. Under the preauthorized payment plan your account will be debited on the first of every month only.**

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