

## WAYS TO PAY RENT FOR CITY PROPERTIES?

# WAYS TO PAY

The City of Vancouver has five ways to pay your rental property bills. The options are listed below.

**Please ensure your Rental Contract Number is on all correspondence.**

### 1. PRE-AUTHORIZED PAYMENT

Fast, easy and secure. Upon authorization, your payment is transferred automatically from your bank account every month on the due date. To enroll, complete the application "Rental Property Pre-Authorized Payment Application Form" and return it to us with a void cheque.

### 2. BY PHONE/ONLINE

Many financial institutions allow you to pay your bill by phone or online. Contact your financial institution for more information on these services.

### 3. IN PERSON

Rental payments are accepted in the form of cheques, money orders cash or debit cards (Interac) at Revenue Services, Main Floor, City Hall, 9:00am to 5:00pm, Monday through Friday.

### 4. 24-HOUR DROP OFF

Drop your payments in the mail slot located at the 12<sup>th</sup> Avenue entrance of City Hall.

### 5. BY MAIL

Mail your cheque or money order (no cash please) to:

City of Vancouver, Revenue Services  
453 West 12<sup>th</sup> Avenue,  
Vancouver, BC V5Y 1V4

For more information,  
please call 604-873-7801  
or 604-873-7442.



## RENTAL PROPERTY PRE-AUTHORIZED PAYMENT APPLICATION FORM

Rental Contract No. \_\_\_\_\_

Customer No. \_\_\_\_\_

Rental Property Address \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

**I/We authorize the City of Vancouver and the financial institution shown below to withdraw monthly rental property payments from my/our bank account.**

Financial Institution \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Bank Account No. \_\_\_\_\_

Branch No. Institution No. \_\_\_\_\_

This authorization may be cancelled any time upon written notice 30 days prior to payment date.

### **AUTHORIZATION SIGNATURE(S):**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please enclose a void cheque.**