



## ATTENTION RESIDENTS ESPANA – BCS 3437

### PAD ADJUSTMENT FORM FOR SPECIAL ASSESSMENT

Further to the minutes posted earlier today, please see attached PAD Adjustment form for the special assessment payments for the operating deficit recovery for Residential and Joint.

#### **C. SPECIAL ASSESSMENT PAYMENTS – DUE ON JANUARY 31, 2021**

**Please be advised that special assessment payments ARE NOT automatically withdrawn from your pre-authorized payment account.** The management company does not have authority to withdraw special assessment amounts unless written permission is received from the Owner. **Please see attached special assessment schedule.** If you would like the payment withdrawn from the same account your monthly strata fees are deducted from on the 1st of each month, please fill out the attached pre-authorized payment adjustment form. Please forward the completed adjustment form to the Accountant for your property at [roland@pacificquorum.com](mailto:roland@pacificquorum.com)

Additionally you can also mail the cheque payable to “STRATA PLAN BCS 3437” to our office at 1777 West 75<sup>th</sup> Avenue, Vancouver, BC V6P 6P2.

Thank you for your cooperation!  
Strata Council & Management

**WWW.PACIFICQUORUM.COM**

□ **VANCOUVER (HEAD OFFICE)**  
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Vancouver, BC V6P 6P2  
Phone: 604-685-3828 Fax: 604-685-3845  
[vancouver@pacificquorum.com](mailto:vancouver@pacificquorum.com)

□ **SURREY**  
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Surrey, BC V3T 1W5  
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[surrey@pacificquorum.com](mailto:surrey@pacificquorum.com)

□ **WHISTLER**  
103-1055 Millar Creek Road  
Whistler, BC V8E 0K7  
Phone: 604-905-0138 Fax: 604-905-0134  
[whistler@pacificquorum.com](mailto:whistler@pacificquorum.com)

□ **SQUAMISH**  
PO BOX 1519  
101A-38142 Cleveland Avenue  
Squamish, BC V8B 0B1  
Phone: 778-770-0380 Fax: 778-655-1927  
[squamish@pacificquorum.com](mailto:squamish@pacificquorum.com)

**KELOWNA (REGIONAL OFFICE)**  
[kelowna@pacificquorum.com](mailto:kelowna@pacificquorum.com)

**PENTICTON**  
[penticton@pacificquorum.com](mailto:penticton@pacificquorum.com)

**SALMON ARM**  
[salmonarm@pacificquorum.com](mailto:salmonarm@pacificquorum.com)

**SICAMOUS**  
[sicamous@pacificquorum.com](mailto:sicamous@pacificquorum.com)



## PRE-AUTHORIZED BUSINESS DEBIT ADJUSTMENT (*STRATA*)

1. This form is for use by owners who are already paying strata fees by pre-authorized bank debit.
2. The authorized adjustment(s) is/are valid only for the dates and amounts stipulated below.

NAME OF OWNER(S) \_\_\_\_\_

BUILDING NAME \_\_\_\_\_ STRATA PLAN # \_\_\_\_\_

UNIT # \_\_\_\_\_ STRATA LOT # \_\_\_\_\_ TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

I/We authorize the strata corporation agent **Pacific Quorum Properties Inc.** and the financial institution designated (account information currently used for payment of strata fees) **to add the following amounts to the recurring monthly debit.**

I/We understand that this request must be received by the 25<sup>th</sup> of the preceding month (or the last working day before the 25<sup>th</sup>, if that day falls on a weekend or holiday), and that requests received after the 25<sup>th</sup> will be adjusted on the next processing date together with any additional amounts authorized for the next processing date.

SIGNATURE(S) OF ACCOUNT HOLDER(S) \_\_\_\_\_

NAME OF ACCOUNT HOLDER (IF DIFFERENT FROM NAME OF OWNER(S)) \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ [DATE RECEIVED \_\_\_\_\_]

### SCHEDULE OF PRE-AUTHORIZED DEBIT (P.A.D.) ADJUSTMENT(S)

PAYMENT FOR (*check one*) → OUTSTANDING ACCOUNT BALANCE ☐ SPECIAL ASSESSMENT ☐

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

OTHER: ADD MONTHLY \$ \_\_\_\_\_ FOR \_\_\_\_\_ (LOCKER/PARKING/OTHER) STARTING FROM THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)