

# Tenant Instructions for Completing the DDR Form

Please note that incomplete forms will delay your registration



## Tenant Direct Debit Request

### TENANT CONTACT DETAILS

Tenant Contact Details

Title: Ms First Name: Emily Last Name: Davie

Tenant #: \_\_\_\_\_ System allocated: 03761611 PMS Property ID: 03761511

Addr. Line One: Unit 4

Addr. Line Two: 655 Smith Street

Suburb: Sydney State: NSW Postcode: 2000

Home Phone: 02 1234 1234 Business Phone: 02 1111 2222

Fax: \_\_\_\_\_ Mobile Phone: 0401 123 123

Email Address: edavie@raywhite.com Date of Birth: 03-Mar-1980

Leave Tenant # & PMS Property ID blank

Complete all contact details in full, including DOB for security purposes.

### TENANT ACCOUNT DETAILS (Funds debited from this account for rent payments)

- Please debit my credit card, listed below:  
 Please debit my bank account, listed below:

Credit Card Details

Card Type:  Visa  Mastercard  Bankcard

Name on Card: \_\_\_\_\_

Credit Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

OR

Account Details

Account Name: Emily Davie Financial Institution: NAB

Suburb: Sydney State: NSW

BSB (6 Digits): 062-504 Account Number (Max 9 digits): 1234567

Select your preferred payment option noting the differing fee structures.

Complete the appropriate bank account or credit card details in full.

### PAYMENT SCHEDULE (Tick one or both boxes)

- Tenant initiated payments: (Telephone / Internet / Recurring Schedule)

AND / OR

- Recurring Schedule Configured by Managing Agent

Rent Amount: \$350.00 Frequency: Weekly Commencement Date: 03/12/2006  
(Monthly, Fortnightly or Weekly)

Please note, the applicable payment fee will be added to the Rent Amount shown above at the time of payment.

### REQUEST AND AUTHORITY TO DEBIT

I/We hereby request and authorise IP Payments (Debit User No. 306033 & 252550) to debit my/our nominated bank account or credit card identified above through the Bulk Electronic Clearing System or credit card network for any amount that IP Payments may debit or charge in accordance with the Terms and Conditions set out below. (Where account has two signatures, both must sign below.)

Name: Emily Davie Date: 29-Nov-2006 Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature 1: E. Davie Signature 2: \_\_\_\_\_

Select how payments should be initiated. Tenant initiated by yourself; Or a recurring payment schedule configured by your agent.

If recurring option is selected, complete the Amount, Frequency and Start Date for your payments.

Enter the date and sign where indicated. If a joint account is used then both signatures are required.