DIRECT DEBIT REQUEST FORM

Request and Authority to Debit the account named below and pay to
Melbourne Inner City Management Pty. Ltd. A.B.N. 39 060 312 012
of 178 City Road, Southbank, Victoria 3006

1 Request and Authority to debit

Lease Holder's Surname or Company Name

Lease Holder's Given Name or CAN/ABN

Request and authorise Melbourne Inner City Management Pty. Ltd. User ID. No. 103600 to arrange for any amount Melbourne Inner City Management Pty. Ltd. may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].

2 Insert the name and address of financial institution at which account is held

Financial Institution Name

Address

3 Insert details of account to be debited

Name(s) of Account Holder(s)

BSB Number

Account Number

4 Monthly amount to be debited

The monthly amount to be debited is

Monthly Rental (Amount in words)

Direct Debit to commence

5 Acknowledgement

By signing this Direct Debit Request you acknowledge the following terms and conditions:

- Having read and understood the terms and conditions governing the debit arrangements between you and Melbourne Inner City Management Pty. Ltd. as set out in this Request and in your Direct Debit Request Service Agreement.
- **The Direct Debit will be deducted 3 days prior to the rental due date.**
- It is your responsibility to ensure the bank account information supplied to us is correct by checking it against a recent statement from your Financial Institution. Direct Debiting is not available on all bank accounts upon the notification of a Rental Increase in accordance with the Residential Tenancies Act 1997, the Debit will increase to the amount specified, and authorise Melbourne Inner City Management Pty. Ltd to adjust the Monthly debit amount accordingly.

6 Insert your signature and rental property address

Account Holder(s)' Signature

(if signing for a company, sign and print full name and capacity for signing e.g. Director)

Rental Property Address

Date

Direct Debit Request Service Agreement

The following is your Direct Debit Request Service Agreement with
Melbourne Inner City Management Pty Ltd [MICM]

ABN 39 060 312 012

The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions

- ***account*** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.
- ***agreement*** means this Direct Debit Request Service Agreement between *you* and *us*.
- ***banking day*** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- ***debit day*** means the day that payment by *you* to *us* is due.
- ***debit payment*** means a particular transaction where a debit is made.
- ***Direct Debit Request*** means the Direct Debit Request between *us* and *you*.
- ***us*** or ***we*** means

  Melbourne Inner City Management Pty Ltd [MICM]

  (the Debit User) *you* have authorised by signing a *direct debit request*.
- ***you*** means the customer who signed the *Direct Debit Request*.
- ***your financial institution*** means the financial institution nominated by you on the DDR at which the account is maintained.

1. Debiting your account

By signing a *Direct Debit Request*, you have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*

If the *debit day* falls on a day that is not a *banking day, we* may direct *your financial institution* to debit *your account* on the following *banking day*.

If you are unsure about which day *your account* has or will be debited you should ask *your financial institution*.

2. Amendments by us

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least thirty **(30) days'** written notice sent to the preferred email or address you have given us in the *Direct Debit Request*.

3. Amendments by you

You may change, stop or defer an individual debit payment, or cancel or suspend the *Direct Debit Request* at any time by providing us with at least fourteen **(14) days'** notification by writing to:
178 City Road, Southbank, VIC, 3006
or by telephoning or emailing us on
03 9697 8888; pma@micm.com.au

during business hours ***or*** arranging it through your own financial institution.

4. *Your* obligations

It is *your* responsibility to ensure that there are sufficient clear funds available in *your* account to allow a *debit payment* to be made in accordance with the ***Direct Debit Request***.

If there are insufficient clear funds in your account to meet a debit payment:

(a) you may be charged a fee and/or interest by *your financial institution*;

(b) you may also be charged reasonable costs imposed or incurred by *us* on account of there being insufficient funds; and

(c) you must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that *we* can process the *debit payment*.

You should check *your account* statement to verify that the amounts debited from *your account* are correct

5. Dispute

If you believe that there has been an error in debiting *your account*, *you* should notify us directly on

pma@micm.com.au

Alternatively you can take it up with your financial institution direct.

If *we* conclude as a result of our investigations that your account has been incorrectly debited *we* will respond to your query by arranging within a reasonable period for *your financial institution* to adjust *your* account.

If *we* conclude as a result of our investigations that your account has been incorrectly debited we will respond to *your* query by arranging within a reasonable period for *your financial institution* to adjust *your* account (including interest and charges) accordingly. *We* will also notify you in writing of the amount by which *your account* has been adjusted.

6. Accounts

You should check:

(a) with *your financial institution* whether direct debiting through BECS is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.

(b) your account details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and

(c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

We will keep any information (including *your account* details) in *your Direct Debit Request* confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that *we* have about *you*:

(a) to the extent specifically required by law; or

(a) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, you should *write* to

pma@micm.com.au

We will notify *you* by sending a notice to the address or email *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the seventh *banking* day after posting.