July 14, 2020

Residential Tenancies Application Drop-Off Form

Service Nova Scotia and Internal Services

Name:_____

Number of Applications: _____ Filing fee is $31.15 per application

Contact Phone Number: (___) ___ - ____

E-Mail Address: _____

Note: Applicant may be contacted if there are questions regarding the dropped-off application(s)

All processed application(s) will be mailed to applicant.

Payment: ☐ Credit Card ☐ Cheque $_____ ☐ Money Order $_____

SNSIS (***Internal Use Only***)

TIMS File #: _____ # of Applications Processed: _____ # Rejected _____

Date Completed: __ __ / __ __ / __ __ Time Completed: __ __ : __ __ AM PM (circle one)

Date Mailed: __ __ / __ __ / __ __
D D M M Y Y

Comments: _____

_____

Terms of Credit Card Use: By signing this form, I authorize Service Nova Scotia and Internal Services (SNSIS) to use the credit card details below to process payment for the attached Residential Tenancies Applications. SNSIS will destroy the credit card information after the applications are processed and will not use for any other purpose.

Credit Card Holder Signature:_____ **Date**: _____

Note: Original signature must be provided. Copies will not be accepted.

(Cut and shred this section after processing)

Credit Card Payment Details

□ Visa (16 digits) □ MasterCard (16 digits) □ American Express (15 digits)

Account Number: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Expiry Date: __ __ / __ __
M M / Y Y

Card Holder Name: _____
(Please Print Clearly)