

**INSTRUCTIONS FOR TENANT**

To cancel your agent controlled payment schedule or your iPayRent rent payment facility, please follow the three step process outlined below:

1. Complete this form in full
2. Ensure you have signed and dated where requested
3. Fax or mail this form to your managing agent

**TENANT DETAILS****Tenant Details**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Tenant #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**CANCELLATION DETAILS**

Please cancel my agent controlled payment schedule as of: \_\_\_/\_\_\_/20\_\_\_

**AND / OR**

Please cancel my iPayRent rent payment facility as of: \_\_\_/\_\_\_/20\_\_\_

**REQUEST AND AUTHORITY TO DEBIT**

I hereby request the above details be cancelled as instructed. I understand payments scheduled on or after the above cancellation date will not be processed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature:  \_\_\_\_\_