

# PCC 122

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**CHEQUE RETURNED  
NON-SUFFICIENT FUNDS (NSF)  
for MONTHLY MAINTENANCE FEE**

**SUMMARY OF PROCEDURES**

When PCC 122 is notified that a Monthly Maintenance Fee cheque has been flagged on our bank's payment list as NSF from an owner's banking institution, the following activities will take place:

- **Notice #1 – NSF Cheque**

Our Site Manager will contact the owner(s) to advise that their cheque for the Monthly Maintenance Fee is NSF and payment for the **Monthly Maintenance Fee** plus the **mandatory NSF Administration Fee of CAD\$100.00** is now outstanding and will be invoiced. Full payment is due to PCC 122 upon receipt of our invoice or, at the latest, prior to the end of that current month by certified cheque or money order. Cash is not accepted. Failure to do so will result in a Notice #2 to the owner(s) that lien proceedings will be initiated. Should it be necessary to register a lien against the unit all charges, including an additional **Lien Administration Fee** and substantial legal fees associated with the processing of such lien will be charged to the unit owner(s).

- **Notice #2 – Potential Lien**

Should payment not be received by PCC 122 by the end of the month as stipulated in Notice #1, our Site Manager will contact the owner(s) advising that full payment has not been received by the due date. Payment must be received by PCC 122 within 10 days or the Corporation will proceed to have our lawyer register a lien against the owner's unit. Once lien proceedings are initiated the cost to the unit owner(s) will include the NSF Administration Fee, the Lien Administration Fee and all expenses and legal fees associated with the processing of such lien.

- **Notice #3 – Notice of Lien to Owner(s) & Form 14**

Should payment not be received by PCC 122 within the 10 days as stipulated in Notice #2, our Site Manager will contact the owner(s) by sending Notice #3 with Form 14 attached, advising that full payment has not been received and that our lawyer has been instructed to register a lien against the owner's unit under the Condominium Act, Subsection 85 (4). Payment of all debts and penalties is required from the owner(s) within 10 days after the date on Form 14 or lien registration proceedings will be initiated by our lawyer. Once a lien is registered, all communication from the owner(s) is handled by our lawyer. Should the lien not be discharged by the owner(s) our lawyer can take the matter to Power of Sale.