

Nova Scotia Deposit Instructions

Deposit Methods

- Personal Cheques (made payable to Royal LePage Atlantic in Trust)
- Bank Drafts
- Money Orders
- Etransfers (see instructions below)
- Wire Transfers (see instructions below) **Please remember to keep the receipt and provide it to the Listing Agent so we can confirm your client's deposit.*

Above payments can be accepted and a receipt provided during business hours at any of the following locations:

Greenwood- 775 Central Ave, Greenwood, NS B0P 1N0

New Minas- 8999 Commercial St, New Minas, NS B4N 3E3

Windsor- 10 Gerrish St, Windsor, NS B0N 2T0

Halifax - 102- 7071 Bayers Road Halifax, NS, B3L2C2

Dartmouth- 610 Wright Ave #102, Dartmouth, NS B3B 0H8

Enfield.- 291 Hwy 2, Enfield, NS B2T 1C9

Saint John - 71 Paradise Row, Saint John, NB E2K 3H6

Moncton - 653 St George Blvd, Moncton, E1E 2C2

Fredericton- 457 Bishop Dr, Fredericton, E3C 2M6

E-transfer

1. Send e-transfer to: **hfxtrust@royallepage.ca**
2. **Security Question:** please use the following format:
Listing Agent's Last Name - Property address
(ie. SMITH-123 Main Street)
3. **Security Answer:** Please choose your password and provide it to your agent and or the listing agent. (please remember- capitalization and special characters matter).
4. **Message:** Please repeat the same information as step #2 - Agent Last Name - Property Address (ie. SMITH-123 Main Street)
5. Once the transfer has been accepted by RLPA-a receipt will be provided to the listing agent.
6. Please see frequently asked questions below for limits and more detailed information.

E-transfer - Frequently Asked Questions

Question	Answer
What is e-transfer?	<i>Interac</i> e-Transfer is a fast, secure and convenient way to send money to anyone in Canada using online banking. The participating bank or credit union transfers the funds using established and secure banking procedures.
What email address do I send the e-transfer to?	hfxtrust@royallepage.ca
How much can I send at one time?	Like most financial transactions, there are limits on the amount you can send. Each financial institution sets their own limits. Please contact your bank or credit union for details.
How many e-transfers can I make for one property?	Royal LePage Atlantic will only accept up to 2 transfers per property or a total of \$10,000. For example, if your deposit is for \$5,000 – you are able to send 2 deposits, each for \$2,500. If your deposit is over \$10,000, please use one of the other available options for your deposit.
What is my time limit? I have a deadline for my deposit.	Please allow 24 hours between your deadline and when you send your e-transfer. Please note, if you are sending more than 1 e-transfer, your final transfer must be received PRIOR to the deposit deadline.
Can I send \$US dollars via e-transfer?	Unfortunately, no. E-transfer is only available for Canadian funds. Please use the WIRE deposit option for international deposits.
What information do I need to provide?	Security question: AGENT NAME – PROPERTY ADDRESS. For example: K.SMITH – 123 Ryans Ave Message: AGENT NAME – PROPERTY ADDRESS (duplicate the same as the security question)
What password should I provide?	This is up to the client. Please provide the password to the Royal LePage Agent, ensuring that it matches EXACTLY what was entered on your banking site. Capitalization and special characters matter.
Why is my e-transfer being rejected?	Did you provide the correct information when setting up the e-transfer? For example, did you provide the agent name AND property address? Did you provide an incorrect password to your agent?
I want to cancel my e-transfer (and it has not been accepted yet) – how do I do that?	To cancel a transfer, log into your online bank account. Go to the transaction or payment history and select the <i>Interac</i> e-Transfer transaction you wish to cancel. Use the cancel option provided. This process varies by financial institution, who may also charge a cancellation fee. Contact your bank or credit union for more information.
I need to cancel my e-transfer but RLPA has already accepted it, how do I reverse an e-transfer?	Unfortunately, once a deposit has been made there is no way to reverse the transaction. You'll have to make arrangements directly with the recipient

Wire Instructions



Wire transfer instructions — CIBC beneficiary

To receive a wire transfer to your CIBC bank account, you must provide the sender the following information:

Incoming wire instructions

Required information	CIBC beneficiary details
Bank name	Canadian Imperial Bank of Commerce
Bank address	1809 Barrington Street, Ste B106 Halifax, NS B3J 3A3
SWIFT BIC code	CIBCCATT or CIBCCATTXXX
Canadian clearing code ¹	0010XXXXX
CIBC Institution number	0010
Transit	00003
Beneficiary account number	7438915
Beneficiary name	Atlantic Real Estate Services Ltd
Beneficiary address	7071 Bayers Road, Suite 102, Halifax, NS B3L 2C2

Pay through (intermediary) bank details by currency

USD

Required information	CIBC beneficiary details
Bank name	Wells Fargo Bank N.A.
Bank address	NEW YORK, NY, US
SWIFT code	PNBPUS3NNYC
CHIPS ID	0509
FEDWIRE/ABA	026005092

¹Clearing code format = //CC0010 + Five-digit transit
Public

XXXXX = Five-digit transit.

EUR

Required information	CIBC beneficiary details
Bank name	SOCIETE GENERALE
Bank address	PARIS, FR
SWIFT code	SOGEFRPP

GBP

Required information	CIBC beneficiary details
Bank name	BARCLAYS BANK PLC
Bank address	LONDON, GB
SWIFT code	BARCGB22

For other currencies, please contact CIBC

Note: The currency of the incoming wire payment should match the currency of the account. If not, CIBC will convert the funds.

This information is provide as a guideline only. Clients are solely responsible for the accuracy of all information.
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Public

Wire transfer instructions — CIBC beneficiary I 2