

Ph: _____

Fax: _____

RENTAL APPLICATION

Address of rental property:	_____
City:	_____ PM# _____
Rent:	\$ _____ Security deposit: \$ _____

Requested Move-in Date:	_____
Tenancy Period:	<input type="checkbox"/> 6 Months <input type="checkbox"/> Year
Total number of occupants (over 18 years of age):	_____
Total number of children (including date of birth):	_____
Pets (including breed & size):	_____
How you heard about this rental: (circle one)	Facebook Kijiji Rentboard Our Website
Who showed you the unit? (circle one)	_____

Please fill out all information including phone numbers. Everyone over the age of 18 must fill out an application.

Incomplete applications will not be processed.

Full Legal Name: _____

Date of Birth: _____ E-mail address: _____

Home Phone: _____ Cell Phone: _____

Present landlord (First & Last Name): _____

Phone number: _____ Length at location: _____

Address of rental including City: _____

Reason for leaving: _____

Previous landlord (First & Last Name): _____

Phone number: _____ Length at location: _____

Address of rental including City: _____

Reason for leaving: _____

Monthly Household Income (include a current paystub or letter of employment): _____

Current employer: _____

Your position: _____ Length at job: _____

Contact person (Full Name): _____ Phone number: _____

Previous employer: _____

Your position: _____ Length at job: _____

Contact person (Full Name): _____ Phone number: _____

Bank with address: _____

Auto Makes & Years: _____ License Plate Numbers: _____

Emergency contact (not residing in unit): _____

Address (including City): _____

Phone Number: _____ Relationship: _____

In order to provide you with our service you hereby authorize
and its agents or assigns:

- 1.1. To request and obtain personal information about you on an ongoing basis from credit bureaus using information they previously collected about you in order to assess your credit history;
- 1.2. To exchange your personal information on an ongoing basis with credit bureaus in order to protect you, ensure the completeness of the information and maintain the integrity of the credit granting system;
- 1.3. To co-operate with local, provincial and national authorities in the investigation of unlawful or improper activities in order to protect you and us from fraudulent transactions; and
- 1.4. Disclose your personal information where necessary to protect your interest and ours.

FREQUENTLY ASKED QUESTIONS

How long does the application process take?

- The process generally takes 1-2 business days provided we can get in contact with your references and that we have your proof of income.
- Please notify your references ahead of time and let them know that we will be contacting them. Providing a letter from your landlord is recommended.

What are the requirements to rent from us?

- **We require a current paystub or employment letter with your application.**
 - If you are on social assistance or are not working, we need proof of income.
- **We require proof of identification.**
- **We require our tenants to obtain and maintain a tenant insurance policy while renting from us.**

Why do I need to pay a \$600.00 application deposit?

- The \$600.00 deposit confirms your interest in renting. You will be notified by phone/email of the result, either approved or not approved.
- If you are approved, the \$600.00 deposit is applied to your security deposit.
- If you are not approved, the \$600.00 deposit is refunded back to you.
 - **Important!** ~ You will forfeit your \$600.00 deposit if you are approved for the unit and then change your mind afterwards.

How can I pay the \$600 application deposit?

- Cash -Please note we do not have cash on premise and will not be able to provide change.
- Money order
- Debit
- Credit Card
- Etransfer – send to _____

Please note: After your first month's rent and security deposit are paid, we will **not be able to accept cash** as a form of payment. You can pay your rent via cheque, debit, credit card (via Letus), money order/bank drafts and automatic bank withdrawal (preferred).

Dated: _____

Signature: _____