



# THE RENTAL PROCESS

## THE REQUIREMENTS

To be eligible to rent a property, **Earlrow Properties** requires the following items to be supplied by the prospective tenant. For specific details, see "The Process" below.

### FOR INITIAL APPLICATION:

1. A Completed and Signed Rental Application
2. A Letter of Employment and Proof of Income
3. A Credit and Reference Check that is Judged to be 'Satisfactory'
4. A Copy of your Driver's License and Passport

### AFTER APPLICATION APPROVAL:

5. A Signed Lease
6. A Deposit (First and Last Month's Rent) via Email Transfer, Bank Draft or Certified Cheque

### AFTER LEASE/DEPOSIT (Move-In Day):

7. Proof of Tenant's Insurance (Mandatory)
8. Utility Account Numbers

## THE PROCESS

To rent a property to a prospective tenant, **Earlrow Properties** follows a sequential five-step process.

1. FOR INITIAL APPLICATION: A rental application, letter of employment and proof of income and a copy of your driver's license and passport must be submitted to **Earlrow Properties**.
2. A credit check will then be performed, and your references will be contacted.
3. Upon 'satisfactory' standing of your credit check and references, a lease agreement will be sent to you for your consideration.
4. AFTER APPLICATION APPROVAL: If you choose to proceed with the rental, you must submit a signed copy of the lease agreement and a deposit to **Earlrow Properties**. Please note that until a deposit is received, the property will remain on the market.
5. AFTER LEASE/DEPOSIT (Move-In Day): Once your lease and deposit are accepted, you may begin the rest of the moving process. A move-in time/date will be scheduled with one of our coordinators. Prior to move-in, **Earlrow Properties** must receive first month's rent, proof of tenant's insurance and confirmation of utility transfer. To receive the keys for the property, these conditions must be met.

*Although there are a number of requirements to renting a property, these have been developed in your best interest. Following these steps can eliminate many of the annoyances and frustrations that come with moving into a property.*

## INSTRUCTIONS

Please complete all sections on all 3 pages.  
Please PRINT all information. Mark "N/A" in blanks that do not apply.

# RENTAL APPLICATION

<b>APARTMENT SIZE REQUIRED:</b> <input type="checkbox"/> Bachelor <input type="checkbox"/> 1 Bedroom <input type="checkbox"/> 2 Bedroom <input type="checkbox"/> 3 Bedroom <input type="checkbox"/> Townhouse					
Building Address: _____		Unit #: _____	Rental Rate: \$ _____	Parking Additional Charge: \$ _____	# Indoor _____ # Outdoor _____
Electricity _____ Gas _____ Water _____ (Indicates payment responsibility, [T]enant or [L]andlord)		Lease Term: _____	Smoking Permitted: Y / N	Locker Additional Charge: \$ _____	Date Unit Required _____
<b>PERSONAL INFORMATION</b>					
<b>APPLICANT'S Full Name:</b>				H. Phone #: W. Phone #: Email address:	
First _____	Initial _____	Surname _____			
SIN _____	Date of Birth _____		Emergency Contact: _____		
<b>CO-APPLICANT'S Full Name:</b>				H. Phone #: W. Phone #: Email address:	
First _____	Initial _____	Surname _____			
SIN (Optional) _____	Date of Birth _____		Emergency Contact: _____		
<b>OTHER RESIDENTS (TO BE USED FOR EMERGENCY PURPOSES ONLY)</b>			<b>RELATIONSHIP</b>	<b>AGE</b>	
1. _____			_____	_____	
2. _____			_____	_____	
3. _____			_____	_____	
<b>RESIDENTIAL &amp; PERSONAL HISTORY</b>					
<b>Present Address:</b>			How long there:	Rent amount	
Landlord _____	phone # _____	Reason leaving: _____			
<b>Previous Address:</b>			How long there:	Rent amount	
Landlord _____	phone # _____	Reason leaving: _____			
<b>Previous Address:</b>			How long there:	Rent amount	
Landlord _____	phone # _____	Reason leaving: _____			
Have you ever been evicted (details): _____			Do you have a pet (type): _____		
			Have you been convicted of a crime: _____		
			Have you ever filed for bankruptcy: _____		
<b>INCOME INFORMATION</b>					
<b>APPLICANT'S Income Information</b>					
Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Other					
Employer or income source			<input type="checkbox"/> Current <input type="checkbox"/> Previous	Length of time at this income source:	
Employers or income source Address					
Supervisor / Caseworker			Phone #	Net income per week \$ _____	
<b>CO-APPLICANT'S Income Information</b>					
Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Other					
Employer or income source			<input type="checkbox"/> Current <input type="checkbox"/> Previous	Length of time at this income source:	

Employers or income source Address		
Supervisor / Caseworker	Phone #	Net income per week \$ _____

(CONTINUED ON OTHER SIDE)

**REFERENCES**

<b>1. Reference</b>	Address	
Email	Phone #	
<b>Landlord Reference</b>	Address	
Email	Phone #	
<b>Emergency Contact</b>	Address	Phone #
<b>Relationship</b>		

**NOTE:** This document does not constitute a tenancy agreement. Upon approval of this application by the landlord or property management, a binding agreement shall be created between the parties who shall immediately enter into a tenancy agreement on these same terms on the landlord/property management's form. Upon execution, the accompanying deposit, shall become the rent deposit to be applied towards the last month's rent, otherwise the rent deposit shall be forfeited.

If a lease is executed, the tenant(s) shall be required to pay the rent for the first month of the tenancy prior to the commencement date of the tenancy. Failure to pay the first month's rent as agreed will amount to a fundamental breach of this agreement, and the tenancy agreement will be null and void. The tenant's right to occupy the rental unit does not commence until such time as all required payments have been made.

In for any reason, the landlord is unable to give possession of the rental premises on the commencement date of the lease term, the landlord shall not be subject to any liability to the applicants and shall give possession to them as soon as the landlord is able to do so with the rent abated until such time, and this will not affect the validity of the tenancy agreement, the obligations of the parties, nor shall it be construed as extending the term of the agreement.

A deposit in the amount of \$ \_\_\_\_\_ was paid on the \_\_\_\_\_ day of \_\_\_\_\_. Said deposit was paid to the landlord by: \_\_\_\_\_ by Cheque / Cash /Money Order / VISA / MC / Debit. This deposit will be applied as follows:

Last Month's Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ First Month's Rent: \$ \_\_\_\_\_

Balance to follow: \$ \_\_\_\_\_ payable as \_\_\_\_\_ on or before \_\_\_\_\_.

If the applicant does not provide a Social Insurance Number, the application will not be considered unless the applicant provides another form of government identification such as a driver's license to verify the applicant's identity. I hereby certify that the above information is true and complete and that I have not withheld any information relevant to this application. It is also understood that the property management and/or owner reserve the right to reject this application at their sole discretion subject to the full return of any rent deposit paid. I have read and understand these conditions.

**Please attach to this application:**

1. **Copy of Tennant/Occupant ID(s)**
2. **Your residential status - PR, Citizen, work permit, student visa (for student, will require admission letter)**
3. **Employment Letter - company, position and salary**
4. **3 recent pay stubs**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ACKNOWLEDGEMENTS, PRIVACY & CONSENT INFORMATION

The undersigned acknowledges and agrees that this application for tenancy in no way constitutes a tenancy agreement between the Landlord and the applicant to rent any rental premises, and I/we understand that any tenancy agreement or lease will be entered into only upon the acceptance of this application by the Landlord, and is subject to the provisions and conditions described therein.

The undersigned acknowledges and agrees that I/we have been afforded the opportunity to examine the Landlord's privacy policy, and understand that refusal to provide certain information may result in our tenancy being refused if the Landlord cannot determine credit or tenant worthiness.

The undersigned agrees that upon the Landlord's acceptance of this application, a binding tenancy agreement shall be created between the parties, and the undersigned shall enter into a written tenancy agreement on the Landlord's usual form prior to possession of the premises, and the deposit shall be applied as set out above, and the undersigned shall take possession of the rental unit upon the terms set out herein.

This consent information is required in order that the landlord may comply with the federal Personal Information Protection and Electronic Document Act. The Landlord agrees to keep the supporting information in this application confidential except as described herein.

I/we hereby give permission to the Landlord or their Agent(s) to obtain at any time a consumer/credit report about me/us, to contact previous landlords to obtain information about my/our previous tenancies, to contact agencies that provide landlord information, to contact my employers and references, and to take any other reasonable steps necessary to assess this Rental Application, or for any renewal or extension of my/our tenancy.

I/we also provide my/our consent to the Landlord or their Agent(s) to disclose information in my Rental Application and any information arising from any tenancy between us to any third party for the purposes of providing a consumer/credit report or contributing information to a database of tenant information made available to landlords or their agents.

I/we also provide my/our consent to the Landlord or their Agent(s) to disclose any information contained herein and any information in the tenancy agreement to present or future mortgagees, potential purchasers, utility providers, accountants, government agencies, financial institutions, insurance providers, telecommunications providers, financial institutions, lenders and prospective lenders.

This consent is given under the provisions of the *Personal Information Protection and Electronic Document Act*. This consent is valid until revoked in writing. A tenant or prospective tenant may, at any time, request from the landlord's Privacy Officer our complete Privacy Policy, and may request that said officer provide information about the data collected and retained with respect to the tenant or prospective tenant, and may also obtain a Privacy Complaint Form for the purpose of resolving disputes with respect to the use of said information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

REFERENCE VERIFICATION	APPLICATION	DEPOSITS	
<input type="checkbox"/> Present Address	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	Amount
<input type="checkbox"/> Previous Address	Date: _____ Initials: _____	_____	_____
<input type="checkbox"/> Employment			
<input type="checkbox"/> Co-Resident	Final Building & Apt. #: _____	_____	_____
<input type="checkbox"/> Bank <input type="checkbox"/> Chequing			
<input type="checkbox"/> Saving <input type="checkbox"/> Credit <input type="checkbox"/> Loans	Date of Occupancy: _____	_____	_____