



Leasing & Property Management Co.

**List of Documents Required (PLEASE ENSURE ALL BOXES ARE CHECKED)**

- Government Official ID x 2 for each person applying for the Property (Over the age of 18yrs old)
- Full Name s' Clearly Written for each person Applying for the Property
- Full Email of each person Applying for the property (Over the age of 18yrs old)
- Phone Number of each person Applying for the property (Over the age of 18yrs old)
- Make, Model, Year of all Vehicles under your ownership, as well as whomever is applying for the property
- Copy of ownerships of all those Applying for the Property
- Income Statements (All sources of income) within last 30 days
- 3 months of bank statements (Last 90 days of Deposit transactions)
- Letter of Employment issued within the last 30 days
- 3 most recent paystubs
- Full Credit Report Including Credit Score "Must be directly from TransUnion or Equifax" I use Single Key Canada website as they are Canadian and dedicated to Tenants and DO NOT share your information, it pulls from both TransUnion & Equifax and costs \$25 for the applicant. I will send the link if you request. Or you can go to Single Key Canada by clicking Here. **Single Key Canada Credit Report**

**ONCE COMPLETED PLEASE EMAIL TO ME AT [md@mdleasingpmcompany.ca](mailto:md@mdleasingpmcompany.ca)**



Leasing & Property Management Co.

MD LEASING & PROPERTY MANAGEMENT COMPANY

Melanie Dickson, Owner

Norwich, ON N0J 1P0

PH: 226-228-1864

EM: md@mdleasingpmcompany.ca

Website: www.mdleasingpmcompany.ca

# RENTAL APPLICATION

EMAIL COMPLETED APPLICATION AND ALL PRETAINING DOCUMENTS TO: [md@mdleasingpmcompany.ca](mailto:md@mdleasingpmcompany.ca)

## APPLICANTS MUST PROVIDE THE FOLLOWING

**COPY Government ID x 2 pieces of Government ID – ACCEPTABLE forms of Photo ID:**

- Provincial Driver's Licence
- Provincial ID Card
- Certificate of Indian Status
- Permanent Residence Card
- Canadian Passport
- ALL Canada Services Card

**COPY Void Cheque or Direct Deposit Form from Bank Account in which rent will be withdrawn from monthly**

Rental Application Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I/We hereby make application to rent \_\_\_\_\_ Unit: \_\_\_\_\_ from the \_\_\_\_\_ day  
Property Address

of \_\_\_\_\_, 20 \_\_\_\_ at a monthly rate of \$ \_\_\_\_\_ to become due and payable in  
advance on the first day of each and every month during my tenancy.

**Applicant 1** (please provide photocopy of x 2 Gov't ID for each applicant)

Name: \_\_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Print Name Year Month Day

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

SIN No. (Optional) \_\_\_\_\_

Drivers License No. \_\_\_\_\_

**Applicant 2** (please provide photocopy of x 2 Gov't ID for each applicant)

Name: \_\_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Print Name Year Month Day

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



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SIN No. (Optional) \_\_\_\_\_

Drivers License No. \_\_\_\_\_

**Other occupants:**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Age: \_\_\_\_\_

**Do you have pets?** \_\_\_\_\_ If yes, please describe:

\_\_\_\_\_

**Residency History**

Current Address: \_\_\_\_\_

\_\_\_\_\_

Previous Address (if less then 3 years):

\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Name of Landlord \_\_\_\_\_

Telephone \_\_\_\_\_

Reason for moving \_\_\_\_\_

**Employment History (Applicant 1)**

(Provide the following: Copy of 2 most recent Pay Stubs, Recent Employment Letter, or Tax Return as proof of income)

Present Employer: \_\_\_\_\_ Previous Employer: \_\_\_\_\_  
(If less then 2 years at current employer)

Bus Address: \_\_\_\_\_

Position Held: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Current Salary range: Monthly \$ \_\_\_\_\_ Bi-Weekly \$ \_\_\_\_\_



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**Employment History (Applicant 2)**

(Provide the following: Copy of 2 most recent Pay Stubs, Recent Employment Letter, or Tax Return as proof of income)

Present Employer: \_\_\_\_\_ Previous Employer: \_\_\_\_\_

(If less then 2 years at current employer)

Bus Address: \_\_\_\_\_

Position Held: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Current Salary range: Monthly \$ \_\_\_\_\_ Bi-Weekly \$ \_\_\_\_\_

**Vehicle Information**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

License No \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

License No \_\_\_\_\_

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**Terms and Conditions**

By signing this application, I authorize MD Leasing & Property Management Company to obtain a consumer credit report, conduct criminal record search, and to make other inquiries as deemed necessary in determining eligibility for tenancy.

Upon approval of this rental application by the landlord, a binding agreement shall be created between the parties who shall immediately enter into a tenancy agreement on these same terms on the landlord's standard lease agreement. Upon such approval, a last month's rent deposit shall be paid forthwith if it has not already been paid. Upon such approval, the last month's rent deposit shall be applied as security towards the payment of the last month's rent.

Upon execution of the tenancy agreement, the tenant(s) shall be required to pay the rent for the first month of the tenancy no later than 14 days prior to the commencement date of the tenancy. The tenant's right to occupy the rental unit does not commence until such time as all the required payments have been made and until the tenant has transferred responsibility for utilities and tenant insurance to his or her own name if required as above. All utilities and Tenant Insurance confirmations must be received by my office no later than 5 days prior to commencement date of the tenancy.

If 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 that possession is granted, and this will not affect any validity of the tenancy agreement, the obligations of the parties, nor shall it be construed as extending the term of the agreement.



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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 tendency being refused if the landlord cannot determine credit or tenants' 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 Standard Lease Agreement 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.

By submitting this application I am giving MD Leasing & Property Management Company permission to run a background check on myself and any co-signers, and agreeing to the site Privacy Policy and Terms of Service

.....  
**(Signature of Applicant)**                      **(Date)**                      **(Signature of Applicant)**                      **(Date)**

Telephone: ..... Telephone: .....

Acceptance by the Landlord/Agent

.....  
**(Signature of Landlord or Agent)**                      **(Date)**



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## MD Leasing & Property Management Co.

### LANDLORD REFERENCE FORM

Applicant's Name: \_\_\_\_\_

Current/Previous Address: \_\_\_\_\_

Dates of Applicant's Tenancy:

FROM \_\_\_\_\_ TO \_\_\_\_\_

#### 1. RENT PAYMENT

- A. Is (was) applicant current on rent? YES  NO
- B. Has he/she ever been late? YES  NO
- o How late? \_\_\_\_\_ How Often? \_\_\_\_\_
- C. Have (had) you ever begun eviction proceedings for nonpayment? YES  NO

#### 2. CARING FOR THE UNIT

- A. Does (did) the applicant keep the unit clean? YES  NO
- B. Has (had) the applicant vandalized/damaged the unit? \_\_\_\_\_ YES  NO
- C. Has (had) the applicant paid for the damage? \_\_\_\_\_ YES  NO
- D. Will you (did you) keep any of the security deposit? \_\_\_\_\_ YES  NO

#### 3. GENERAL

- A. Does (did) the applicant permit persons other than those on the lease to live in the unit? \_\_\_\_\_ YES  NO
- B. Does the applicant interfere with the rights and quiet enjoyment of other tenants? \_\_\_\_\_ YES  NO
- C. Has the applicant given you any false information? \_\_\_\_\_ YES  NO
- D. Would you rent to this applicant again? \_\_\_\_\_ YES  NO

The applicant hereby gives MD Leasing & Property Management Co. and its authorized agents' permission to utilize all the above information to approve or decline this application for residency.

Previous Landlord or Authorized Agent Name: \_\_\_\_\_  
Print name of Landlord / Agent

Landlord or Authorized Agent Signature: \_\_\_\_\_  
Signature of Landlord / Agent

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