



**FORTHRIGHT CO-SIGNER APPLICATION**

CO-SIGNER FOR \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
FIRST NAME MIDDLE NAME LAST NAME  
FOR \_\_\_\_\_ AT \_\_\_\_\_ DESIRED OCCUPANCY DATE: \_\_\_\_\_  
UNIT # STREET #

**CO-SIGNER:** \_\_\_\_\_  
FIRST NAME MIDDLE NAME LAST NAME

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SIN: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

**PRESENT ADDRESS:** \_\_\_\_\_  
UNIT # STREET # STREET CITY POSTAL CODE

Present Landlord/Mgmt. Co.: \_\_\_\_\_ Landlord's Ph #: \_\_\_\_\_ How Long: \_\_\_\_\_  
YEARS

**PRESENT ADDRESS:** \_\_\_\_\_  
UNIT # STREET # STREET CITY POSTAL CODE

Present Landlord/Mgmt. Co.: \_\_\_\_\_ Landlord's Ph #: \_\_\_\_\_ How Long: \_\_\_\_\_  
YEARS

Have any of your tenancies been terminated by the landlord? (eviction / late or nonpayment of rent / noise) [ ] Yes [ ] No

**PRESENT EMPLOYMENT:** \_\_\_\_\_ How Long: \_\_\_\_\_ Monthly Income: \_\_\_\_\_  
OCCUPATION YEARS GROSS

Employer: \_\_\_\_\_ Employer Address: \_\_\_\_\_  
UNIT # STREET # STREET CITY

Supervisor's Name: \_\_\_\_\_ Contact Ph. # \_\_\_\_\_ Ext. # \_\_\_\_\_

**OTHER EMPLOYMENT (please provide details):** \_\_\_\_\_  
\_\_\_\_\_

I HEREBY AUTHORIZE THE LANDLORD OR HIS AGENTS TO MAKE A PERSONAL INVESTIGATION / CREDIT CHECK IN CONNECTION WITH THIS APPLICATION.

\_\_\_\_\_  
CO-SIGNER'S SIGNATURE

\_\_\_\_\_  
DATE APPLICATION SUBMITTED

*You may fax us the application to 204-878-9985, email it to [leasing@forthrightproperties.ca](mailto:leasing@forthrightproperties.ca), text a picture of the application to 204-960-7550, or visit our website at [www.forthrightproperties.ca/forms](http://www.forthrightproperties.ca/forms) and fill the application out online.*



## CO-SIGNER CONSENT FORM

As Co-Signer for the named applicants/tenants, and by signing below, I understand that I am financially responsible to pay all amounts owing for this tenancy for: rental and/or utilities arrears during the term of the tenancy, and all subsequent renewals. (\*Damages will not be my liability and will fall solely on the primary lease holder)

I DECLARE THAT THE ENCLOSED INFORMATION IS TRUE AND COMPLETE. I, HEREBY AUTHORIZE FORTHRIGHT PROPERTIES TO CONDUCT A PERSONAL INVESTIGATION WITH RESPECT TO THIS APPLICATION (this can include, but not limited to, contacting current/previous landlord(s) for rental references, credit inquiry, etc.)

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

Co-Signer's Name (please print): \_\_\_\_\_

Co-Signer's Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SECTION**

Building Code: \_\_\_\_\_ Rental Address: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_

APPROVED [  ] Yes [  ] No



## **FORTHRIGHT PROPERTIES PRIVACY POLICY**

Forthright Properties understands the importance of your privacy and the sensitivity of your personal information. We are committed to protecting any of your personal information we hold. Our privacy policy outlines how we manage your personal information and safeguard your privacy.

### **WHAT PERSONAL INFORMATION DO WE COLLECT AND WHY DO WE REQUIRE IT?**

We collect information from you in several ways. Some personal information is gathered when a prospective tenant signs our standard tenant application for a residential or commercial tenancy agreement. Tenants are required to provide credit, rental history, employment information as well as other personal information to be used for identification and qualification purposes. Other information such as emergency contact information may be required in order to respond to medical or other emergencies in connection with a tenant, unit or suite. Also, information relating to any vehicles owned by a tenant may be collected to assist in the enforcement of any parking rules or regulations. Finally, we also collect information from any guarantor of any lease, including information relating to credit and employment information, present and past living accommodation and other personal information

The personal information collected is used to check prior rental references from all previous landlords, conduct credit checks and to confirm employment with your employer and salary, all of which information is required to determine your suitability and qualification as a tenant.

### **CONSENT**

In most cases, we will ask you to specifically consent if we collect, use or disclose your personal information other than as provided for in our privacy policy as amended from time to time. Normally we would ask your consent in writing or orally. Sometimes your consent may be implied through your conduct with us. In all cases where a tenant application is submitted by you, your consent will be requested in the application itself.

### **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We use the personal information collected only for the purposes outlined above. Under certain circumstances we will disclose your personal information to third parties such as:

- (a) When we are required or authorized by law to do so; for example, if a court issues a subpoena;
- (b) Where you have consented to the disclosure;
- (c) Where it is necessary to enforce the terms of the tenancy agreement, such as collection of rental arrears;
- (d) If we engage a third party to provide collection or enforcement proceedings, such as an authorized officer of the Residential Tenancies Branch, lawyers, bailiffs or collection agencies;

### **IS MY PERSONAL INFORMATION SECURE?**

We take all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect your information are:

- 1) Access to your personal information is limited to our employees who require the information to perform their duties and those otherwise authorized by law.
- 2) All of our employees are required to abide by our commitment to your privacy in the handling of your personal information.
- 3) Premises security.
- 4) Your personal information is retained only for the time it is required for the identified purposes and up to a period of five (5) years after the tenancy is terminated or is required by law. Personal information that is no longer required is destroyed.

### **ACCESS TO YOUR PERSONAL INFORMATION**

You may ask for access to any personal information we may have about you. Requests should be submitted in writing and we will reply within thirty (30) days of receipt of your request. You may verify the accuracy and completeness of your personal information and we will take reasonable steps to correct it. If you have any questions or wish to access your personal information, please write to our Property Manager at Forthright Properties., Box 701, SS 1, 1300 Dawson Road, Lorette, MB R0A 0Y0 Telephone: (204) 878-9982 Fax: (204) 878-9985 Email: [propertymanager@forthrightproperties.ca](mailto:propertymanager@forthrightproperties.ca)

### **CAN I BE DENIED ACCESS TO MY PERSONAL INFORMATION?**

Your rights to access your personal information are not absolute. We may deny access when:

- (a) Denial of access is required or authorized by law;
- (b) Information relates to existing or anticipated legal proceedings against you;
- (c) When granting you access would have an unreasonable impact on other people's privacy;
- (d) When the request is frivolous or vexatious.

**Co-Signor's initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_