

## FROM THE LEASING OFFICE OF IMPERIAL PROPERTIES

### APPLICATION REQUIREMENTS:

Please check off the following when completing your application package. Once you have checked all the appropriate boxes and collected all the supporting documents, you are ready to drop off or send in your application.

The application can also be completed online at [www.imperialproperties.ca](http://www.imperialproperties.ca), once you've applied you will be required to email your supporting documents to [info@imperialproperties.ca](mailto:info@imperialproperties.ca)

### To apply you will need:

- A separate application for each adult (18+) planning to occupy the unit.
- Payment of a security deposit (1/2 of one month's rent) must accompany the application.
- Copy of a government-issued picture ID (ie. valid drivers license, passport)

### If you are currently working:

- Confirmation of employment letter on company letterhead from your place of work stating your gross income and length of employment (If you are currently employed you must have been working continuously for at least the past 6 months to be considered for tenancy)
- Copy of your latest pay statement.

### If you are a senior:

- Confirmation of income; you may provide your most recent notice of assessment and copy of your most recent bank statement.

### If you are a student:

- You must provide proof of enrolment. This can be printed off from online registration systems at most schools or can be requested from the registrar's or admissions office. Proof of enrolment MUST include your name and the name of your school or university.
- Verification of your income such as a bank statement, notice of assessment from CRA, letter of employment if you are working while attending school, student loan papers and proof of any other income you receive.
- Co-Applicant/Guarantor (letter of employment is required)\*
- INTERNATIONAL STUDENTS will be required to provide copies of their valid passport and valid visa.

### If you do not have a rental history:

- Co-Applicant/Guarantor (letter of employment is required)\*
- Please note that we may request or require additional information in order to process your application depending on your individual circumstance.
- If you or your co-applicant/guarantor cannot provide an employment letter, you may provide your most recent notice of assessment and copy of your most recent bank statement.
- Co-Applicant/Guarantors are required to have been employed for at least 5 years and earn at least \$40,000/year.

RETURN TO: [info@imperialproperties.ca](mailto:info@imperialproperties.ca)

### WINNIPEG, MB:

202 – 83 Sherbrook Street, R3C 2B2  
Tel (204) 272-8799, Fax (204) 272-8798

### REGINA, SK:

2745 Elphinstone Street, S4S 6Y5  
Tel (306) 993-2438, Fax (306) 993-2439