

## 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

Property: \_\_\_\_\_ Unit: \_\_\_\_\_ Move-in Date: \_\_\_\_\_

Where did you hear about this unit? \_\_\_\_\_ Agent: \_\_\_\_\_

Security deposit payment must accompany this application.

Security deposit becomes property of the landlord if the applicant cancels after the application is approved.

### APPLICANT INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth (d/m/y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Insurance Number (Optional): \_\_\_\_\_

Current Address (Number/Street): \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address (Number/Street): \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever been evicted as a tenant? Yes \_\_\_ No \_\_\_ If yes, why? \_\_\_\_\_

Have you ever been convicted of a criminal offense? Yes \_\_\_ No \_\_\_ If yes, what? \_\_\_\_\_

### RENTAL HISTORY: Minimum of two (2) years rental history required.

Rental Address (Number/Street): \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Rental Dates (d/m/y): \_\_\_\_\_ to \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone Number: \_\_\_\_\_

Rental Address (Number/Street): \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Rental Dates (d/m/y): \_\_\_\_\_ to \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone Number: \_\_\_\_\_

### EMPLOYMENT: Minimum of two (2) years employment history required.

Current Employer: \_\_\_\_\_ Current Employer's Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ How Long: \_\_\_\_\_ Salary or Annual Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Previous Employer's Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ How Long: \_\_\_\_\_ Salary or Annual Income: \_\_\_\_\_

**CO-APPLICANT:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Date of Birth (d/m/y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Insurance Number (Optional): \_\_\_\_\_  
 Current Employer: \_\_\_\_\_ Current Employer's Number: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ How Long: \_\_\_\_\_ Salary or Annual Income: \_\_\_\_\_

**OCCUPANTS:**

Number of adults to occupy the rental unit? \_\_\_\_\_ Number of children under 18 to occupy the unit? \_\_\_\_\_  
 Please list all occupants: \_\_\_\_\_

**PERSONAL REFERENCES:** List two (2) personal references not related to you.

1) Name \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_  
 2) Name \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

**VEHICLE:**

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_ License Plate No. \_\_\_\_\_  
 Driver's License No.: \_\_\_\_\_ Province: \_\_\_\_\_ Valid: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Driver's License Issued (d/m/y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expires (d/m/y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PETS:** Only complete this section if the unit you are applying for is pet friendly. A pet deposit will apply.

Number of Pets: \_\_\_\_\_ Pet Type: \_\_\_\_\_ Pet Age: \_\_\_\_\_  
 Pet Spayed or Neutered: Yes \_\_\_\_\_ No \_\_\_\_\_ Pet Weight: \_\_\_\_\_

**Terms and Conditions:**

Tenancy will be denied if you misrepresent any information on the application. If misrepresentations are found after the Residential Tenancy Agreement is signed, your agreement will be terminated. This is to advise that the undersigned hereby authorize Imperial Properties Corp. to whom my application has been submitted to obtain a consumer credit report and to make any other inquiries as deemed necessary in determining eligibility for tenancy and assessing credit worthiness. I understand that the information set out in the Residential Tenancy Application form may be used for the purposes of responding to emergencies, ensuring the orderly management of the tenancy, complying with legal requirements and for the collection purposes should rent be left owing or rental property damaged at termination of lease or end of tenancy. The first month's rent must be paid in full prior to occupancy.

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

**ALL INFORMATION HEREIN IS DEEMED CONFIDENTIAL****OFFICE USE ONLY: (NO CASH ACCEPTED)**

Rental Deposit: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_ Parking: \$ \_\_\_\_\_  
 \*Hydro paid by: \_\_\_\_\_ Heat paid by: \_\_\_\_\_ Cable paid by: \_\_\_\_\_ Water paid by: \_\_\_\_\_  
 Occupancy Date: \_\_\_\_\_ ID Check by: \_\_\_\_\_ Application: Approved | Denied by: \_\_\_\_\_

I hereby give Imperial Properties Corp. permission to contact current/previous landlord(s) for rental references, and consent to a credit inquiry.

I also give permission to contact employer(s) with reference to confirming employment income.

Only questions relating to consideration for tenancy will be asked from the above.

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

Name (please print): \_\_\_\_\_

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

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

\_\_\_\_\_

### FOR OFFICE USE ONLY

#### RENTAL REFERENCE:

1. Was the rent paid on time? \_\_\_\_\_

2. Were there NSF cheques? \_\_\_\_\_

3. When is their lease up? Did they give proper notice? \_\_\_\_\_

4. Were there any noise disturbances? \_\_\_\_\_

5. Would you rent to them again? \_\_\_\_\_

6. How much was the monthly rent? \_\_\_\_\_

