

Dear Prospective Tenant,

Thank you for your interest in applying for an apartment in our building. Your completed application should be brought back to the building Resident Manager for review and for submission to head office for processing. Please remember to sign your application and do not forget to provide the following:

Proof of income:

- If you are employed, an employment letter on company letterhead stating your position, length of employment and annual income or your 3 most recent paystubs. This information may be confirmed with your employer.
- If you are self-employed, please provide either your most recent annual tax return, T4A slip or a letter from your accountant who can validate your income.
- Any other sources of income you wish us to consider must have official documentation as proof of income.

Credit Reference

- A bank reference letter or sufficient credit information.
- Please ensure that we have the correct spelling of your full name, birth date, current and former address, and social insurance number (optional).

Co-signer(s)

- Required if you feel that your income is insufficient to cover your rental payments or past rental history may deter your application approval.
- Co-signer(s) will be required to complete a rental application form as another applicant and provide all the necessary information and documentation along with yours.

Contract Deposit and First Month's Rent

- A contract deposit equal to a month's rent by money order/certified cheque or a currently dated personal cheque will be required. If your application is rejected, the cheque(s) and/or money order(s) will be returned to you. If the application is approved and we have received verbal confirmation from you of your acceptance of the rental unit, you are then entered into a binding legal agreement and the contract deposit will be deemed as your last month's rent deposit. If after this process you decide not to take this unit, your last month's rent deposit shall, subject to the Residential Tenancies Act, be forfeited.
- A post-dated personal cheque or money order/certified cheque for your first month's rent.
- A rental application submitted without a contract deposit and first month's rent will not be processed.

Completed and signed hydro form (if hydro is not included in your monthly rent)

To be fair to all potential applicants who have indicated their interest in renting our units, our policy is to process multiple applications per apartment unit prior to making a final decision. Application approval will be based on the verification and evaluation of all the information provided and collected. Once again, thank you for applying for an apartment in our building. If you have any questions, please do not hesitate to contact the building Resident Manager.

**PACE PROPERTY MANAGEMENT INC.**

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