

# RENTAL APPLICATION AND OFFER TO LEASE



DATED: \_\_\_\_\_

## 1. Applicant(s)

### Applicant 1:

Name:

Current Address:

Unit No.                  Street Number and Name                  City                  Province                  Postal Code

Contact:

Mobile Phone No.                  Home Phone No.                  Business Phone No.                  Email

### Applicant 2: (Use additional application form if more than two applicants)

Name:

Current Address:  Same as Applicant 1

Unit No.                  Street Number and Name                  City                  Province                  Postal Code

Contact:

Mobile Phone No.                  Home Phone No.                  Business Phone No.                  Email

## 2. Landlord Name

### Landlord:

Name:

Address:

Unit No.                  Street Number and Name                  City                  Province                  Postal Code

### 3. Rental Unit Applied For

The Applicant is applying for the **non-smoking rental** unit at:

			Ontario	
Unit No.	Street	City	Province	Postal Code

And the following parking privileges required for \_\_\_\_\_ private automobiles (specify the number of spaces in each category):

Outside	Underground	Covered	Garage

### 4. Occupants

**Proposed Occupant(s) [in addition to Applicant(s)]:**


Name(s) Date of Birth (yyyy/mm/dd) Relationship to Applicants

**Pets:** The Applicant intends to keep a pet at the Rental Unit

  
yes

  
no

If yes, type, number and breed of pets: \_\_\_\_\_

### 5. Term

The Term of this prospective tenancy will start on:

\_\_\_\_\_

yyyy/mm/dd

The Term of this prospective tenancy will end on:

\_\_\_\_\_

yyyy/mm/dd

Date accommodation required:

\_\_\_\_\_

yyyy/mm/dd

### 6. Rent

**Rental information for rental unit applied for:**

Discounted rent for rental unit: \$ \_\_\_\_\_

Discounted Indoor Parking: \$ \_\_\_\_\_

Discounted Outdoor Parking: \$ \_\_\_\_\_

Other (Specify): \_\_\_\_\_ \$ \_\_\_\_\_

Other (Specify): \_\_\_\_\_ \$ \_\_\_\_\_

Total Discounted Rent Payable per month: \$ \_\_\_\_\_

Base rent for rental unit: \$ \_\_\_\_\_

Indoor Parking: \$ \_\_\_\_\_

Outdoor Parking: \$ \_\_\_\_\_

Other (Specify): \_\_\_\_\_ \$ \_\_\_\_\_

Other (Specify) : \_\_\_\_\_ \$ \_\_\_\_\_

Total Lawful Legal Rent Payable per month: \$ \_\_\_\_\_

A **Pro-Rated Rent** of \$ \_\_\_\_\_ shall be paid in advance to cover the period from

\_\_\_\_\_ to \_\_\_\_\_  
yyyy/mm/dd yyyy/mm/dd

**Summary of Monies to be Paid on or before the move-in date:**

Total Monthly Rent Payable for first month: \$ \_\_\_\_\_  
Pro-Rated Rent: \$ \_\_\_\_\_  
Contract Deposit: \$ \_\_\_\_\_  
Refundable Deposits (for keys, fobs, cards, etc): \$ \_\_\_\_\_  
**Total to be paid on or before move-in date:** \$ \_\_\_\_\_

**Total Deposit received with this Application:** \$ \_\_\_\_\_

**Services:**

The following services are included in the Total Rent Payable for the rental unit. Where the landlord pays for Electricity, Air Conditioning Fees Apply unless stated below: (Check boxes for services included)

- Electricity                       Heat                       Water                       Fuel or gas (not for heat)
- Hot Water Heater Rental       Other: \_\_\_\_\_                       Other: \_\_\_\_\_  
(specify any "other" service(s))

**NOTE:** Prior to the Start Date, the Applicant(s) agree(s) to provide the Landlord with written confirmation from applicable utility providers that utility services have been setup in the Applicant(s) name(s) with respect to any service or utility that is not included in the Total Monthly Rent. If the Applicant(s) fail to do so, the Landlord will charge back the Applicant(s) plus a \$25 admin fee per utility bill received.

The Applicant(s) submit(s) with this Application a **contract deposit payable to Landlord BY CERTIFIED CHEQUE, BANK DRAFT, OR MONEY ORDER ONLY (no cash)** to be held as a contract deposit and, once this application has been accepted by the Landlord, there will be a binding agreement between the parties to lease the Rented Premises and said contract deposit will be deemed to be a rent deposit and applied on account of the rent payable for the last calendar month of the term, as same may be renewed or extended. If this Application is not approved by the Landlord, said contract deposit will be returned to the Applicant(s). **If this Application is accepted by the Landlord, but the Applicant(s) subsequently wish(es) to withdraw, the deposit shall be forfeited to the Landlord at the Landlord's option in accordance with applicable laws.** Upon approval of this Application, the Applicant(s) will enter into the Landlord's PAD (pre-authorized debit) form. **THIS APPLICATION IS NOT BINDING ON THE LANDLORD UNTIL FULLY EXECUTED BY THE LANDLORD UNDER "FOR HEAD OFFICE USE ONLY" ON FINAL PAGE HEREOF.**

**7. Rent Discount(s)**

The Total Discounted Rent Payable specified in clause 6 above includes a 2% prompt payment discount which shall be given monthly **only** if the Total Discounted Rent Payable is paid on or before the first day of each month. This discount may be discontinued, in the Landlord's sole discretion, at any time after the expiry of the initial term specified in clause 5 above.

If the rental unit is subject to a further discount, the amount of the discount shall be \$ \_\_\_\_\_ which shall be given as follows:

## 8. Applicant Particulars

APPLICANT 1			APPLICANT 2			
First Name						
Last Name						
Date Of Birth (YYYY/MM/DD)						
			Relationship to Applicant One:			
PRESENT RESIDENCE			<input type="checkbox"/> Same as Applicant One			
Current Address:	Street	Suite	Street	Suite		
	City	Prov	City	Prov		
	Postal Code		Postal Code			
Landlord's Name						
Landlord's Telephone ( )			( )			
Rent Amount (\$) \$			\$			
Years At Location						
Ownership (check one) <input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Family/Friends			<input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Family/Friends			
PREVIOUS RESIDENCE (if less than 2 years)			<input type="checkbox"/> Same as Applicant One			
Previous Address	Street	Suite	Street	Suite		
	City	Prov	City	Prov		
	Postal Code		Postal Code			
Landlord's Name						
Landlord's Telephone ( )			( )			
Rent Amount (\$) \$			\$			
Years At Location						
Ownership (check one) <input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Family/Friends			<input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Family/Friends			
SOURCE OF INCOME (check applicable)	Full-time <input type="checkbox"/>	Part time <input type="checkbox"/>	Self-Employed <input type="checkbox"/>	Full-time <input type="checkbox"/>	Part time <input type="checkbox"/>	Self-Employed <input type="checkbox"/>
	Student <input type="checkbox"/>	Pension <input type="checkbox"/>	Social Service <input type="checkbox"/>	Student <input type="checkbox"/>	Pension <input type="checkbox"/>	Social Service <input type="checkbox"/>
	ODSP <input type="checkbox"/>	Retired <input type="checkbox"/>	Other: _____ <input type="checkbox"/>	ODSP <input type="checkbox"/>	Retired <input type="checkbox"/>	Other: _____ <input type="checkbox"/>
If employed please complete the following:						
Company Name						
Contact Name						
Address	Street	Suite	Street	Suite		
	City	Prov	City	Prov		
	Postal Code		Postal Code			
Contact Information ( )			( )			
Annual Income \$			\$			
Years With Employer						
Occupation						
PREVIOUS EMPLOYMENT (if less than 2 years)						
Company Name						
Contact Name						
Address	Street	Suite	Street	Suite		
	City	Prov	City	Prov		
	Postal Code		Postal Code			

Contact Information	( )	( )	( )	( )
Annual Income	\$	\$	\$	\$
Years With Employer				
Occupation				
<b>AUTOMOBILE</b>				
Information	Vehicle Make	Model	Vehicle Make	Model
	Licence Plate Number	Year	Licence Plate Number	Year
<b>Credit Information</b>				
SIN Number				
Driver's License No.				
Name of Bank				
Bank Branch Address				
Other Assets or Please Specify				
<b>EMERGENCY</b>	<b>Next of Kin</b>	<b>Other</b>	<b>Next of Kin</b>	<b>Other</b>
Name				
Contact Information	Tel: ( )	Tel: ( )	Tel: ( )	Tel: ( )
Address	Street	Street	Street	Street
	City/Prov	City/Prov	City/Prov	City/Prov
Relationship				
<b>REFERENCES: Two Personal other than relatives.</b>				
Name				
Contact Information	Tel: ( )	Tel: ( )	Tel: ( )	Tel: ( )
Address				
Relationship				

**How did you hear about this location? (Check one below)**

<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Yorkproperty.ca	<input type="checkbox"/>	Google / Bing	<input type="checkbox"/>	Referral	<input type="checkbox"/>	Walk-in	<input type="checkbox"/>	Kijiji	<input type="checkbox"/>	Gotta Rent	<input type="checkbox"/>	Facebook	<input type="checkbox"/>	Rent Board
<input type="checkbox"/>	Padmapper	<input type="checkbox"/>	Zumper	<input type="text"/> Other (specify) _____													

**9. Back to Back Move In** If this applies, check the yes box below.

Yes  
If yes is checked, the applicant(s) acknowledge that this is a "back to back" move (i.e. the previous tenant(s) will be vacating the day prior to the date this prospective tenancy begins). The applicant(s) acknowledge with the given allotted time frame all necessary repairs may not be completed upon move in. Should this occur the tenant(s) grant permission for a Representative from the Landlord and York Property Management to enter the unit to complete any necessary repairs within the first 10 days of tenancy.

No

**10. Site Unseen Prior to submitting RENTAL APPLICATION and Offer to Lease** If this applies, check the yes box

Yes  
If yes is checked, Applicant(s) were not available to physically view the rental unit before submitting this rental application and offer to lease. The Applicant(s) were given the opportunity to physically view the rental unit and have been offered the option to have a third party to view the unit on their behalf. The Applicant(s) understand that the Landlord highly recommends and encourages that Applicant(s) view the space physically. The Applicant(s) understands they may be relying on information about the rental unit obtained through photos and/or videos of similar rental units and acknowledges there may be slight differences in rental unit features from this information. **The Applicant(s) acknowledge and agree that it is their own decision to lease the subject property without first visiting the premise and that all other terms of this agreement apply.**

No

## 11. Terms of this Application / Offer to Lease

Each Applicant hereby certifies that the information provided in this Rental Application is true. Each Applicant agrees that upon acceptance of this Application by the Landlord, he/she/they will forthwith enter into a Tenancy Agreement incorporating the above terms in the Landlord's usual form. If approval of this Application is conditional on the Applicant(s) providing one or more indemnifiers (guarantor), the Applicant(s) understand(s) that acceptance of this Application is conditional on the Landlord approving such indemnifier(s), who will complete a separate application. **IF ANY APPLICANT FAILS TO ENTER INTO SUCH TENANCY AGREEMENT, OR IF ANY INDEMNIFIER FAILS TO ENTER INTO THE LANDLORD'S FORM OF INDEMNITY AGREEMENT, THEN IN ADDITION TO ANY OTHER RIGHT TO DAMAGES THE LANDLORD MAY HAVE, EACH APPLICANT AGREES AND ACKNOWLEDGES THAT THE DEPOSIT SHALL BE FORFEITED TO THE LANDLORD AND THAT APPROVAL OF THIS APPLICATION MAY BE WITHHELD OR REVOKED.** Each Applicant understands that if the Landlord is unable to give possession of the Rented Premises on the Start Date for any reason, the Landlord will not be subject to any liability to the Applicant(s) but will give possession as soon as the Landlord is able to. The Rent will abate until possession of the Rented Premises is offered by the Landlord (the "**Possession Date**"). Failure to give possession on the Start Date will not in any way affect the validity of the Tenancy Agreement or each Applicant's obligations hereunder. If the Landlord is unable to give possession on the Start Date, the Possession Date will be deemed the Start Date and the End Date will be automatically amended to be the last day of the calendar month in which the first anniversary of the Possession Date occurs. Each Applicant understands and agrees that any omission or miss statement in this Rental Application by any Applicant, and/or any omission or mis-statement by an indemnifier in his/her application or indemnity agreement, may result in the termination of the tenancy even if occupancy has been taken. Each Applicant consents to the Landlord, including any agents of the Landlord, collecting and possessing each Applicant's name and "personal information" (as such term is defined in the *Personal Information Protection and Electronic Documents Act*), including the financial and other information contained in this Rental Application (collectively, the "**Information**"). Each Applicant acknowledges and agrees that the Information has been or will be provided to the Landlord or its agents with the knowledge and consent of each Applicant. Each Applicant consents to the Landlord using, releasing and/or disclosing the Information to: (A) the employees of the Landlord and the Landlord's agents (including collection agencies) for the purpose of administering this Application and/or the tenancy; (B) the Landlord's legal, financial and other consultants for the purpose of administering and/or verifying this Application and/or the tenancy; (C) the Landlord's lenders or potential lenders and their respective legal, financial and other consultants, for the purpose of arranging and/or complying with financing; (D) Canada Mortgage and Housing Corporation, Ontario Mortgage and Housing Corporation, or any other applicable government body, for the purpose of administering and/or verifying this Application and/or the tenancy; (E) any potential purchaser of the Rented Premises, including such potential purchaser's legal, financial and other consultants, and the Landlord's real estate agents, all for the purpose of facilitating said purchase; (F) such potential purchaser's lenders or potential lenders and their respective legal, financial and other consultants, for the purpose of arranging financing; (G) any insurance companies providing (or wishing to provide) insurance coverage including, without limitation, any title or mortgage insurance companies providing (or wishing to provide) title or mortgage insurance to the Landlord; (H) any provider of utilities, services and/or commodities to the property and/or the Rented Premises (including, without limitation, gas, electricity, water, telephone, internet, insurance, cable and/or satellite TV) for the purpose of marketing, promoting and/or providing such utilities, services and/or commodities; and (I) a company or organization affiliated, associated or related to the Landlord, in order to provide the Tenant with information relating to the property or other projects of the Landlord or such entities. (J) credit agencies to report payment history. Each Applicant also acknowledges and consents to his/her name and personal information remaining in the files of the aforesaid persons and entities, for the uses and purposes set out above. Each Applicant hereby gives permission to the Landlord and its agents to perform credit checks, exchange information with banks, credit agencies and local service providers, to contact employers, current and previous landlords, and references, and to take any other reasonable steps to assess this Rental Application. Any deposit collected with this Application will be returned if the Applicant(s) is/are not accepted. I/we acknowledged that the rent charged for the rental unit applied for was negotiated based on the number of occupants as set out in our application and agree to limit the number of occupants accordingly.

## 12. Tenants Insurance

The Applicant(s) will, during the entire period of the tenancy and any renewal or extension thereof, obtain and keep in full force and effect, fire and property damage insurance in an amount equal to that which a prudent tenant in similar circumstances, acting reasonably, would consider adequate with respect to the Applicant's(s) own property; and public liability insurance of at least \$2,000,000. **If the Applicant(s) does not insure as provided herein, the Applicant(s) may be held personally responsible for any damage or injuries caused by the Applicant(s) or anyone for whom the Tenant is responsible.** The Applicant(s) is/are responsible for providing proof of insurance to the Landlord before taking possession of the Rented Premises, and of maintaining same in good standing at all times while a tenant(s) of the Rented Premises, and to provide proof of same on each anniversary the Start Date and on demand. Each proof of insurance will confirm that the insurer will notify the Landlord in the event the insurance is terminated, expired or cancelled, or is threatened to be terminated, expired or cancelled. Each Applicant consents to the Landlord providing that Applicant's contact information (name, address and phone number) to an insurer selected by the Landlord, so that said insurer can contact the Applicant for purposes of marketing, promoting and/or providing insurance to that Applicant.

## 12. Signatures

It is agreed that where this Application is rejected, the Landlord shall not be required to give reasons therefore.

### APPLICANTS:

\_\_\_\_\_  
Applicant 1 Printed Name

\_\_\_\_\_  
Applicant 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant 2 Printed Name

\_\_\_\_\_  
Applicant 2 Signature

\_\_\_\_\_  
Date

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HEAD OFFICE USE ONLY. NOTE - Only to be signed after all checks are completed.

**ACCEPTANCE:** The Landlord hereby accepts this Rental Application for the rental unit as herein described:

LANDLORD clo York Property Management

Per: \_\_\_\_\_

Title: Head Office Representative

Name (Print Here): \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_ Date faxed/sent/emailed to On-Site Representative: \_\_\_\_\_

If Application **NOT** accepted, Landlord representative to initial and date here: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Communication to Applicant Approval Status:

By: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Method: \_\_\_\_\_ Applicant Name \_\_\_\_\_

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BY INITIALLING BELOW, EACH APPLICANT CONFIRMS THAT HE/SHE HAS RECEIVED A COPY OF THIS APPLICATION SIGNED BY THE LANDLORD:

\_\_\_\_\_  
Applicant 1

\_\_\_\_\_  
Applicant 2

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