

To help you sell, buy or lease real estate, REALTORS®, brokerages and real estate boards need to collect, use and disclose some of your personal information. This form provides you with information about, and obtains your consent to, such information handling practices.

## DEFINITIONS

**Personal Information** means any identifiable information about you, including your name, address, phone number, financial information and may include information about your property (such as listing and selling price, lease rate, listing term, etc.).

A **REALTOR®** is a member of a real estate board, the British Columbia Real Estate Association (BCREA) and of The Canadian Real Estate Association (CREA). REALTORS® in BC are licensed under the *Real Estate Services Act*. **Brokerage** refers to the real estate company where your REALTOR® is licensed. The **boards** are British Columbia real estate boards that are members of BCREA. REALTORS® provide MLS® services, which are professional services to effect the purchase and sale of real estate as part of a co-operative selling system, otherwise known as an MLS® System. A **MLS® System** is a member-to-member cooperative selling system for the purchase, sale or lease of real estate that is owned or controlled by a board, includes an inventory of listings of participating REALTORS®, and ensures a certain level of accuracy of information, professionalism, and cooperation amongst REALTOR® members.

### How is my personal information collected?

Most personal information will be collected directly from you through the contracts and other documents you fill out (e.g., Multiple Listing Contract, Contract of Purchase and Sale, Offer to Lease, seller's Property Disclosure Statement) and through discussions you have with the REALTOR® to whom you are giving this consent. Some information may be collected from other sources such as government departments and agencies (e.g., Land Title Offices, BC Assessment), financial institutions and mortgage brokers.

### To whom may my personal information be disclosed?

Your information may be disclosed to (or may be accessible by) the boards and their staff and members, other REALTORS® and their clients, government departments and agencies, financial institutions, legal advisors, service providers, BCREA, the Real Estate Council of British Columbia (RECBC), CREA and members of the public, for the purposes described below.

Not all of your information will be accessible to each of the above-mentioned entities. For example, once the listing term has ended, the general public will not have access to your information, unless it is otherwise available through public registries or publications (e.g., Land Title Offices, BC Assessment, REALTOR.ca).

### Why is my personal information collected, used and disclosed?

Your personal information may be collected, used and disclosed for some or all of the **primary uses** set out below.

- 1a) To list/market your property on the MLS® System in accordance with the terms and conditions of the MLS® System and the boards.
- 1b) To allow members of real estate boards (including REALTORS® and appraisers) to value your property.
- 1c) To market your property through any other media (both print and electronic).
- 1d) To help you locate a suitable property to buy or lease.
- 1e) To facilitate the purchase and sale or lease transaction both before and after the completion of your transaction or entering into of your lease (including by cooperating with financial institutions, legal advisors, government departments and agencies and third parties engaged in connection with the purchase and sale or lease transaction, such as photographers, appraisers and other service providers, and by communicating with you to coordinate any of the foregoing or to ensure your satisfaction with any of the foregoing and the real estate services provided to you in connection with the transaction).

- 1f) To allow the boards (including REALTORS®) to compile current and historical statistics on sales and property prices and lease rates, and to conduct comparative market analyses. Information about your property will be retained in the MLS® System and handled in accordance with its and the boards' terms and conditions, and published by the boards from time to time for these purposes after your property has sold or leased or your listing has expired (if you are a seller/landlord) and after you have purchased or leased your property (if you are a buyer/tenant).
- 1g) To enforce codes of professional conduct and ethics for REALTORS® (by cooperating with the boards, BCREA, RECBC, CREA and other regulatory bodies).
- 1h) To comply with legal requirements and to act pursuant to legal authorizations.

The above-mentioned primary uses are a necessary part of your relationship with the REALTOR® to whom you are giving this consent.

### Will my personal information be collected, used and disclosed for any other purposes?

Your personal information may also be collected, used and disclosed for the **secondary uses** set out below. These secondary uses are optional. If you do not want your personal information used or disclosed for any of these secondary uses, you may opt out of granting consent to any of them by initialing the "Opt Out" box(es) to the right of the secondary use(s) to which you do not want to consent.

- |  |   |
|--|---|
|  | <b>Opt Out</b>                                |
| 2a) The REALTOR® to whom you are giving this consent (or their brokerage) may communicate with you in the future to determine whether you require additional real estate services. | <input type="checkbox"/>                      |
| 2b) The REALTOR® to whom you are giving this consent (or their brokerage) may communicate with you to provide information about other products or services that may interest you.  | <input type="checkbox"/>                      |
| 2c) Other REALTORS® may communicate with you to determine if you require additional real estate services.  | <input type="checkbox"/>                      |
| 2d) The boards, and other REALTORS® or their brokerage (and survey firms on their behalf) may communicate with you to participate in surveys.                                      | <input type="checkbox"/><br><i>(Initials)</i> |

You may withdraw your consent to any or all of the secondary uses in the future by contacting the REALTOR® to whom you are giving this consent or that REALTOR®'s board's privacy officer.

Contact information for all boards can be obtained from BCREA (website [www.bcrea.bc.ca](http://www.bcrea.bc.ca) or telephone 604.683.7702).

## ACKNOWLEDGEMENT

I/We consent to the collection, use and disclosure of personal information as described in this Privacy Notice and Consent form.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

-NO AGENCY-

REALTOR® \_\_\_\_\_

Top Producers Realty Ltd.

BROKERAGE \_\_\_\_\_



33070 Fifth Avenue  
Mission, BC V2V 4L1  
Office: 604-820-9000  
Cell: 604-854-0011  
Fax: 604-820-3000  
Email: rentals@mindymcpherson.com  
Web: www.mindymcpherson.com

**PROPERTY MANAGEMENT DIVISION  
APPLICATION FOR TENANCY**

I/We, the undersigned, herein known as the Applicant, hereby offer to rent the residential premises known as:

\_\_\_\_\_

for \$ \_\_\_\_\_ per month. Plus \_\_\_\_\_ for utilities (if applicable)

Desired Date of Occupancy: \_\_\_\_\_

**Applicants Full Legal Name**

**Co-Applicants Full Legal Name**

\_\_\_\_\_  
Email \_\_\_\_\_

\_\_\_\_\_  
Email \_\_\_\_\_

Phone# \_\_\_\_\_

Phone# \_\_\_\_\_

Date of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

Drivers License# \_\_\_\_\_

Drivers License# \_\_\_\_\_

Make/Model of Vehicle \_\_\_\_\_

Make/Model of Vehicle \_\_\_\_\_

License Plate# \_\_\_\_\_

License Plate# \_\_\_\_\_

Bank Branch \_\_\_\_\_

Bank Branch \_\_\_\_\_

Should this application be approved, a security deposit equal to 1/2 months rent must be paid by Bank Draft or Money Order within 24 hours of application acceptance. If the applicant fails to enter or proceed with the Tenancy Agreement after the deposit is paid, the applicant may be held liable to the Landlord for payment of one months rent. In signing this application, the applicants further acknowledge that TOP PRODUCERS REALTY LTD. PROPERTY MANAGEMENT DIVISION does not hold the security deposit as a stakeholder and may release it in accordance with the instructions of the Owner. In the event the security deposit is released, security deposit will be released in accordance the provisions of the Residential Tenancy Act.

### APPLICANTS RESIDENTIAL HISTORY

Please provide a minimum of 5 years history. Use back of page if needed.

**Current Address** \_\_\_\_\_

How long \_\_\_\_\_ Amount of Rent \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Owner/Landlords Name \_\_\_\_\_ Phone \_\_\_\_\_

**Previous Address** \_\_\_\_\_

How long \_\_\_\_\_ Amount of Rent \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Owner/Landlords Name \_\_\_\_\_ Phone \_\_\_\_\_

### APPLICANTS EMPLOYMENT HISTORY

**Current Employer** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Date hired \_\_\_\_\_

Managers Name \_\_\_\_\_ Salary \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Date hired \_\_\_\_\_

Managers Name \_\_\_\_\_ Salary \_\_\_\_\_

### APPLICANTS REFERENCES

Please provide references through business, employment, groups or organizations not already given that are not family or personal friends.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Years known \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Years known \_\_\_\_\_

Please provide family/personal references for emergencies:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ City/Town \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ City/Town \_\_\_\_\_

**CO-APPLICANTS RESIDENTIAL HISTORY**

Please provide a minimum of 5 years history. Use back of page if needed.

**Current Address** \_\_\_\_\_

How long \_\_\_\_\_ Amount of Rent/Mortgage \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Owner/Landlords Name \_\_\_\_\_ Phone \_\_\_\_\_

**Previous Address** \_\_\_\_\_

How long \_\_\_\_\_ Amount of Rent/Mortgage \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Owner/Landlords Name \_\_\_\_\_ Phone \_\_\_\_\_

**CO-APPLICANTS EMPLOYMENT HISTORY**

**Current Employer** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Date hired \_\_\_\_\_

Managers Name \_\_\_\_\_ Salary \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Date hired \_\_\_\_\_

Managers Name \_\_\_\_\_ Salary \_\_\_\_\_

**CO-APPLICANTS REFERENCES**

Please provide references through business, employment, groups or organizations not already given that are not family or personal friends.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Years known \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Years known \_\_\_\_\_

**Please provide family/personal references for emergencies:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_ City/Town \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_ City/Town \_\_\_\_\_

**Please answer the following questions:**

Other than yourself, what are the full names and ages of all persons that will be occupying the premises:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do any persons who will be living in the home smoke? \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ If yes, what breed? \_\_\_\_\_

How many vehicles are there in your household? \_\_\_\_\_

Do you insure your personal belongings and third party liability? \_\_\_\_\_

Would you prefer a long term lease or a month to month tenancy? \_\_\_\_\_

How were you referred to our company? \_\_\_\_\_

**Consent:** For the purpose of determining whether my/our application for tenancy is acceptable, I/We hereby consent to the Landlords Agent obtaining credit information reports on me/us (including spouse) from one or more consumer reporting agency or from other sources of such information which may be deemed necessary. We authorize the reporting agencies and other persons to disclose information on me/us to the Landlord and/or Landlords Agent.

This consent is based on the Residential Tenancy Act of B.C. the Credit Reporting Act of B.C. and the Personal Information Reporting Act of B.C. For the purpose of confirming the establishment and maintenance of current and previous credit accounts.

\_\_\_\_\_  
**Applicants Signature**

\_\_\_\_\_  
**Co-Applicants Signature**

**Dated:** \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_, B.C.

TOP PRODUCERS REALTY LTD. PROPERTY MANAGEMENT DIVISION has the right to reject any applications not completed thoroughly and truthfully. We endeavor to have applications processed within 72 hours, however incomplete or missing information can slow down or cease the process.