



Rental Application - Instructions

To apply, the following is required:

Each person, 18 years of age and over, must fill out a complete application for rental accommodation.

Applicant is required to fill out all the information and sign the Schedule A (Credit Check Authorization).

Proof of employment (2 most recent payroll stubs or current letter of employment) is required.

A deposit of \$100.00 must accompany this application. This will be applied to your last months' rent if you are approved. It will be refunded if you are not approved. If you are approved and do not sign the lease in the required time frame, your deposit will be forfeit.

SMART Property Management Inc. reviews income, credit, rental, or home ownership to qualify applicants.

SMART Property Management Inc. and/or the owner must approve all pets. A listing of all animals/pets of any size, kind, or type is required. If you have an animal/pet, contact us to find out if this property can have animals/pets.

SMART Property Management Inc. generally processes applications in 2-3 business days, but applications can take longer if more information is required from the applicant or there is difficulty obtaining a reference for the applicant.

Disclose all water-filled furniture. Applicant must obtain an insurance policy for water-filled furniture, prior to a lease being signed.

If approved, to hold a property and refuse other applicants, a lease must be processed within 3 days of applicant being notified of approval. SMART Property Management Inc. requires the balance of the last month's rent paid in full at lease signing and the first month's rent paid in full, before keys are released.

All persons 18 and over must sign the rental agreement, and supply a current id at time signing of the lease.

SMART Property Management Inc. will notify applicants of denial as soon as practical.

If SMART Property Management Inc. approves the applicant and the applicant defaults on the requirements of renting a property, SMART Property Management Inc. reserves the right to deny this application.

The applicant must complete a walk through inspection prior to receiving the keys to the rental unit.



Rental Application

Rental Unit

Address of Rental Unit Tenant is applying for: _____

Proposed start date of tenancy: _____

Personal Information

First Name: _____ M.I.: _____ Last Name: _____

SIN #: _____ Date of Birth: _____

Home Phone #: _____ Best time to call: _____ Cell Phone #: _____

Email address: _____

Driver's License #: _____ Province issued: _____

Rental History

Current Address: _____

City: _____ Province: _____ Postal Code: _____

How long at this address? _____ Landlord's Name: _____ Phone #: _____

Previous Address: _____

City: _____ Province: _____ Postal Code: _____

How long at this address? _____ Landlord's Name: _____ Phone #: _____

Previous Address: _____

City: _____ Province: _____ Postal Code: _____

How long at this address? _____ Landlord's Name: _____ Phone #: _____

Employment History

Present Employer: _____ Position: _____

How Long? ____ Supervisor's Name: _____ Phone #: _____

Address: _____ City: _____ Province: _____ Postal code: _____

Previous Employer: _____ Position: _____

How Long? ____ Supervisor's Name: _____ Phone #: _____

Address: _____ City: _____ Province: _____ Postal code: _____

Can we contact your employer? YES or NO

If NO please explain: _____



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Financial History (confidential)

Gross Monthly Income: \$ _____ Any Additional Income: \$ _____

Source of income: _____ Source of income: _____

Bank name: _____ Bank name: _____

Roommates

Names of persons that will be occupying the unit (only minors will not be required to fill out an application):

Name: _____ Relationship to you: _____

Name: _____ Relationship to you: _____

Name: _____ Relationship to you: _____

Name: _____ Relationship to you: _____

Pets

Pet #1 - Cat Dog Other: _____ Age: _____ Sex: _____ Weight: _____

Breed: _____ Spayed/Neutered? _____

Pet #2 - Cat Dog Other: _____ Age: _____ Sex: _____ Weight: _____

Breed: _____ Spayed/Neutered? _____

Pet #3 - Cat Dog Other: _____ Age: _____ Sex: _____ Weight: _____

Breed: _____ Spayed/Neutered? _____

Are you willing to pay an additional Pet Deposit? YES or NO

Are you willing to sign a Pet Agreement? YES or NO

Personal References

Reference 1 Name: _____

Current Address: _____

City: _____ Province: _____ Postal code: _____

Relationship: _____ Phone #: _____

Length of Acquaintance: _____ Occupation: _____

Reference 2 Name: _____

Current Address: _____

City: _____ Province: _____ Postal code: _____

Relationship: _____ Phone #: _____

Length of Acquaintance: _____ Occupation: _____



Rental Application

Vehicle Information

Vehicle Make: _____ Model: _____ Year: _____

Colour : _____ License Plate #: _____ Province: _____

Is your vehicle currently registered and insured? YES or NO Does your vehicle leaks oil? YES or NO

Personal History and General Information

Do you currently smoke? YES or NO

Have you ever been evicted? YES or NO Province of Eviction (if occurred): _____

Have you ever filed for bankruptcy? YES or NO

Have you ever been convicted of a felony / crime? YES or NO

Can we run a Credit Check? YES or NO

If you have answered yes to any of the above, please explain: _____

In Case of Emergency

Name: _____

Phone #: _____ Relationship: _____

Current Address: _____

City: _____ Province: _____ Postal code: _____

Personal Statement / Comments

State any other relevant information you would like a landlord to know and consider about you.

Document needed with application

Please make sure that you supply with your application a copy of the following:

Picture ID (ie: Driver's license, Passport, Health Card with Picture, etc)

Proof of income (ie: Pay stubs, letter of employment etc.)

Applicant Signature

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above statements and information including but not limited to the obtaining of a credit report and tenant history report and agrees to furnish additional information on request.

Applicants Signature: _____ Date: _____



Rental Application Addendum

SCHEDULE "A"

(Each tenancy candidate must complete a separate application)*

Information**

The word "Information" means credit information, personal information, information about the services you use that are provided by the Landlord as listed in this rental application and information relating to your tenancy at the Premises applied for in this rental application including information regarding the duration of your tenancy, monthly rent, emergency contacts and any matters relating to your lease/tenancy agreement, including misrepresentations relating to, defaults under and/or breaches of your lease/tenancy agreement.

"Credit Information" means information about you, including your name, age, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant's/spouse's/same-sex partner's name and age, number of dependants, particulars of education or professional qualifications, field of employment, places of employment, previous places of employment, employment durations, estimated income, paying habits, outstanding debt obligations, cost of living obligations, involvement in bankruptcy proceedings or landlord and tenant disputes, assets, and banking information (including account and credit card information).

"Personal Information" means information about you other than credit information that is relevant to your suitability as a tenant, including your social insurance number (optional), driver's license number, vehicle license plate number, vehicle make and year, and information from references which you provide about your character, reputation, physical or personal characteristics or mode of living or about any other matter concerning you that is relevant to your suitability as a tenant.

Collection, Use and Disclosure of Information:

In consideration for the Landlord accepting you as a tenant and entering into a lease/tenancy agreement with you, you expressly consent to and authorize the following:

- The Landlord** may obtain Information about you through a tenant check and/or credit or consumer report conducted by Rent Check Credit Bureau and as permitted or required by law. You expressly authorize Rent Check Credit Bureau to provide Information regarding you to **The Landlord**.
- The Landlord** may use Information about you to determine your suitability as a tenant and as permitted or required by law.
- The Landlord** may disclose Information about you as permitted or required by law and to Rent Check Credit Bureau in order to be included within a database of tenant information, and/or within a file on you, for purposes of:
 - tenant reporting and credit reporting in accordance with the *Consumer Reporting Act* (Ontario);
 - establishing a credit history and a rental history;
 - comparing with aggregate statistical data for purposes of tenancy and credit scoring; and
 - supporting the credit approval process.
- You expressly authorize Rent Check Credit Bureau to retain Information regarding you indefinitely for the purposes outlined in section 3 above, subject to any applicable legal restrictions.
- You expressly authorize Rent Check Credit Bureau to disclose Information regarding you to its members and subscribers as required or permitted by law and for the purposes outlined in section 3 above.
- You agree that you will not withdraw your authorization and consent to the collection, use and disclosure of Information about you by Rent Check Credit Bureau as outlined in sections 1 to 5 above.
- You agree that all statements on this Residential Rental Application are true and you expressly authorize all references given to release information about you to **the Landlord** for verification subject to sections 1 to 5.

Please provide your consent by checking the following box and signing in the appropriate space below:

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

_____ X _____ X	_____ X _____ X
Applicant's Signature	Co-Applicant's Signature
_____ X _____ X	_____ X _____ X
Print Name	Print Name
_____ X _____ X	_____ X _____ X
Date (yyyy / mm / dd)	Date (yyyy / mm / dd)

Applicants can scan and e-mail application to info@smartpm.ca or fax it to: 613-249-7071.