

### **APPLICATION REQUIREMENTS:**

To qualify to rent from Towers Realty Group, the rent on the unit for which you apply should not exceed **35%** of your gross annual income. You **must** have a satisfactory credit report, and you **must** have a good rental history. Failing any of the above, you may be asked to provide a guarantor who must reside in Canada and must meet the same criteria to be eligible.

An application is only considered complete once all supporting documentation requested has been received by our office. Only complete applications will be considered.

Please note that we may request or require additional information in order to process your application depending on individual circumstances.

### **To Apply You Will Need:**

- To view the apartment/suite
- A separate application for each adult (18+) planning to occupy the suite.
- Completed Reference/Credit inquiry Consent Form for each adult.
- Proof of income or ability to pay the rent for the unit being applied for:
  - employment letter or letter of offer,
  - two most recent pay stubs,
  - bank statements, or
  - notice of assessment from CRA.
- Valid government issued photo I.D.



### **If you are a student you will need:**

- 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.
- INTERNATIONAL STUDENTS** will be required to also provide photocopies of their valid passport and valid visa.

### **If you do not have rental history you will be asked to provide:**

- Guarantor form, and
- Proof of income for Guarantor

If your application is approved, you will be notified that the landlord wishes to enter into a tenancy agreement with you, at which time you will be required to pay a security deposit in the amount of ½ of one month's rent.

For complete information regarding our approval requirements please visit:

<https://towersrealty.ca/approval-standards>



# SUITE RENTAL APPLICATION

Please note:

- Each adult (18+) must fill out a separate application.
- First months' rent must be paid in full prior to occupancy.
- Payment of security deposit is required once Landlord agrees to enter into tenancy agreement.
- Deposit become property of Landlord and is subject to fees if applicant cancels after agreeing to enter into tenancy agreement.

Where did you hear about this apartment?:  Towersrealty.ca  Social Media  Kijiji  Padmapper/Zumper  Rentals.ca  Renter's Guide  
 Building Sign  Other \_\_\_\_\_

## PROPERTY INFORMATION:

Apartment Building: \_\_\_\_\_ Suite #: \_\_\_\_\_ Occupancy Date: \_\_\_\_\_ Rent: \_\_\_\_\_  
 Parking required:  Yes  No Vehicle (Make/Model): \_\_\_\_\_ Plate #: \_\_\_\_\_ Type of suite:  Studio  1BR  2BR  3+BR

## PERSONAL INFORMATION:

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_  
 Birthdate: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_ Province/State: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Do you have pets:  Yes  No Preferred Pronouns:  He/Him/His  She/Her/Hers  They/Them/Theirs  Other: \_\_\_\_\_

## PRESENT ADDRESS:

Apt: \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 How Long: \_\_\_\_\_  Own  Rent Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

## PREVIOUS ADDRESS: (If less than 2 years at current address)

Apt: \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 How Long: \_\_\_\_\_  Own  Rent Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

## CURRENT EMPLOYER/EDUCATIONAL INSTITUTION:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ How Long: \_\_\_\_\_ What is your gross monthly income : \$ \_\_\_\_\_

## PREVIOUS EMPLOYER (if less than 1 year at current) / or 2<sup>ND</sup> EMPLOYER (if applicable):

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ How Long: \_\_\_\_\_ What is your gross monthly income : \$ \_\_\_\_\_

## OCCUPANTS: (Name all other intended occupants in addition to applicant)

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age (if under 18): \_\_\_\_\_  
 2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age (if under 18): \_\_\_\_\_

## EMERGENCY CONTACTS: (In case of emergency, please provide up to two contacts)

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age (if under 18): \_\_\_\_\_  
 2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age (if under 18): \_\_\_\_\_

Do you have any outstanding monies owed to a previous Landlord?  Yes  No

Have you previously been evicted, or mediated and eviction under your current or any other name?  Yes  No

I understand that misrepresentation or omission of facts called for is cause for rejection of application or termination of lease. In connection with the tenancy applied for, I hereby grant Towers Realty Group Ltd. permission to contact previous Landlords for the purposes of rental reference and consent to a credit inquiry as well as any and all other personal information requests Towers Realty Group Ltd. may require in the processing of this application.

Applicant's Signature: X \_\_\_\_\_ Date: X \_\_\_\_\_

## FOR OFFICE USE ONLY

Security Deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  Cash  Debit  Cheque Receipt Number: \_\_\_\_\_

# REFERENCE/CREDIT INQUIRY CONSENT FORM

I \_\_\_\_\_ hereby give Towers Realty Group permission to contact current/previous landlord(s) for rental references, and consent to a credit inquiry.

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

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FOR OFFICE USE ONLY

RE: RENTAL REFERENCE PAGES (Including cover page): \_\_\_\_\_

To: \_\_\_\_\_ Fax: \_\_\_\_\_

Rental reference for the following: \_\_\_\_\_

Located at: \_\_\_\_\_ Date applying for: \_\_\_\_\_

Please answer the questions below and return to our office at your earliest opportunity:

1. Was their rent paid on time and in full?  Yes  No
2. Were there any NSF cheques or returned payments?  Yes  No
3. How much was their monthly rent? \$ \_\_\_\_\_
4. Did this tenant have pets?  Yes  No
5. Is this tenant currently in a lease with you?  Yes  No
  - a. If yes, what is their lease end date? \_\_\_\_\_
  - b. If yes, have they given proper notice?  Yes  No
6. Has this tenant caused any noise/disturbances?  Yes  No
7. Did they keep their rented premises clean?  Yes  No
8. Was the rented premises returned in acceptable condition on move out?  Yes  No
  - a. If no, what were the charges back to the tenant? \$ \_\_\_\_\_
9. Has the rented premises been treated for bed bugs during their tenancy?  Yes  No
  - a. If yes, did the tenant prepare properly for treatment?  Yes  No
10. Has the rented premises been treated for cockroaches during their tenancy?  Yes  No
  - a. If yes, did the tenant prepare properly for treatment?  Yes  No
11. Finally, would you recommend this tenant?  Yes  No

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