

**Co-Signers (Definition, Qualifications and Requirements)**

*The purpose of a Co-Signer:* if a tenant does not fulfill his rental obligations the Co-Signer is called upon to fulfill these obligations. In most cases it is for rent arrears but a Co-Signer will also be obligated to pay for repairs to any damage to the premises.

We only accept one co-signer per unit (or two if a married couple). If there are multiple applicants (roommates) and you do not want to co-sign for all, the remaining applicants will be listed as occupants on the Tenancy Agreement.

1. A Co-Signer should have a gross income of at least four times the amount of the rent and utilities. The income must be verifiable and garnish able.
2. If the Co-Signer is married or in a common-law relationship, **both** partners must fill out separate applications and sign the below to acknowledge their rights and responsibilities.
3. A Co-Signer is jointly and severally responsible for the rent of the unit even though there may be more than one person on the Lease. The Co-Signer can at any time check the status of rental payments with our office.
4. Co-Signer is responsible for the tenant’s compliance with all terms of the lease including any rules and regulations that the Landlord may have.
5. A Co-Signer is responsible for the entire duration of the Tenancy Agreement.
6. A Co-Signer should reside in the Province of Manitoba for the past three years, with verifiable references. The applications must include a letter from their employer to verify length of employment and salary. The letter must be on company letterhead and signed by the employer.
7. If the Co-Signers are self-employed or retired they must verify the last two years of income in Manitoba by way of financial statements and/or the most recent Notice of Assessment from Revenue Canada.
8. A full reference check and credit bureau report is done on the Co-Signer’s application.

The Co-signer(s) must provide a photocopy of valid government photo I.D. to the Resident Manager when they submit their application and if approved sign lease documents with the Resident Manager.

**BY SIGNING THIS FORM, THE CO-SIGNER(S) HEREBY WARRANTS THAT HE/SHE UNDERSTAND THEIR OBLIGATIONS AS A CO-SIGNER.**

\_\_\_\_\_  
Co-Signer

\_\_\_\_\_  
Co-Signer

\_\_\_\_\_  
Date

**CO-SIGNER APPLICATION (Each co-signer must complete a separate application). PLEASE PRINT**

I hereby apply as co-signers for \_\_\_\_\_.  
 (List the name(s) of all the applicants you will co-sign for)

**OCCUPANTS (list all persons to reside in the unit).**

Name	Age	Relationship to Co-Signer

**CO SIGNER INFORMATION**

Full Legal Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Apt# Street Address City Province Postal Code

**MAILING ADDRESS IF DIFFERENT FROM ABOVE** \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Email: \_\_\_\_\_  
Home Cell Business

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Social Insurance Number (SIN): \_\_\_\_\_  
Day month year

Do you own the home at the above address \_\_\_\_\_. If yes, what is your monthly mortgage payment? \_\_\_\_\_  
 If you rent the home at the above address or have lived there for less than three (3) years complete the rental history below.

**RENTAL HISTORY: (Minimum of three (3) years rental history required).**

**Current** Landlords Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount of Rent Paid: \$ \_\_\_\_\_ Move in Date: \_\_\_\_\_ When does your current lease expire? \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

Did you give notice to vacate? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Complete if you have lived at your current address less than three (3) years.

**Previous** Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Apt# Street Address City Province Postal Code

Previous Landlords Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount of Rent Paid: \$ \_\_\_\_\_ Move in Date: \_\_\_\_\_ Move out Date: \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

Reason for Leaving: \_\_\_\_\_

Do you own the home at the above address \_\_\_\_\_. If yes, what is your monthly mortgage payment? \_\_\_\_\_

**EMPLOYMENT HISTORY: (Minimum of three (3) years employment history required).**

**Current** Employer (Company Name): \_\_\_\_\_ Applicants Position: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_ Supervisor/Manager Phone Number: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ GROSS Monthly Income: \$ \_\_\_\_\_

If you have more than one employer use the addition information section below.

**Previous** Employer (Company Name): \_\_\_\_\_ Applicants Position: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_ Supervisor/Manager Phone Number: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ GROSS Monthly Income: \$ \_\_\_\_\_

Do you currently guarantee or co-sign any other Tenancy Agreement? Yes/ NO \_\_\_\_\_

If yes, for whom and where? \_\_\_\_\_

**ADDITIONAL INFORMATION**

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

I authorize ROYAL REALTY Services Ltd. to conduct a personal investigation and to obtain or exchange personal information with any personal information agent towards establishing or verifying my financial standing as long as I remain a Co-signer/Debtor. I warrant that the information provided herein is true and accurate. If my application is declined as a result of false information supplied by me, I agree that the cost of the personal investigation made by the Landlord, to a maximum of \$100.00, be deducted from the refund of the applicant's Deposit.

CO-SIGNER(S) HEREBY ACKNOWLEDGES HAVING READ THE ATTACHED INFORMATION SHEET.

Co-signer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Leasing Representative \_\_\_\_\_ Date \_\_\_\_\_

SEE PERSPECTIVE TENANT(S) RENTAL APPLICATION

We hereby offer to Co-Sign for unit No. \_\_\_\_\_ at \_\_\_\_\_

for a period beginning \_\_\_\_\_ (move-in date) and ending \_\_\_\_\_ (lease expiry date)

at the following rent:

MONTHLY RENT AT MOVE-IN DATE:

RENT INCREASE DATE IS: \_\_\_\_\_

**Unit Base Rent** \$ \_\_\_\_\_

**Unit Base Rent** \$ \_\_\_\_\_

Discount (if any) \_\_\_\_\_

Discount (if any) \_\_\_\_\_

**Total Unit Rent** \_\_\_\_\_

**Total Unit Rent** \_\_\_\_\_

Parking (if used) \_\_\_\_\_

Parking (if used) \_\_\_\_\_

**Monthly Rent Due** \$ \_\_\_\_\_

**Monthly Rent Due** \$ \_\_\_\_\_

Parking (if not included) is \$ \_\_\_\_\_ per month, per stall.

Rent Includes: Heat  Water  Hydro  Parking  Fridge & Stove  Dishwasher  A/C

Washer & Dryer  Other  \_\_\_\_\_

Upon acceptance, this application shall become a binding contract and I undertake to execute a Rental Agreement in the Landlord Standard Form prior to the tenants being allowed occupancy on the terms and the period as shown hereinabove.

I understand that the properties of Royal Realty Services Ltd. are transitioning to Smoke Free buildings and all new tenants must sign a Non Smoking Addendum. **Nicotine Damage Will Be Charged Back to the Tenant and/or Co-Signer.**

I understand that the properties of Royal Realty do **NOT** ALLOW PETS, including aquariums.

Co-Signer's Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Co-Signer's Signature: \_\_\_\_\_

Leasing Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Where did you hear about Royal Realty Services Ltd? (Y/N): [www.royalrealty.ca](http://www.royalrealty.ca) \_\_\_\_\_ Kijiji \_\_\_\_\_  
 Facebook \_\_\_\_\_ Rent Canada \_\_\_\_\_ Tenant (name of tenant) \_\_\_\_\_

Resident Manager Use Only: (Print name of applicant clearly if photo I.D. is not included) Source of I.D. \_\_\_\_\_

(First)

(Middle)

(Last)



## COLLECTION OF PERSONAL INFORMATION

The personal information collected will be used to determine your household’s ability for tenancy, to administer tenant agreements and to prevent and detect fraud. Personal information collected will also be used to enable Royal Realty Services Ltd. to provide ongoing service, manage Royal Realty Services Ltd.’s business and to meet legal requirements.

## CONSENT TO DISCLOSURE OF INFORMATION

I/We consent to the disclosure of any personal information that may be required for the purpose of determining or verifying my/our eligibility for tenancy. I/We authorize any person, agency, organization or financial institution to release and or exchange information for that purpose. I/We understand this consent includes requests pertaining to my/our employment, income, liabilities and resources, family status as well as my/our standing with current and previous Landlords.

A photocopy of this signed Consent to Disclosure is sufficient to authorize the disclosure and/or exchange of information.

\_\_\_\_\_  
Name of Co-Signer  
(Please Print)

\_\_\_\_\_  
Signature of Co-Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date