

APPLICATION PROCESS/CHECKLIST

Thank you for your interest in our community. Each applicant is considered on an individual basis, using rental applications, interviews, reference checks and credit checks.

HOW TO APPLY FOR A SUITE

- In order to apply for an apartment you must call to book an appointment with the Resident Manager.
- A security deposit is required during the Lease signing if your application is approved. This payment should be made via E-Transfer/Money Order/Draft or a cheque. Please ask Resident Manager for the amounts.
- A separate application must be submitted for each adult (18+) planning to occupy the unit. Applications can be printed from the website or obtained from the on-site Resident Manager.
- Bring the completed application(s). If you lived with your parents provide your parents names, address and phone numbers.

IF YOU ARE WORKING:

- A CURRENT dated letter to Confirm Employment, must be on company letterhead, state the length of your employment, your gross income or hourly wage, and amount of hours guaranteed per week, must be signed by employer.
- Copies of recent pay statements may be provided if you are unable to provide a letter. We will contact your employer to verify your employment. You must give your employer permission to speak with Royal Realty staff.

IF YOU ARE A STUDENT:

- Provide proof of enrolment that includes your name and the name of the school or university.
- Verification of income such as a bank statement, notice of assessment from CRA, letter of employment if you are working while attending school, student loan, grant or scholarship and proof of any other income.
- Students may provide a co-signer with their application. Please see the website for the co-signer application. (A co-signer is NOT a guarantee of approval).

IF YOU ARE RETIRED OR SELF EMPLOYED:

- Provide your latest notice of assessment from CRA and/or bank statements.

IF YOU ARE ON EMPLOYMENT AND INCOME ASSISTANCE (EIA):

- Provide your budget letter.
- If EIA is paying a portion of the Security Deposit you must pay the balance.
- If EIA is not paying the deposit then you will be required to pay it.

Providing the above documentation will result in a quicker response time. Incomplete applications will NOT be processed.

Co-signer applications are only accepted if requested by the office unless the applicant is a student. A co-signer is NOT a guarantee of approval.

You will be contacted when a decision is made regarding your application.

RENTAL APPLICATION

Note: You are required to call the Resident Manager before submitting this form.

APPLICANT INFORMATION (All adults must complete a separate application)

Full Legal Name: _____ / _____ / _____
Last First Middle

Address: _____ / _____ / _____ / _____ / _____
Apt# Street Address City Province Postal Code

Phone: _____ / _____ / _____ Email: _____
Home Cell Business

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

Emergency Contact Name: _____ Relationship: _____
(Must be in Canada and not living in the apartment)

Address: _____ / _____ / _____ / _____ / _____
Apt# Street Address City Province Postal Code

Phone: _____ / _____ / _____ Email: _____
Home Cell Business

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

Name	Birthdate (dd/mm/yyyy)	Relationship to Applicant

RENTAL / RESIDENCE HISTORY : (Minimum of three (3) years)

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: _____

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: _____

EMPLOYMENT & INCOME INFORMATION: (Minimum of three (3) years)

Current Employer (Company Name): _____ Applicants Position: _____

Supervisor/Manager Name: _____ Supervisor/Manager Phone Number: _____

Length of Employment: From: _____ to _____ 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: From: _____ to _____ GROSS Monthly Income: \$ _____

STUDENTS (include supporting documents)

Current Educational Institution: _____ Year(s) Attending: _____

EIA APPLICANTS (attach budget letter)

Is EIA paying your Security Deposit? _____ If yes, what amount? \$ _____.
(If not paid in full the applicant is required to pay the difference)

VEHICLE INFORMATION

Year: _____ Make: _____ Model: _____ Color: _____ License Plate Number _____

ADDITIONAL INFORMATION

I/We warrant that the information provided herein is true and accurate. If my/our application is declined as a result of false information supplied by me/us, I/we agree that the cost of the personal investigation made by the Landlord, to a maximum of \$100.00, be deducted from the refund of my/our Deposit. Any submitted application becomes the property of Royal Realty Services Ltd.

If I back out after my application has been accepted and do not move in on the move-in date, I agree to pay the rent until a new tenant moves in.

Applicant's Name (please print): _____ Date: _____

Applicant's Signature: _____

(TO BE COMPLETED WITH THE RESIDENT MANAGER)

We hereby offer to lease unit No. _____ at _____

for a period beginning _____ and ending _____
(move-in date) (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 _____

Parking _____

Monthly Rent Due \$ _____

Monthly Rent Due \$ _____

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

Washer & Dryer Other _____

I/We will tender a Security Deposit for \$ _____ at Lease signing. Cheque/Money Order/Etransfer

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

I read the House Rules and understand that the properties of Royal Realty Services Ltd. are transitioning to Smoke Free buildings; all new tenants must sign a Non Smoking Addendum. **Nicotine Damage Will Be Charged Back to the Tenant.**

I understand that the properties of Royal Realty **Do NOT ALLOW** Pets, including aquariums, installation of Bidets, or Portable Appliances (such as Dishwashers or Washing Machines).

Initials

Applicant's Name (please print): _____

Date: _____

Applicant's Signature: _____

Date: _____

Leasing Representative Signature: _____

Where did you hear about Royal Realty Services Ltd? (Y/N): 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 consent to the disclosure of any personal information that may be required for the purpose of determining or verifying my eligibility for tenancy. I authorize any person, agency, organization or financial institution to release and or exchange information for that purpose. I understand this consent includes requests pertaining to my/our employment, income, liabilities and resources, family status as well as my 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 Applicant
(Please Print)

Signature of Applicant

Date

Signature of Witness

Date