

## **APPLICANT (CO-SIGNOR) CHECKLIST**

**In order to ensure prompt assessment of your application, please submit the following documents:**

1. **Credit Report/Score**: document must include rating and activity detail (Score page, open/closed accounts, collections, inquiries, full name, current/previous addresses)

Credit check websites: [www.equifax.ca](http://www.equifax.ca); [www.creditkarma.ca](http://www.creditkarma.ca); [www.TransUnion.ca](http://www.TransUnion.ca); [www.borrowell.com](http://www.borrowell.com)

2. **If currently renting**: Owner or Landlord's (or their representative's) contact information: name, address, phone number, e-mail. If renting for less than two (2) years, same information for previous landlord.

3. **Homeowners**: a copy of the current property tax bill and if the home was recently sold, a copy of the Bill of Sale.

4. **Employment verification**: a letter from a current employer stating annual income or hourly rate, number of hours worked per week and the length of employment. The letter must be on company letterhead and signed by an authorized signing officer. The letter must also show contact information for the signing officer.

5. **Not currently employed**: source of income such as (but not limited to): Pension Statement, Old Age Security Statement, CPP Statement, Investment Statement, etc.

6. **Photo I.D.**: preferably driver's license or passport

7. **First and Last Month's Rent**: Certified Cheque or Bank Draft

## **APPLYING FOR A UNIT - FAQ**

### **DOES FILLING OUT THE APPLICATION MEAN I HAVE THE UNIT?**

NO. IT TAKES APPROXIMATELY 3-5 BUSINESS DAYS FOR THE PROPERTY MANAGER TO REVIEW THE APPLICATION PACKAGE. ONCE A DECISION IS MADE, YOU WILL BE NOTIFIED.

### **IF MY APPLICATION IS DECLINED, WILL I BE GIVEN A REASON?**

NO. SELECTING THE MOST SUITABLE TENANT IS A COMPLICATED PROCESS, WHICH TAKES A NUMBER OF FACTORS INTO CONSIDERATION. IT IS PART OF OUR OWN, UNIQUE PRACTICE.

IF YOUR APPLICATION IS IN FACT DECLINED, YOU WILL RECEIVE ALL OF YOUR DOCUMENTS (INCLUDING PAYMENT) BACK.

### **IS THIS A PET-FRIENDLY BUILDING?**

YES, BUT ONLY IF YOU ARE A RESPONSIBLE PET OWNER. PETS MUST NOT INTERFERE WITH THE REASONABLE ENJOYMENT OF OTHER TENANTS' HOMES. THIS INCLUDES THE OUTSIDE OF THE BUILDING – YOU MUST ALWAYS PICK UP AFTER YOUR PET.

### **DO I PAY ALL OF MY OWN UTILITIES?**

NO. YOU PAY YOUR OWN HYDRO ONLY. HEAT AND WATER ARE INCLUDED. WE OWN ONE BUILDING IN WHICH ALL THE UTILITIES ARE INCLUDED – ASK YOUR AGENT FOR MORE DETAILS.

### **IS THIS A SMOKE FREE BUILDING?**

NO. TENANTS WHO MOVED INTO OUR BUILDINGS PRIOR TO THE INTRODUCTION OF THE “STANDARD LEASE” IN APRIL 2018, HAVE THE RIGHT TO SMOKE INSIDE THEIR UNITS (WHICH INCLUDES THE BALCONY).

### **DO I NEED TO GET MY OWN INSURANCE?**

YES. IT IS A REQUIREMENT OF YOUR LEASE.

### **HOW DO I PAY MY RENT?**

YOU HAVE SEVERAL OPTIONS:

1. PRE-AUTHORIZED DEBIT
2. CHEQUE
3. MONEY ORDER, PAYMENT IN OFFICE WITH INTERAC, VISA OR MASTERCARD ONLINE PAYMENT WITH VISA, MASTERCARD, VISA-DEBIT OR MASTERCARD-DEBIT