



Thank you

for applying to rent one of our properties. We assure you superior service. No home is perfect, but the PM company can make or break the experience of your rental home. All homes require regular maintenance. We work with you and the owner to create a team effort in maintaining the home and protecting the owner's investment while ensuring you are comfortable and happy. You only need to pay utilities, maintain the lawn, look after minor issues, and when the issue is beyond your expertise you contact us. There is always someone on call and available should an emergency arise plus we usually perform 2 Preventive Maintenance Inspections (PMI) per year which really keeps the property in great order. Living in a house comes with a lot of extras like privacy, greenery, space, and comfort. While we can't guarantee zero inconvenience, we lessen it when it does happen. Disasters occur, but it is comforting to know you have help nearby and a phone call away.

A common public misconception is that applying to rent a property should require a less thorough screening process than any other type of lending situations. Our process is stringent simply because it is a loan with no substantial collateral for the landlord to guarantee against financial loss should the tenant default or cause major damage. The only collateral is a small security deposit paid by tenants equal to half a month's rent.

Our landlord clients are **people like you**, who must make mortgage payments and keep up repairs on this property, plus their own home. Your rent enables them to keep the property for future use. In return, you benefit from living in a home that is cheaper than owning, frees you from any repair bills, and gives you the flexibility to move whenever your lease is up without having to sell. No worries of falling property values, neighbourhood deterioration, rising interest rates, and dismal selling market.

Why would anyone buy when they can rent?

A completed & signed application is required from each person over the age of 18 who intends to reside at this property. Only people who have cohabitated for over 2 years can combine their information on one application. Everyone over 18 must sign an application.

Usually it is faster, but please allow for a few days to process your application. The more accurate, complete, and legible the information is, the faster we can process it. Our guidelines to qualify are that you have a verifiable and secure income of approximately triple the monthly rent, good rental references or home ownership, and a minimum of 2 good credit lines established. Negative references, poor credit, and untruths may keep an application from being considered or approved. Co-signers can be used in most cases of poor credit, low income, or lack of references. They may not be considered if negative issues bring the character of the applicant into question.

Often, landlords & employers will not provide confidential information regarding your rental history, income & employment without prior written authorization from you. **Please be sure to contact your landlord, supervisor, or human resources department to let them know we will be in contact.** It is best to have them fax us confirmation of employment stating:

- 1) Date you started
- 2) Income you are paid
- 3) Full/part-time status
- 4) Permanent/temporary status.

Sometimes detailed paystubs will be accepted along with verification by a supervisor. **Self-employed individuals & contractors** will have to provide copies of their **Notice of Assessment (NOA)** from Revenue Canada for the **last 2 years** and/or, a copy of their contract with a large single client. The NOA is the final official letter from Revenue Canada which details your income earned and taxes owed. Please do not send us your full tax return.

Properties will not be held for more than 24 hours without the payment of **the security deposit (SD)**. As soon as you are approved, you should email money transfer the SD to us. It will bind you to a lease on the property as per the terms on page 2 of this application. If there is any question of your desire to rent this property, please do not submit a SD. You can pay by cash, cheque, or email money transfer. If you change your mind after paying SD, you may lose it or be required to pay another half a month's rent if the property doesn't rent by the date you agreed to. Often units that have been occupied for years by the same tenant or university students may require some cosmetic work. If you are unhappy with the property's condition after the current tenant moves, it is very possible that it can be fixed up by an outside contractor or perhaps yourself, if you are so inclined. Just be sure to communicate your concerns and we will make sure you are happy with the outcome of the property.

It is the responsibility, and requirement, of the tenant to obtain insurance for his/her liability for the rented property and their own contents.

		RENTAL PROPERTY and LEASE CONDITIONS				
Address of property applying for:		Apt #	Date required to move in:			
Rent \$	Includes: <input type="checkbox"/> Heat <input type="checkbox"/> Hot Water <input type="checkbox"/> Lights <input type="checkbox"/> Parking for ____ <input type="checkbox"/> Cable <input type="checkbox"/> Local Phone <input type="checkbox"/> HS Internet <input type="checkbox"/> Other _____					
Sec Dep \$	Lease length : <input type="checkbox"/> Fixed Term of _____ months OR from _____ DATE (YYYY/MM/DD) to _____ DATE (YYYY/MM/DD)					
Special conditions:						
		PERSONAL INFORMATION				
APPLICANT'S Name		First	Middle	Last	Phone #	
Date of Birth (YYYY/MM/DD)	Social Insurance # (Optional)		Electronic Address - Email		Phone #	
		-				
OTHER OCCUPANTS (Adults & Children)		RELATION	DOB (Y/M/D)	OCCUPATION	ELECTRONIC ADDRESS - EMAIL	
1						
2						
3						
4						
5						
		NEXT OF KIN				
For Primary Applicant					Phone #	
Address					Relationship	
For Partner					Phone #	
Address					Relationship	
Are there any SMOKERS? <input type="checkbox"/> Yes <input type="checkbox"/> No > If so, who & where do they smoke?			Do you have PETS? <input type="checkbox"/> Yes <input type="checkbox"/> No > If Yes, what breeds, weight & how many?			
		CREDIT ISSUES				
How do you think your credit will look? <input type="checkbox"/> Don't know <input type="checkbox"/> Poor <input type="checkbox"/> Good <input type="checkbox"/> Very Good						
Indicate which of these apply to you, if any? <input type="checkbox"/> Bankruptcy <input type="checkbox"/> Consumer Proposal <input type="checkbox"/> Collection(s) <input type="checkbox"/> None of these						
		VEHICLE(S)				
Make & Model		Year & Colour		License Plate #	Prov	
Make & Model		Year & Colour		License Plate #	Prov	
		ADDRESSES – PAST & PRESENT (3 years)				
Present Address		City	Prov	Postal Code	Date there ____ YY-MM TO ____ YY-MM	Rent
Landlord		phone #		Reason for leaving		
Previous Address1		City	Prov	Postal Code	Date there ____ YY-MM TO ____ YY-MM	Rent
Landlord		phone #		Reason for leaving		
Previous Address2		City	Prov	Postal Code	Date there ____ YY-MM TO ____ YY-MM	Rent
Landlord		phone #		Reason for leaving		

EMPLOYMENT HISTORY			
Applicant's Current Status (Check all that apply) <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Other			
Present Employer / School	Occupation / Field of Study	Date there YY-MM TO YY-MM	Gross Inc before taxes
Address	Supervisor	Phone #	
Previous (or Partner's) Employer / School	Occupation / Field of Study	Date there YY-MM TO YY-MM	Gross Inc before taxes
Address	Supervisor	Phone #	
Previous (or Partner's) Employer / School	Occupation / Field of Study	Date there YY-MM TO YY-MM	Gross Inc before taxes
Address	Supervisor	Phone #	
REFERENCES			
Bank & Branch Address that rent will be paid from	List Credit Cards, Loans & Lines of Credit		
Name of Personal Reference 1	Occupation	Phone # and/or email	
Name of Personal Reference 2	Occupation	Phone # and/or email	

I hereby offer to lease from _____ the Rental Property noted above. If accepted, I agree to execute a fixed term lease of _____ months beginning _____ with the Landlord for the property and will provide \$ _____ (security deposit), post-dated rent cheques for the term, and sign a written lease for the

Property Owner's Name

Term of Lease

Lease Start Date

50% of 1 month's rent

terms hereby agreed upon. **Once I/we are accepted, security deposit paid, and an agreement to sign a lease has been mutually agreed upon with the above terms, then a Tenancy relationship is deemed to exist in the form of a verbal lease between me/us and the Landlord. Should I/we not sign the lease or accept occupancy on the Lease Start Date, the Landlord is hereby authorized to rent the premises to someone else and the security deposit paid herewith shall be retained by the Landlord until the outcome of re-marketing the unit is complete, or 10 days beyond the end of the verbal lease, whichever comes first.** If the property is not re-rented by the Lease Start Date above when less than 30 days' notice was provided, I will pay the remaining half of the first month's rent within 48 hours of being notified it is due. The Electronic Addresses provided on this application are deemed sufficient for the landlord to serve to the tenant any Notice to Quit or other documents under the Act, including Applications to the Director.

DATE (YYYY/MM/DD)

APPLICANT'S SIGNATURE

DATE (YYYY/MM/DD)

CO-APPLICANT'S SIGNATURE

I/we know that I/we have the right to verify the information about me/us held by credit reporting agencies, that the landlord and its agents are entitled to rely on such credit reports as being correct, and I/we release any claim I/we may have arising from reliance on that information.

I/we hereby give permission to the Landlord or its agents to obtain a consumer/credit report about me/us at any time, to contact previous landlords to obtain information about my/our previous tenancies, to contact agencies that provide landlord information, to contact my references, and to take any other reasonable steps necessary to assess this rental application or for any amendment or renewal of my/our tenancy. I/we provide my/our consent to the Landlord or their agents to disclose information from my rental application and information arising from any tenancy between us to any third party for the purpose of contributing information to a database of tenant information to be used in providing consumer/credit reports or rental accommodation.

I have received a copy of the Residential Tenancies Act of Nova Scotia & I have read, understand, and agree to all the above.

Tenant(s) will provide post-dated cheques for the whole term of their tenancy unless otherwise agreed upon by the owner to pay in a different manner. It is the tenant's responsibility to pay and deliver rent, not the owners to collect it.

DATE (YYYY/MM/DD)

APPLICANT'S SIGNATURE

DATE (YYYY/MM/DD)

CO-APPLICANT'S SIGNATURE