



Rental properties require a more thorough screening process than a mortgage application. Should you default on a mortgage, the bank has the security of your home, the land, and it has your down-payment of 10-25%, plus whatever you have paid off the principal. They will take your property and sell it for a profit. Banks lose nothing. However, if a tenant doesn't pay rent, a landlord only has a small security deposit that is usually not enough to cover the damage let alone the missed rent payments. They may even lose the property if they cannot afford to pay 2 mortgages at once. Our clients are **people like you**, who have to make mortgage payments and keep up repairs on the rental property plus their own home. Your rent makes it so they are able 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. All you do is give proper notice to leave at the end of your lease. No worries of falling property values, rising interest rates, and dismal selling market. You have much more freedom. **Why buy when you can rent?**

We have been hired by the owner to find good tenants who will honour their agreements. **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 lived together for over 2 years can combine their information on 1 application. Everyone over 18 must sign the app.

We may be faster, but please allow 4 business days to receive a final answer on your app. The more complete the application is with accurate contact information, the faster we can process it. Our general guidelines to qualify are that you have a verifiable and secure income of approximately 3 times the monthly rent, home ownership, or good rental references (if you have rented), and a minimum of 2 good credit accounts established. Negative references, poor credit, and deception may keep an application from being approved. Co-signers can be used in most cases of poor credit, low income, or lack of references, but will not be considered from applicants who don't meet our client's criteria, the above, or other obvious reasons.

In most cases, landlords and employers will not provide confidential information regarding your rental history, income & employment without prior 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 if you 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 letter from Revenue Canada which details your income earned and taxes owed.

Properties will not be held without a security deposit, so it is best to **provide the security deposit** at the time of applying, if you are serious about living there and quite certain you will be approved. 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 or acceptability, please do not submit a security deposit. You will lose it if you change your mind after being accepted. We can take an application without the deposit, but we will not do the credit check nor give final approval without a security deposit so get it to us as soon as you are sure you want to rent the property. It is best to pay by cheque or email money transfer. We will not cash cheque nor accept deposit until the application is approved. It is the responsibility of the tenant to obtain insurance for his/her liability for the rental property and their contents.

### Tenant will provide post-dated cheques for the whole term of their tenancy.

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 <b>OR</b> from _____ DATE (YYYY/MM/DD) to _____ DATE (YYYY/MM/DD)			
Special conditions:				
<b>PERSONAL INFORMATION</b>				
APPLICANT'S Name			Phone #	
First	Middle	Last		
Date of Birth (YYYY/MM/DD)	Social Insurance Number (Opt)	Email Address	Phone #	
	- -			
<b>OTHER OCCUPANTS (Adults &amp; Children)</b>		<b>RELATIONSHIP</b>	<b>DOB (Y/M/D)</b>	<b>OCCUPATION</b>
1				
2				
3				
4				
5				
<b>CREDIT ISSUES</b>				
How do you think your credit will look? <input type="checkbox"/> Don't know <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent				
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				

Are there any smokers?  Yes  No

If Yes, who & where do they smoke?

Do you have any Pets?  Yes  No

If Yes, what are the types, breeds & numbers?

ADDRESSES – PAST & PRESENT (3 years)			
Present Address	City	Postal Code	Date there YY-MM TO YY-MM
Landlord	phone #	Reason for leaving	
Previous Address1	City	Postal Code	Date there YY-MM TO YY-MM
Landlord	phone #	Reason for leaving	
Previous Address2	City	Postal Code	Date there YY-MM TO YY-MM
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 or School	Occupation or Field of Study	Time there or Yr of study	Gross Income per mo
Address	Supervisor	Phone #	
Previous or Partner's Employer / School	Occupation / Field of Study	Time there / Yr of study	Gross Income per mo
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 email	
Name of Personal Reference 2	Occupation	Phone # and email	
VEHICLE(S)			
Make & Model	Year & Colour	License Plate #	Province
Make & Model	Year & Colour	License Plate #	Province
NEXT OF KIN			
For Primary Applicant	Address		Phone #
For Partner	Address		Relationship
For Partner	Address		Phone #
For Partner	Address		Relationship

I hereby offer to lease from \_\_\_\_\_ the property referred to above. If accepted, I agree to execute a \_\_\_\_\_ lease with the Landlord for the property and will provide \$\_\_\_\_\_ as the security deposit for the above rental property within 24 hours of acceptance. Should I not sign the lease or accept occupancy on \_\_\_\_\_ the Landlord is hereby authorized to rent the premises to someone else and the security deposit paid herewith shall be retained by the Landlord as liquidated damages. If the property is not rented by the date I commit to above, I will be responsible to pay the other half month's rent within 48 hours of being notified. If the application is not accepted by the Landlord, the security deposit will be refunded.

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 irrevocable permission to the Landlord or its agents to obtain at any time a consumer/credit report about me/us, 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 irrevocable 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.

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

DATE (YYYY/MM/DD)

APPLICANT'S SIGNATURE

DATE (YYYY/MM/DD)

CO-APPLICANT'S SIGNATURE