

## RENTAL APPLICATION CHECKLIST

Please check off the following when completing your application package. Once you have checked all the appropriate boxes and provided the supporting documentation, attach this checklist when submitting your application package.

### To Apply You Will Need:

- A separate application for each adult (18+) planning to occupy the suite
- A deposit (half of one month's rent) must accompany the application

### If you are currently working:

- Confirmation of employment on company letterhead from your place of work stating your gross income and length of employment

### If you are a student:

- You must provide proof of enrolment (this can be printed off from the online registration systems or can be requested from the registrar's or admissions office) **Proof of enrolment MUST include your name and the name of your school or university.**
- Verification of your income such as bank statement, Notice of Assessment from CRA, letter of employment, student loan papers and proof of any other income you receive
- Cosigner/Guarantor completed application (letter of employment is required)\*
- INTERNATIONAL STUDENTS will be required to provide photocopies of their valid passport and valid visa.

### If you do not have rental history:

- Cosigner/Guarantor completed application (letter of employment is required)\*

Please note that we may request or require additional information in order to process your application depending on individual circumstances.

If you or your co-signer cannot provide an employment letter, you may provide your most recent Notice of Assessment from Canada Revenue Agency.

\*Guarantor(s)/Co-signer(s) are required to fill out a separate application form

**APPLICATION FOR RESIDENCY**

**DATE:** \_\_\_\_\_

**Please print clearly.** Read carefully before signing — this is a legal document that imposes legal obligations on you. All persons who will be occupying the apartment must be named as an occupant. A separate application is required for all persons over 18 years of age. No pets are allowed unless specifically approved by the Landlord in accordance with the applicable building’s pet policy.

I would like to apply to rent unit \_\_\_\_\_ at \_\_\_\_\_ Possession Date: \_\_\_\_\_

**CONDITIONS**

Upon acceptance of this application by the Landlord and/or his agent, the applicant(s) agree to execute a tenancy agreement in the landlord's standard form. In the event the applicant(s) do not qualify for residing, the Landlord may then terminate the tenancy agreement within 10 days from the date the tenant signed the agreement. The deposit paid shall be subject to forfeit in whole and all rights of the applicant(s) under the said tenancy agreement may be terminated by the Landlord.

If the Landlord finds that the applicant is qualified and is approved, the application fee is then transferred to, and will serve as, the security deposit of the rental premises. The Landlord will then require a separate pet deposit fee if the tenant includes a pet.

It is further understood by the applicant(s) that it is their responsibility to communicate with the resident manager as to the status of their application.

Applicant’s Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver’s License #: \_\_\_\_\_

Applicant’s Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Company: \_\_\_\_\_ Annual Income: \_\_\_\_\_

Work Reference Name and Phone Number: \_\_\_\_\_

**RENTAL HISTORY**

Current address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Lease start date: \_\_\_\_\_

Duration: \_\_\_\_\_

Lease expiration: \_\_\_\_\_

Previous Landlord’s name: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Phone number: \_\_\_\_\_

Current Landlord’s name: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Applicant Questions:**

Have you ever been evicted? Yes  No

Have you ever filed bankruptcy? Yes  No

Have you subject to collections? Yes  No

Will you obtain renter’s insurance? Yes  No

Do you have a pet? Yes  No

Breed: \_\_\_\_\_

Age: \_\_\_\_\_

**VEHICLE INFORMATION**

Make / Model	Year	License Plate	Color
_____	_____	_____	_____

**OTHER OCCUPANTS**

Full Name	Age	Relationship
_____	_____	_____
_____	_____	_____

**I hereby give Marwest Management Canada Ltd. permission to perform a personal reference check including credit inquiry on all the information that has been provided.**

How did you hear about us? \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Rent: _____	Parking Rent: _____	
Storage rent: _____	Pet rent: _____	Total Monthly Payment: _____

**GUARANTOR/CO-SIGNER FORM**

Guarantor's income information is required (letter of employment or Notice of Assessment from Canada Revenue Agency)

I, \_\_\_\_\_, hereby agree to act as a guarantor for \_\_\_\_\_ (hereafter referred to as "the tenant") in the event that the tenant is unable/unwilling to pay his/her monthly rental fee for apartment, \_\_\_\_\_ at \_\_\_\_\_, in the amount of \$\_\_\_\_\_ (this includes any increases that may take place within the 12 month term of the lease agreement, as well as any late fees applicable).

I understand that I am held responsible for the rental payments and other lease obligations, which, without restricting the generality of the forgoing, includes renewals thereto until such time as the tenancy is terminated by lease expiry of mutual agreement between tenant and landlord.

I further understand that in the event the landlord terminates the tenancy agreement due to the failure of payment or to obey the building rules and regulations, or fulfill other obligations under the lease agreement, I will be responsible for the payment of the rent for the duration of the term of the lease or until the above mentioned suite is subletted.

Dated in Winnipeg this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Guarantor's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Birth Date: (mm/dd/yy): \_\_\_\_\_ Driver's License: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Present Employer: \_\_\_\_\_

Current Work Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Contact #: \_\_\_\_\_

Position/Occupation: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

I hereby affirm the above information is to be true in every aspect, and hereby authorize Marwest Management Canada Ltd. to conduct a personal reference check regarding my employment, credit and rental history with respect to the application.

Signature of Guarantor: \_\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D 20\_\_\_\_\_