

# **RENTAL APPLICATION**

# DOCUMENTS NEEDED FOR PROCESSING AN APPLICATION

In addition to Key Management Group Rental Application Form, the supporting documentation is required to complete and process your application:

- Each Leaseholder or Guarantor is to provide the information below
- Occupants require photo-id only

1. **Credit Report Required:** Full credit report required. There are two main credit bureaus in Canada: Equifax Canada Inc., and TransUnion Canada.
2. **Photo Identification:** 1 piece of government photo ID required (Drivers License, passport, Permanent Resident Card, Provincial Photo ID. Card)
3. **Letter of Employment:** Length of employment, salary and position
4. **Employment Contract:** copy of your contract between your employer and you.
5. **4 Paystubs:** provide a copy of your 4 most current paystubs
6. **NOA:** last 2 years of your Notice of Assessment (NOA) from Canada Revenue Agency (CRA)
7. **Retired Applicants:** copy of bank statement, pension and/or old age security, investments (if any), copy of most recent T4A (OAS), T4A (P), T4 or any T5.
8. **Banking Information Form:** enclosed is the form that needs to be completed by your banking institution who are to include their bank stamp on said form
9. **Current/Previous Landlord Verification Form:** enclosed is the form we require your authorization. Our team will follow up with your landlord.
10. **Certified Cheque/Money Order/e-Transfer/Interac:** required for deposit to secure your application during processing for the chosen suite. Deposit requirement is 1 month's full rent. Once approved the monies will be applied to your First and Last Month's rent. If not approved, monies will be refunded within 2-4 business days.
11. **Proof of Insurance:** must be provided prior to occupancy.

# RENTAL APPLICATION FORM

## I. Request to Rent

Type of lease	New Tenant	Sublet	Single	Married	Sharing
Name(s) of Tenant(s) on Lease Agreement					
1. _____	Cell No. _____	Email: _____			
2. _____	Cell No. _____	Email: _____			
3. _____	Cell No. _____	Email: _____			
4. _____	Cell No. _____	Email: _____			
Building No.	Building Address			Suite No.	
No. of people to occupy the suite	No. of bedrooms required		Pets owned? (Type & No. of pets)		
Parking required? (If Yes- how many spots?)		Yes <input type="checkbox"/> No <input type="checkbox"/>	Locker Room required? Yes <input type="checkbox"/> No <input type="checkbox"/> (not guaranteed, based on availability)		
Why are you leaving the current residence?					

## II. Rental Information

**DO NOT FILL. LEASING AGENT ONLY**

Occupation Date: _____	Term from: _____ (mm/dd/yyyy)		
Term: _____ month(s)	Term to: _____ (mm/dd/yyyy)		
Monthly Rent: \$ _____	Parking Rent: \$ _____	Outside (No. of spots) _____	Monthly Total Rent: \$ _____ (Payable in advance on the 1 <sup>st</sup> of each month)
Pro-rated Rent of: \$ _____ (To be paid in advance to cover the period) (Rent x12 months/365 days= per diem rate)	Pro-rated for period: from _____ to _____		
Deposit to be pay by:	Certified Cheque Cash Interac	Money Order Email Transfer	Credit Card: Master Card <input type="checkbox"/> Visa <input type="checkbox"/> AmEx Other _____
Rent to be paid by:	Email transfer info: Payee: Key Management Group Email: keymanagementgroup.ca Message: _____		Account No: _____
Pro-rated Rent paid by:	Expiry Date: _____		

### III. Applicants' Particulars

(Info of Applicants that will be on the Lease)

	1 <sup>st</sup> Applicant	2 <sup>nd</sup> Applicant	3 <sup>rd</sup> Applicant	4 <sup>th</sup> Applicant
<b>First and Last Name</b>	.....	.....	.....	.....
Date of Birth	.....	.....	.....	.....
Address	.....	.....	.....	.....
SIN Number	.....	.....	.....	.....
Personal ID with photo and signature (Driver's Licence, PR Card or Passport)	.....	.....	.....	.....
<b>Current Landlord</b>	.....	.....	.....	.....
Length of Time at Present Address	.....	.....	.....	.....
Landlord's Phone No.	.....	.....	.....	.....
<b>Previous Landlord</b>	.....	.....	.....	.....
Length of Time at Previous Address	.....	.....	.....	.....
Previous Landlord's Phone No.	.....	.....	.....	.....
<b>Annual Income</b>	.....	.....	.....	.....
<b>Present Employer</b>	.....	.....	.....	.....
Telephone No.	.....	.....	.....	.....
Length of Employment	.....	.....	.....	.....
Occupation	.....	.....	.....	.....
<b>Previous Employer</b>	.....	.....	.....	.....
Telephone No.	.....	.....	.....	.....
Length of Employment	.....	.....	.....	.....
Occupation	.....	.....	.....	.....

	1 <sup>st</sup> Applicant	2 <sup>nd</sup> Applicant	3 <sup>rd</sup> Applicant	4 <sup>th</sup> Applicant
<b>Previous Employer</b>				
Telephone No.				
Length of Employment				
Occupation				
<b>Car Make and Model</b>				
Car Color and Year				
Licence No.				
<b>Bank Name</b>				
Branch				
Account No. And Type				
<b>Relation to the other Applicants</b>				

#### IV. Other Occupants (Info of other occupants that will not be a Leaseholder: children, relative, roommate etc.)

First and Last Name	Date of Birth	Relation to the Applicant(s)

## V. Emergency Contact

First and Last Name	Phone No.	Address	Relation to the Applicant(s)
	Home: _____ Cell: _____		

## VI. Guarantors

(Info of Guarantor if required)

	1 <sup>st</sup> Guarantor	2 <sup>nd</sup> Guarantor	3 <sup>rd</sup> Guarantor
<b>First and Last Name</b>			
Phone No.			
Address			
<b>Annual Income</b>			
<b>Present Employer</b>			
Telephone Number			
Length of Employment			
Occupation			
<b>Bank Name</b>			
Branch			
Account No. and Type			
<b>Relation to the other Applicants</b>			

## VII. Other

How did you hear about us?

Online ad: Kijiji      View it      Other online ad: \_\_\_\_\_

Referral      Social Media      Corporate Website      Outdoor Sign      Other: \_\_\_\_\_

**Tenant's Insurance:** Liability insurance coverage of at least \$50,000 and personal contents coverage against fire, theft and water damage risk is required.

Insurance coverage for personal contents is optional, however the Landlord strongly recommends tenants insure themselves for all risks as the landlord is not liable for personal contents and displacement.

**Proof of Insurance must be provided prior to occupancy.**

**Clause 1:** For the purpose of this Agreement, the terms "banking days" or "business days" shall mean any day, other than a Saturday, Sunday, or a statutory holiday in Ontario, Canada.

**Clause 2:** The parties hereto consent and agree to the use of electronic signature pursuant to the Electronic Commerce Act 2000, S.O 2000, c17 as amended from time to time with respect to this Agreement and any other documents respecting this transaction.

I/We declare that all information given in this application is true and complete and will form part of the rental agreement. I/We give permission by signature below for Key Management Group to contact the landlords and employers listed above in order to confirm the information provided. I/We clearly understand and agree as evidenced by my [our] signature below that this is an application to rent [lease] and in no way includes an agreement between landlord and tenant to rent [lease]. I/We understand and agree that a tenancy agreement or lease will be entered into at the discretion of the landlord. I/We understand that any occupancy rented hereunder shall be subject to the present tenant vacating. In the event that the landlord accepts this [my/our] application I/We understand that full payment of first and last month's rent is required prior to the key of said rental unit [rental premises] be delivered to me [us].

I/We further understand and agree that in the event that the landlord accepts this [my/our] application, once the landlord accepts, a binding offer to rent [lease] said rental unit [premises] is created and if I/We withdraw or cancel this [my/our] application the deposit, once paid, will not become non-refundable. Landlord will apply said deposit to re-advertisement cost to find a new tenant, administration cost to process a new tenants application, and loss any loss of income as a result of such cancellation and all other expenses incurred. If accepted, I/We agree to sign the lease, **Ontario Residential Tenancy Agreement** (Standard form of Lease).

In the event that the landlord does not accept this [my/our] application, I/We understand that reasons for refusal may not be divulged but my deposit will be refunded in full without interest.

I/We deposit with the Landlord / their Agent the Sum of \$ \_\_\_\_\_.00. Upon acceptance of this application by the Landlord I/We shall enter into an Ontario Residential Tenancy Agreement (Standard form for Lease) on these terms upon the Landlord's usual form, in which event the deposit will be applied towards the First Month's Rental Payment due.

Witness: \_\_\_\_\_ Tenant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature: \_\_\_\_\_*

Witness: \_\_\_\_\_ Tenant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature: \_\_\_\_\_*

Witness: \_\_\_\_\_ Tenant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature: \_\_\_\_\_*

Witness: \_\_\_\_\_ Tenant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature: \_\_\_\_\_*

Acceptance by the Landlord: \_\_\_\_\_ Owner or Agent: \_\_\_\_\_  
Date: \_\_\_\_\_ Name (print): \_\_\_\_\_

# **BANKING INFORMATION**

*(to be completed  
by the Bank)*

I \_\_\_\_\_ authorize \_\_\_\_\_ (bank's name)  
to release the following information regarding my account(s):

**Applicant Signature**

**Date**

*\*Bank please complete the section below and return it to the applicant\**

## **BANK INFORMATION**

We certify that the balance of Account No. \_\_\_\_\_ type of account \_\_\_\_\_  
opened on \_\_\_\_\_ in the name of \_\_\_\_\_  
has a balance of \$ \_\_\_\_\_.

Has there been NSF?    Yes    No

If yes, No. of NSF on this account \_\_\_\_\_

There is a loan, credit line and/or mortgage held by this bank with monthly payments of:

Loan Value: \$ \_\_\_\_\_

Monthly Payments: \_\_\_\_\_

Credit Line: \$ \_\_\_\_\_

Monthly Payments: \_\_\_\_\_

Mortgage: \$ \_\_\_\_\_

Monthly Payments: \_\_\_\_\_

Date: \_\_\_\_\_

Bank Rep. Signature \_\_\_\_\_

Bank Phone No. \_\_\_\_\_

Bank Stamp \_\_\_\_\_

# CURRENT/ PREVIOUS LANDLORD VERIFICATION

*\*Applicant please provide authorization\**

## APPLICANT

Name of Applicant: \_\_\_\_\_ Phone No. \_\_\_\_\_

Current Residential Address:

I authorize Key Management Group and its subsidiaries or its managing agents to investigate my rental history. The investigation may include, but is not limited to the questions listed below.

Applicant Signature

Date

*\*Landlord please complete the section below  
& return by email to [info@keymanagementgroup.ca](mailto:info@keymanagementgroup.ca)\**

## FOR CURRENT/PREVIOUS LANDLORD

Property Address: \_\_\_\_\_

Property Management Company: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_

Lease End Date: \_\_\_\_\_

Termination Information: Agreement (N11) 60 days Notice (N9)

Others: \_\_\_\_\_

*Give reason*

Rent Charge: \$ \_\_\_\_\_ monthly

Parking Charge: \$ \_\_\_\_\_ monthly

Recent 6 Months Payment Date: \_\_\_\_\_

Late Payment\*: \_\_\_\_\_

NSF Cheques\*: \_\_\_\_\_

N4 – Non Payment of Rent\*: \_\_\_\_\_

Landlord Credit Rating\*: \_\_\_\_\_

Condition of Suite\*: \_\_\_\_\_

Noise Complaints\*: \_\_\_\_\_

*\*rating being used is 1:10 — 1= The Worst 3= Bad 5= Not Bad 6= Good 8= Very Good 10= Extremely Good*

Information released by: (Name) \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_