

# APPLICATION CHECKLIST ✓

## PLEASE REVIEW THE FOLLOWING INFORMATION CAREFULLY PRIOR TO SUBMITTING YOUR APPLICATION

*(Processing will be delayed if mandatory information is not provided)*

ONCE YOU HAVE CHECKED ALL THE APPROPRIATE BOXES AND COLLECTED **ALL** OF THE SUPPORTING DOCUMENTS REQUIRED, YOU ARE READY TO DROP OFF YOUR APPLICATION.

### **MANDATORY APPLICATION REQUIREMENTS:**

- SECURITY DEPOSIT EQUAL TO 1/2 OF ONE MONTH'S BASE RENT** (CHEQUE OR MONEY ORDER ONLY)
- All applicants applying or their representatives must view the suite/apartment
- A separate signed application is required for each individual planning to occupy the unit that is 18yrs or older
- Completed Landlord Reference Form Signed by Current Landlord (OR letter on Landlord Letterhead)
- Copy of government issued photo ID (*driver's license, passport, etc.*)
- Copies of valid Visa permits or Permanent Residency cards for newcomers and international students

### **PROOF OF INCOME (MUST PROVIDE AT LEAST 1 OF THE FOLLOWING):**

#### UNVERIFIABLE INCOME WILL NOT BE CONSIDERED

- 3 most recent paystubs (*must show year-to-date earnings*)
- 2 months of bank statements (*must show deposits and current balance*)
- Self-employed applicants can provide most recent tax return **and** 2 month's bank statements
- Copies of legal documentation showing earnings of social security, child support, alimony/spousal support
- Letter of employment offer (*if not employed for 3 months or more*) along with employer contact information
- Most recent CRA Notice of Assessment and copies of documents for applicants on C.P.P. & O.A.S.
- Confirmation of employment on company letterhead from your place of work (*if employed for more than 3 months*)
- Copies of student loan paperwork showing annual support amounts
- EIA budget letter (*must be no older than 3 months*) & EIA yellow form (*will NOT be filled out until application is approved*)

### **GUARANTOR REQUIREMENTS (ALL FIELDS MANDATORY):**

#### IF YOU ARE UNEMPLOYED, HAVE NO RENTAL HISTORY, LOW INCOME SOURCES OR HAVE UNSATISFACTORY CREDIT

- A signed application form
- Copy of government issued photo ID (*driver's license, passport*)
- Any 2 of the above options for proof of income

### **PET FRIENDLY BUILDINGS:**

- Payment of a pet deposit equal to 1/2 of one month's base rent
- Information pertaining to the pet's age, weight/height, breed must be noted on application
- A photo of your pet

**\*\* PLEASE NOTE THAT WE MAY REQUEST OR REQUIRE ADDITIONAL INFORMATION IN ORDER TO PROCESS YOUR APPLICATION DEPENDING ON INDIVIDUAL CIRCUMSTANCES. \*\***

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