

**APPLICATION CHECK LIST:**

All of the following information is required in order to fully process your application. We suggest that you obtain this information as soon as possible as we do not hold any apartments or commercial space. If you are approved you will be advised shortly.

<b>STEP 1 - Pre-Approval Application Package</b>	
	Rental Application Form
	Landlord Information Form
	Reference Authorization Agreement
	Residential Rental Application Privacy Consent Form
	Proof of Income
	Two Pieces of Government Photo Identification

<b>STEP 2 - Post-Approval (Not included here)</b>	
	First Month's Rent Deposit
	Last Month's Rent Deposit
	Copy of Tenant Liability Insurance
	Signed Lease Agreement

All documentation can be e-mailed or faxed to:

**WESTHAVEN PROPERTY MANAGEMENT**

**PHONE:** 416.247.5810

**FAX:** 416.247.5653

**EMAIL:** info@westhavenmgmt.ca

### 1. Rental Application Form

Please fill out the following Rental Application Form in full before submitting it to Westhaven Property Management office. Applications with missing information will not be processed.

### 2. Landlord Information Form

Please have your landlord fill out the enclosed form prior to submitting your application. If you do not have a Landlord, please indicate upon submission with further detail.

### 3. Reference Authorization Agreement

You must consent and authorize Westhaven Property Management to contact any references that are provided as a part of the rental application process.

### 4. Residential Rental Application Privacy Consent Form

Please read in full and sign the Privacy Consent Form – this means that Westhaven Property Management will have full consent to conduct a credit check and review your credit information. If your credit score does not meet our criteria, you may be required to provide a co-signer or may be declined.

### 5. Proof of Income

You must provide a **work letter** and **pay stubs** from the previous 8 weeks.

- Your **work letter** must be from your employer on a company letterhead, stating your position, annual salary, and length of employment
- If you are self-employed, please provide a copy of your personal income tax returns for the most recent filing year
- If you are retired, please provide proof of pension being received and/or income earned through investment
- Your **pay stubs** must be from the most recent 8 weeks at the time of your application
- If you do not receive pay stubs from your employer, you may submit a statement from your bank showing that your pay has been deposited for the past 8 weeks
- Gross monthly household income must equal three times the stated monthly rent
- Applications will be denied if the legal source of the income cannot be verified

### 6. Two Pieces of Government Identification

Please provide your two valid pieces of government photo identification. Any applications with invalid identification will be denied. Acceptable pieces of identification are as follows: Passport, Driver's License, Health Card, Photo Identification Card, etc.

**PLEASE NOTE:** If you do not submit the above information in your application, your application will not be eligible to be screened. If you have any questions concerning your application, please contact our office.

I/We hereby submit an application to \_\_\_\_\_ from the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
at a monthly rental of \$ \_\_\_\_\_ to become due and payable in advance on the first day of each and every month during my tenancy.

1. Name \_\_\_\_\_ DOB DD/MM/YYYY SIN # \_\_\_\_\_  
Driver's License # \_\_\_\_\_ Occupation \_\_\_\_\_
2. Name \_\_\_\_\_ DOB DD/MM/YYYY SIN # \_\_\_\_\_  
Driver's License # \_\_\_\_\_ Occupation \_\_\_\_\_
3. Other Occupants: Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Email Address (required):** \_\_\_\_\_ Do you have pets?  Yes  No If Yes, describe \_\_\_\_\_

Why are you vacating your current place of residence? \_\_\_\_\_

**LAST TWO PLACES OF RESIDENCE**

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

From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Landlord: \_\_\_\_\_ Name of Landlord: \_\_\_\_\_

Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

**PRESENT EMPLOYMENT**

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

Business Address: \_\_\_\_\_

Business Phone # \_\_\_\_\_

Position Held: \_\_\_\_\_

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

Name of Supervisor: \_\_\_\_\_

Current Salary Range / Monthly \$ \_\_\_\_\_

**Prior Employment:**

- 
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- 
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**Co-applicant PRESENT EMPLOYMENT**

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

Business Address: \_\_\_\_\_

Business Phone # \_\_\_\_\_

Position Held: \_\_\_\_\_

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

Name of Supervisor: \_\_\_\_\_

Current Salary Range / Monthly \$ \_\_\_\_\_

**Prior Employment:**

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**FINANCIAL OBLIGATIONS**

Name of Bank: \_\_\_\_\_ Branch # \_\_\_\_\_ Address: \_\_\_\_\_

Chequing Account # \_\_\_\_\_ Savings Account # \_\_\_\_\_

Payments to: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Payments to: \_\_\_\_\_ Amount \$ \_\_\_\_\_

**PERSONAL REFERENCES**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_ Occupation: \_\_\_\_\_

Name \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_ Occupation: \_\_\_\_\_

**AUTOMOBILE(S)**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License # \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License # \_\_\_\_\_

The applicant consents to the collection, use and disclosure of the Applicant's personal information by the Landlord and/or agent of the Landlord, from time to time, for the purpose of determining the creditworthiness of the Applicant for the leasing, selling or financing of the premises or the real property, or making such other use of the personal information as the Landlord and/or agent deems appropriate.

The Applicant represents that all statements made above are true and correct. The Applicant is hereby notified that a consumer report containing credit and/or personal information may be referred to in connection with this rental. The Applicant authorizes the verification of the information contained in this application and information obtained from personal references. This application is not a Rental of Lease Agreement. In the event that this application is not accepted, any deposit submitted by the Applicant shall be returned.

\_\_\_\_\_  
Signature (Applicant) \_\_\_\_\_ Date DD/MM/YYYY \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
Signature (Applicant) \_\_\_\_\_ Date DD/MM/YYYY \_\_\_\_\_ Phone # \_\_\_\_\_

Westhaven Property Management Inc., requires the following information to be completed in full and stamped by the Landlord/Representative in order to process the Rental Application for

The information being documented is reference material. This material should be completed at the time being submitted and provided for you at no additional charge.

Name of Landlord / Representative Completing Form: \_\_\_\_\_ Contact # ( ) \_\_\_\_\_

Name of Lease Holder(s): \_\_\_\_\_ # of Additional Occupants: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Length of Tenancy: \_\_\_\_\_

Rental Rate: \_\_\_\_\_ Additional Charges (ex. utilities, parking): \_\_\_\_\_

Unit Type (ex. House, 1 Bdrm, 2 Bdrm etc): \_\_\_\_\_ How many days' notice to vacate given? \_\_\_\_\_

Would you rent to this tenant again?  YES  NO      Any late payments?  YES  NO  
Any NSF / Returned Cheques?  YES  NO      Does the tenant maintain a clean unit?  YES  NO  
Has the unit received any complaints?  YES  NO

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Landlord / Representative Signature      Date DD/MM/YYYY

\_\_\_\_\_  
Management Stamp

I/We, \_\_\_\_\_ Print Name (Applicant) and \_\_\_\_\_ Print Name (Applicant),  
authorize Westhaven Property Management Inc. to contact any references that I/we have provided as part of  
the rental application process. They may include personal references, previous property management  
companies, previous landlord, and my current employer.

I/We understand that Westhaven Property Management will be contacting my/our references and asking  
questions regarding personal information. I/We authorize my/our references to answer the questions asked as  
truthfully as possible.

(For one or two co-tenancy applicants otherwise complete a separate application)\*

**Definitions: Information\*\***

The word "Information" means credit information, personal information, and information about the services you use that are provided by the Landlord as listed in this rental application and information relating to your tenancy at the Premises applied for in this rental application including information regarding the duration of your tenancy, monthly rent, emergency contacts and any matters relating to your lease/tenancy agreement, including misrepresentations relating to, defaults under and/or breaches of your lease/tenancy agreement or any other matter experienced by The Landlord.

"Credit Information" means Information about you, including your name, age, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant's/spouse's/same-sex partner's name and age, number of dependents, particulars of education or professional qualifications, field of employment, places of employment, previous places of employment, employment durations, estimated income, paying habits, outstanding debt obligations, cost of living obligations, involvement in bankruptcy proceedings or landlord and tenant disputes, assets, and banking information (including account and credit card information).

"Personal Information" means information about you other than credit information that is relevant to your suitability as a tenant, including information gathered from references (provided by you to The Landlord) concerning your character, reputation, physical or personal characteristics or mode of living or about any other matter or experience concerning you that is relevant to your suitability as a tenant.

**Collection, Use and Disclosure of Information:**

In consideration for the Landlord accepting you as a tenant and entering into a lease/tenancy agreement with you, you expressly consent to and authorize the following:

1. The Landlord may obtain Information about you through a tenancy and/or credit report conducted by Rent Check Credit Bureau and as permitted or required by law. You expressly authorize Rent Check Credit Bureau to provide Credit Information regarding you to The Landlord.
2. The Landlord may use Information about you to determine your suitability as a tenant and as permitted or required by law.
3. The Landlord may disclose Credit Information about you to Rent Check Credit Bureau, as permitted or required by law, for inclusion within a database of rent-roll information and within a tenancy file on you, for purposes of: tenant reporting and credit reporting in accordance with provincial credit and consumer reporting acts; establishing a credit history and or rental history; maintaining aggregate statistical data for purposes of tenancy and credit scoring; and supporting the credit approval process in accordance with governing legislation.
4. You expressly authorize Rent Check Credit Bureau to retain positive Credit Information regarding you for the purposes outlined in Section 3 above, for up to 20 (twenty) years. Negative Credit Information shall be maintained on record in accordance with provincial credit and consumer reporting acts.
5. You agree that all statements on this Residential Rental Application are true and you expressly authorize all references given to release information about you to the Landlord for verification subject to sections 1 to 5.

Please provide your consent by checking the following box and signing in the appropriate space below:

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Print Name (Applicant)

\_\_\_\_\_  
Print Name (Co-Applicant)

DD/MM/YYYY

\_\_\_\_\_  
Date

DD/MM/YYYY

\_\_\_\_\_  
Date

\*Signature space is provided for applicant and co-applicant however Rent Check suggests that if more than 2 applicants that the landlord provides additional tenancy applicants with a separate copy of this Residential Rental Application for completion.

\*\*DISCLAIMER: Rent Check does not represent, warrant or guarantee that this Consent Statement will be valid or enforceable in all circumstances or for every landlord. Each individual landlord should modify the language of this Consent Statement to suit their individual circumstances, and should obtain legal advice regarding the appropriate consent to be obtained from their prospective tenants.

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**Dear Future Tenant,**

Thank you for choosing to be part of the Westhaven community. All potential tenants are required to have Tenant Insurance before acceptance of any application. Please refer to the enclosure to this letter regarding Tenant Insurance. Failure to provide proof of tenant insurance can result in the decline of your application.

We look forward to having you join our community.

Regards,

Westhaven Property Management Inc.

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## TENANTS INSURANCE

### The Importance of Tenant Insurance

Your most valuable material possessions are probably your home and its contents. Could you afford to replace them? Do you know that your landlord has no legal responsibility to replace or pay for your personal possessions?

A small amount of furniture may not look like it is worth much, but when you have to replace it with something new; it could break your budget.

Did you know that you could have a legal responsibility to replace an entire apartment building even though you may be renting a small part of it? For example, without liability coverage if your stove caught fire leading to damage you could end up paying for a long, long time.

### What Does This Mean to You Renters?

Your landlord will start asking you for proof that you have Insurance before allowing you to rent in his/her building.

Even though your landlord has a policy to cover damage to his/hers building and the liability arising from anything that may happen on his property, the tenant is responsible for his or her own contents and any liability that could arise inside their specific unit.

For example, if you have a friend over and they slip and fall on your kitchen floor and suffer an injury, or if your dog bites someone and the person sues you it is your responsibility. Also, what happens if you accidentally leave a candle lit in your bedroom and it catches fire? You would lose all of your clothing, your bed, furniture etc. Your apartment can be broken into and your valuables and electronics stolen etc. the list goes on.

You may think you don't have enough contents to make purchasing a tenant's policy worth it. However, when you really break it down, can you afford to go out and buy a whole new wardrobe, furniture or electronics? Probably not.

### The Solution - Tenants Insurance

We are pleased to provide the tenants of this building with a no obligation quote for tenants insurance package and offer you a competitive quotation with one of our many independent insurance providers; unlike direct writers such as State Farm, Allstate, The Co-Operators, etc., who do not have a selection of markets.



Call the number below to obtain a quote for Tenant Insurance.  
**416 248-7124**