

**SAVE TIME!**  
**APPLY**  
**ONLINE!**

**APPLICATION REQUIREMENTS:**

To qualify to rent from Towers Realty Group, the rent on the unit for which you apply must not be more than **35%** of your gross annual income, you **must** have a satisfactory credit report, and you **must** have a good rental history. Failing any of the above, you may apply with a guarantor who then must meet the same criteria to be eligible. All complete applications will be considered. An application is only considered complete once all supporting documentation has been received.

**To Apply You Will Need:**

- To view the apartment/suite
- A separate application for each adult (18+) planning to occupy the suite.
- Completed Reference/Credit inquiry Consent Form for each adult.
- Proof of income or ability to pay the rent for the unit being applied for.
- Payment of a security deposit (½ of one months' base rent) must accompany the application.
- For pet friendly buildings a payment of a pet deposit (½ months' base rent) if you intend to have pets in your suite. Pet registration documentation will also be required and can be picked up from our office or downloaded from our website.

**If you are currently working you will need:**

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

***We require that applicants be employed for more than 3 months at their current place of employment. If you have not started work at your new job but have a letter of offer, you must provide the letter of offer.***

**If you are a student you will need:**

- Proof of enrolment (this can be printed off from online registration systems at most schools 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 if you are working while attending school, student loan papers and proof of any other income you receive.

**INTERNATIONAL STUDENTS** will be required to also provide photo copies of their valid passport and valid visa.

**If you do not have rental history you will need:**

- Guarantor form, and
- Letter of employment or proof of income for Guarantor\*

If you are on social assistance, please contact our office at (204) 956-2739 for details on what is required in order for us to accept and process your application.

Please note that we may request or require additional information in order to process your application depending on individual circumstances. If you are unemployed, you must provide proof of funds and ability to pay for the unit being applied for and must have a Guarantor\*

If you or your Guarantor cannot provide an employment letter, we will require the most recent notice of assessment from Canada Revenue Agency.

**\*Guarantors are required to have been employed for at least 4 years and earn at least \$35,000/year. If a Guarantor is retired or self-employed, a copy of their most recent notice of assessment from CRA is required. Guarantors **MUST** provide proof of income or will not be considered!**

# SUITE RENTAL APPLICATION

Where did you hear about this suite:  Wpg Free Press  Renters Guide  Building Sign  Other (specify) \_\_\_\_\_

Please Note: **EACH APPLICANT MUST FILL OUT A SEPARATE APPLICATION**

- **No Pets allowed**
- Security deposit payment must accompany this application.
- The first month's rent must be paid in full prior to occupancy.
- Security deposit becomes property of landlord and subject to fees if applicant cancels after application is approved.

**APARTMENT BEING APPLIED FOR:** Apartment Building: \_\_\_\_\_ Suite #: \_\_\_\_\_  
 Occupancy Date: \_\_\_\_\_ Rent: \$: \_\_\_\_\_ Parking Stalls Required:  0  1  2  Bach  1 BR  
 2 BR  3 BR

**PERSONAL INFORMATION:**

Miss  Ms.  Mr.  Mrs. First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ S.I.N. - Canada \_\_\_\_\_ Drivers License #: \_\_\_\_\_  
(mm / dd / yyyy) Province (or State) of Issue  
 Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PRESENT ADDRESS:**

Apt.: \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal: \_\_\_\_\_  
 Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ How Long? \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

**PREVIOUS ADDRESS:**

Apt.: \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal: \_\_\_\_\_  
 Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_ How Long? \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

**CURRENT EMPLOYER/ EDUCATIONAL INSTITUTION (if student):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ What's your monthly gross income? \_\_\_\_\_ How Long? \_\_\_\_\_

**PREVIOUS EMPLOYER:** If current employer is for a time period of less than one year.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ What's your monthly gross income? \_\_\_\_\_ How Long? \_\_\_\_\_

**OCCUPANTS:** Names of other intended occupants of suite in addition to applicant.

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_  
(if under 18)  
 2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_  
(if under 18)

**CONTACTS:** In case of emergency, please provide next of kin.

1) Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 2) Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do you have any outstanding monies owed to a previous landlord?  Yes  No

Have you been evicted or mediated an eviction from a previous address under your current name or any other name (maiden, etc.)?  Yes  No

I understand that misrepresentation or omission of facts called for is cause for rejection of application or termination of lease.  
 In connection with the tenancy applied for, I hereby give Towers Realty Group Ltd. permission to contact current/previous landlords and consent to a Credit Inquiry by Towers Realty Group Ltd. and/or a personal reporting agency.

**APPLICANT'S SIGNATURE: X** \_\_\_\_\_ **DATE: X** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Bldg. #	Building Name	Address	Suite #	Postal Code	<input type="checkbox"/> Month to Month <input type="checkbox"/> Sublet
Last Name #1		First Name #1			Transfer From:
Last Name #2		First Name #2			
Co-Signer/Guarantor Last Name		Co-Signer/Guarantor First Name			

<b>LEASE TERMS</b>	Move in Date	Lease Start	Lease Expiry	Security Deposit \$ _____
	Monthly Rent	Rent Discount	Pro-Rated Rent	Date Paid: _____ <small>(mm/dd/yyyy)</small>
	Parking Rate	Locker Rental		Receipt#: _____ <input type="checkbox"/> debit <input type="checkbox"/> cash <input type="checkbox"/> cheque

## REFERENCE/CREDIT INQUIRY CONSENT FORM

I hereby give Towers Realty Group permission to contact current/previous landlord(s) for rental references, and consent to a credit inquiry.

Only questions relating to consideration for tenancy will be asked from the above.

APPLICANT'S NAME (please print): \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**(For office use only)**

**RE: RENTAL REFERENCE**

PAGES (Including cover page): \_\_\_\_\_

TO: \_\_\_\_\_ FAX: \_\_\_\_\_

RENTAL REFERENCE FOR THE FOLLOWING PERSON: \_\_\_\_\_

LOCATED AT: \_\_\_\_\_

DATE APPLYING FOR: \_\_\_\_\_

WAS THE RENT PAID ON TIME? **Y** / **N** WERE THERE ANY NSF CHEQUES? **Y** / **N** (PLEASE CIRCLE)

HOW MUCH WAS THEIR MONTHLY RENT? \_\_\_\_\_ DID THIS TENANT HAVE PETS **Y** / **N**

WHEN IS THERE LEASE UP? DID THEY GIVE PROPER NOTICE? \_\_\_\_\_

WERE THERE ANY NOISE AND DISTURBANCES? \_\_\_\_\_

DID THEY KEEP THEIR PLACE CLEAN? \_\_\_\_\_

WHAT WAS THE CONDITION OF THE SUITE ON MOVE OUT? \_\_\_\_\_

WOULD YOU RECOMMEND THEM AS A TENANT? \_\_\_\_\_

HAS THEIR SUITE BEEN TREATED FOR BED BUGS? \_\_\_\_\_

IF YES TO THE ABOVE, DID THIS TENANT PREPARE PROPERLY FOR TREATMENT? **Y** / **N**

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