



## HILLTOP REALTY LTD.

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# RENTAL APPLICATION

### INSTRUCTIONS:

1. Please fill out all relevant information related to your tenancy thoroughly.
2. Missed information may result in delays or denial of application.
3. All people (18+) desired on lease must complete a **separate** application.
4. All information collected is used solely for screening and suitability purposes.
5. A credit report is mandatory. Applicants must provide a full copy of their report, which can be done for free at [www.equifax.ca/en/personal/products/equifax-consumer-credit-report](http://www.equifax.ca/en/personal/products/equifax-consumer-credit-report) without impacting your score, or we can send you a link through singlekey (\$30 cost).

### APPLICANT INFORMATION

APPLYING TO LEASE PREMISES AT: \_\_\_\_\_ DESIRED MOVE IN DATE: \_\_\_\_\_

DESIRED NUMBER OF PEOPLE ON LEASE: \_\_\_\_\_

EVERYONE WHO WILL OCCUPY PROPERTY AND AGE: (MUST REGISTER ALL NAMES): \_\_\_\_\_

APPLICANT LEGAL NAME: \_\_\_\_\_ SIN#: \_\_\_\_\_ (OPTIONAL)

DATE OF BIRTH (MM/DD/YYYY) \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SMOKER (List Tobacco, Vaping, Marijuana etc.) \*smoking must be done off property.\* \_\_\_\_\_

CURRENT ADDRESS (WITH CITY / PROV / POSTAL): \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

HAVE YOU EVER MISSED OR DEFAULTED ON RENT? \_\_\_\_\_ IF YES, EXPLAIN: \_\_\_\_\_

### FINANCES & CREDIT

TOTAL APPLICANT MONTHLY INCOME FROM ALL SOURCES \_\_\_\_\_ E.G. SALARY, WAGES, BENEFITS, INVESTMENTS, CHILD BENEFITS, FAMILY ALLOWANCE, A.I.S.H., INVESTMENTS, RENTAL PROPERTIES, CHILD SUPPORT, ETC.

CREDIT SCORE (IF KNOWN): \_\_\_\_\_ 600 CREDIT SCORE IS THE MINIMUM WITHOUT A COSIGNER

ANY ADDITIONAL CONSIDERATIONS FOR YOUR FINANCIALS: (E.G. SAVINGS, NEW JOB COMMENCING, ETC.) \_\_\_\_\_

### EMPLOYMENT & REFERENCE

EMPLOYMENT STATUS (FULL TIME, PART TIME, STUDENT, SELF-EMPLOYED, RETIRED, UNEMPLOYED)\* \_\_\_\_\_

EMPLOYER NAME \_\_\_\_\_ EMPLOYER ADDRESS \_\_\_\_\_

EMPLOYER PHONE NUMBER \_\_\_\_\_ POSITION HELD \_\_\_\_\_

EMPLOYMENT DATE BEGAN (MM/YYYY) \_\_\_\_\_ EMPLOYMENT DATE ENDED (IF APPLICABLE) \_\_\_\_\_

**RENTAL HISTORY & REFERENCE**

CURRENT RENTAL ADDRESS \_\_\_\_\_

RENTAL DATES (MM-YYYY TO MM-YYYY): \_\_\_\_\_ MONTHLY RENT: \_\_\_\_\_

PLEASE LIST ALL UTILITIES AND SERVICES NOT COVERED IN THE RENT (GAS, ELECTRICITY, WATER, SANITARY, GARBAGE, INTERNET, ETC.) \_\_\_\_\_

PLEASE LIST THE AVERAGE MONTHLY COST OF THE ABOVE UTILITIES AND SERVICES: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

LANDLORD NAME: \_\_\_\_\_ LANDLORD PHONE NUMBER: \_\_\_\_\_

**PETS**

PET FEE IS: \$25/MONTH FOR CATS, AND \$35 TO \$150/MONTH FOR DOGS DEPENDING ON SIZE. PLEASE CONTACT US FOR OTHER PETS. DOGS AND CATS MUST BE SPAYED OR NEUTERED. CATS & DOGS UNDER 1 YEAR NOT PERMITTED.

PET TYPE (DOG, CAT, ETC.) \_\_\_\_\_ PET NAME \_\_\_\_\_

BREED/TYPE \_\_\_\_\_ GENDER \_\_\_\_\_ COLOUR/MARKINGS \_\_\_\_\_

PET AGE \_\_\_\_\_ PET WEIGHT IN LBS \_\_\_\_\_ PET SPAYED OR NEUTERED \_\_\_\_\_

**VEHICLES**

VEHICLE MAKE \_\_\_\_\_ VEHICLE MODEL \_\_\_\_\_ VEHICLE COLOR \_\_\_\_\_

VEHICLE YEAR \_\_\_\_\_ VEHICLE LICENSE PLATE \_\_\_\_\_

**REQUIRED DOCUMENTS**

**MUST BE EMAILED OR DELIVERED TO OFFICE WITH COMPLETED APPLICATION**

- 1. PROOF OF INCOME. (MUST ADD UP TO THE DISCLOSED MONTHLY AMOUNT) E.G. PAY STUB, BENEFITS, INVESTMENTS, CHILD BENEFITS, FAMILY ALLOWANCE, A.I.S.H., INVESTMENTS, RENTAL PROPERTIES, CHILD SUPPORT, ETC.
- 2. CURRENT CREDIT REPORT. (EQUIFAX PROVIDES FREE PERSONAL CREDIT REPORT)
- 3. PETS: SPAY / NEUTER CERTIFICATE & MUNICIPAL PET LICENSE DOCUMENTATION
- 4. DRIVERS LICENSE OR GOVERNMENT ISSUED IDS FOR ALL INDIVIDUALS

**TERMS AND CONDITIONS**

HILLTOP REALTY LTD. DOES NOT AND SHALL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION (CREED), GENDER, GENDER EXPRESSION, AGE, NATIONAL ORIGIN (ANCESTRY), DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, OR MILITARY STATUS, IN ANY OF ITS ACTIVITIES OR OPERATIONS.

- 1. I UNDERSTAND THAT THIS IS A ROUTINE APPLICATION TO ESTABLISH CREDIT, CHARACTER, EMPLOYMENT, AND RENTAL HISTORY.
- 2. I UNDERSTAND THAT THIS IS NOT AN AGREEMENT TO RENT AND THAT ALL APPLICATIONS MUST BE APPROVED.
- 3. I DECLARE THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT, AND I AGREE THAT THE LANDLORD MAY TERMINATE MY AGREEMENT ENTERED INTO IN RELIANCE ON ANY MISSTATEMENT MADE ABOVE.
- 4. I AUTHORIZE MY REFERENCES TO BE CONTACTED AND I HAVE GIVEN THEM NOTICE THAT THEY WILL BE CONTACTED.
- 5. I AUTHORIZE FOR MY INFORMATION ABOVE TO BE DISCUSSED WITH MY REFERENCES FOR APPLICATION AND SCREENING PURPOSES.
- 6. I AUTHORIZE FOR MY INFORMATION ABOVE, INCLUDING CREDIT REPORTS, TO BE SHARED WITH THE OWNER OF THE PROPERTY.

**APPLICANT STATEMENT**

I CERTIFY THAT THE ABOVE PROVIDED INFORMATION IS TRUE AND TO THE BEST OF MY KNOWLEDGE, ACCURATE. I HEREBY AUTHORIZE THE LANDLORD AND PROPERTY MANAGER TO CONDUCT A CREDIT AND TENANCY INVESTIGATION BASED ON THE INFORMATION PROVIDED BY ME HEREWITH, IN CONNECTION WITH ALL TENANCY MATTERS. THE LANDLORD AND PROPERTY MANAGER MAY USE ANY INFORMATION ON THIS FORM FOR ANY PURPOSE AND TO THE EXTENT THAT CONSENT IS NECESSARY PURSUANT TO PRIVACY LEGISLATION, SUCH CONSENT IS HEREBY PROVIDED. I CONFIRM THAT THIS INFORMATION IS INTENDED TO PROVIDE THE BASIS FOR YOU TO APPROVE MY APPLICATION FOR TENANCY.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_