

APPLICATION FOR TENANCY

INSTRUCTIONS

1. Landlord must complete all of Section A (Offer to Rent).
2. If possible, remainder of form to be completed by Landlord interviewing Applicant.
3. Full legal names of all Applicants are required.

NOTES TO APPLICANTS:

Do not sign this Application for Tenancy unless:

- You have read and agree with all the information provided by the Landlord in Section A.
- All the information you have provided is true and correct.

A joint credit report may slightly increase or decrease the Credit Score of one or both individuals. Please consider this when agreeing to the Landlord obtaining a credit report.

NOTES TO LANDLORDS:

- **Do** add material terms such as smoking restrictions in Section A.
- **Do not** record the expiry date of a credit card number supplied by the Applicant.
- **Do** ensure the Applicant(s) sign this Application, giving you consent to do credit and reference checks.
- **Do not** sign this Application for Tenancy unless and until you decide to accept the Applicant(s) as your new tenant(s).
- If requesting an application deposit **do not** make the amount equal to half a month's rent.

For questions on how to use this form and/or information on obtaining credit record information, email info@help4landlords.ca or phone 250-213-2627

APPLICATION FOR TENANCY



THE LANDLORD OR LANDLORD'S AUTHORIZED AGENT (called the "Landlord") MUST COMPLETE ALL BLANKS IN THIS SECTION

A. OFFER TO RENT I/We, the undersigned (called the "Applicant"), offer to rent a rental unit in British Columbia known as:
 Suite no. _____ Building Address _____ (the residential property)
 at a monthly rent of \$ _____ plus parking fees of \$ _____ plus other fees of \$ _____ for a total monthly cost of \$ _____.
 The above rent includes only the utilities checked below. Payment for all other utilities is the tenant's responsibility.

Heat Water Supply Hot Water Electricity Cablevision Gas to fireplace Garbage/Recycling Collection Sewage disposal Other _____

DATE OCCUPANCY DESIRED _____

Landlord's Name _____ Landlord's Address _____ Phone No. _____

The Applicant agrees that if this offer is accepted, it becomes a binding Agreement and the Applicant will subsequently sign the Landlord's Residential Tenancy Agreement that the Applicant has had an opportunity to examine. The Applicant acknowledges that **pets, barbecues, waterbeds and aquariums are not allowed** without advance written permission of the Landlord. The Tenancy Agreement will include specific terms related to the following:

If this offer is accepted and the Applicant fails to sign the Landlord's Residential Tenancy Agreement, or to take possession of the rental unit, the Applicant will be liable for the payment of the equivalent of up to one month's rent to the Landlord and any related expenses incurred by the Landlord.

The Application herewith makes an **Application Deposit** of \$ _____ (**this is not a security deposit**) that will be applied to the first month's rent if this offer is accepted. If this offer is not accepted, the application deposit will be returned.

If this offer is accepted, the Applicant will pay a **Security Deposit** of \$ _____ to the Landlord. If the Landlord permits the Applicant to have a pet, an additional **Pet Damage Deposit** of \$ _____ will be paid to the Landlord. The Landlord will hold the Deposit(s) until the tenancy ends.

This offer is subject to acceptance by the Landlord and is open for acceptance until 5:00 pm on _____ Date. If not accepted by that time, this offer is void.

B. FIRST APPLICANT'S PRIMARY INFORMATION				Date of Birth	Social Insurance Number * (Optional)
Last Name		First Name		Middle Name	
Month / Day / Year					
Present Address			City	Postal Code (Mandatory)	Primary Phone No.
Rent <input type="checkbox"/>	Own <input type="checkbox"/>	How Long?	Reason for Leaving		Current Rent \$
Previous Address			City	Postal Code (Mandatory)	
Rent <input type="checkbox"/>	Own <input type="checkbox"/>	How Long?	Reason for Leaving		Final Rent \$
Credit Card Name:			Credit Card No. (NB: To be used for credit report purposes only. Do not provide expiration date.) (Optional)		

C. CO-APPLICANT'S PRIMARY INFORMATION (Complete the following only where different from First Applicant information.)				Date of Birth	Social Insurance Number * (Optional)
Last Name		First Name		Middle Name	
Month / Day / Year					
Present Address			City	Postal Code (Mandatory)	Primary Phone No.
Rent <input type="checkbox"/>	Own <input type="checkbox"/>	How Long?	Reason for Leaving		Current Rent \$
Previous Address			City	Postal Code (Mandatory)	
Rent <input type="checkbox"/>	Own <input type="checkbox"/>	How Long?	Reason for Leaving		Final Rent \$
Credit Card Name:			Credit Card No. (NB: To be used for credit report purposes only. Do not provide expiration date.) (Optional)		

D. APPLICANT'S STATEMENTS
 I/We do not own any pets I/We own a pet or pets If owned, describe pet(s) _____
 I/We do not smoke tobacco or marijuana and do not vape I/We are smokers As co-applicants we consent to a joint credit report Yes No
NOTE: Landlords are not responsible for tenants' possessions. If accepted, you must carry tenants' insurance covering your possessions and protecting you against liability.
 I/We presently insure our belongings and for third party liability Yes No

E. CONSENT The Applicant consents to the Landlord obtaining credit, personal and employment information on the Applicant from one or more consumer reporting agencies and from other sources of such information. The Applicant authorizes the reporting agencies and any other person, including personnel from any government ministry or agency, to disclose relevant information about the Applicant to the Landlord. If this application is accepted, the Applicant understands that the above information will also be used and disclosed for responding to emergencies, ensuring the orderly management of the tenancy and complying with legal requirements.

F. APPLICANT'S SIGNATURES **NOTE:** Do not sign this application unless Section A is complete and you have read it.
I/We certify that all information provided by me/us in this Application is true and correct.

 Applicant's Signature _____ Date Signed _____

 Co-Applicant's Signature _____ Date Signed _____

G. LANDLORD'S ACCEPTANCE **NOTE:** Do not sign this form unless and until you decide to accept the Applicant(s) as your tenant(s).
 The above Applicant(s) are accepted for tenancy, commencing _____

 Landlord's Signature _____ Date Signed _____

 Date of Occupancy _____

H. FIRST APPLICANT'S SUPPLEMENTARY INFORMATION			
Secondary Phone No.	Cell No.	Fax No.	Work Phone No.
Email Address:		Photo ID Shown	Yes <input type="checkbox"/> No <input type="checkbox"/>
Present Landlord/Building Manager's Name	Address		Phone No.
Previous Landlord/Building Manager's Name	Address		Phone No.
Employer	Position		Monthly Income
Supervisor's Name	Supervisor's Phone No.		How long employed
Previous Employer	Position		Monthly Income
Previous Supervisor's Name	Previous Supervisor's Phone No.		How long employed
Vehicle Make	Model	Colour	License Number
2nd Vehicle Make	Model	Colour	License Number
Please give the name of a business or personal reference:			
Name	Address		Phone No.
Please give the name of next of kin, doctor or other person for emergency contact purposes:			
Name	Address		Phone No.
Name	Address		Phone No.

I. CO-APPLICANT'S SUPPLEMENTARY INFORMATION (Complete the following only where different from First Applicant's information)			
Secondary Phone No.	Cell No.	Fax No.	Work Phone No.
Email Address:		Photo ID Shown	Yes <input type="checkbox"/> No <input type="checkbox"/>
Present Landlord/Building Manager's Name	Address		Phone No.
Previous Landlord/Building Manager's Name	Address		Phone No.
Employer	Position		Monthly Income
Supervisor's Name	Supervisor's Phone No.		How long employed
Previous Employer	Position		Monthly Income
Previous Supervisor's Name	Previous Supervisor's Phone No.		How long employed
Vehicle Make	Model	Colour	License Number
Second Vehicle Make	Model	Colour	License Number
Please give the name of a business or personal reference:			
Name	Address		Phone No.
Please give the name of next of kin, doctor or other person for emergency contact purposes:			
Name	Address		Phone No.
Name	Address		Phone No.

J. OTHER ADULT OCCUPANTS - Full names of all other adult persons (age 19 or older) to occupy this rental unit					
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name

K. OTHER MINOR OCCUPANTS - Full names of all other persons under age 19 (including infants) to occupy this rental unit					
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name

NOTES TO APPLICANT(S)

1. Social Insurance and Credit Card numbers are requested for the sole purpose of obtaining the correct credit record information.
2. The information you provided on this page continues as part of your Application for tenancy. Your signature on the first page confirms all information on both pages is true and correct.