

Tenant Application Information

1. Please return application via email, if you don't have email you may drop in our office mailbox. Office visits are by appointment only. You may deliver items to the office at anytime to the outside mailbox. Do Not Put Cash in the mailbox outside. There is a \$25 credit check charge or you may submit your own, provided it gives the necessary information we seek. You may etransfer the \$25 to info@sudburypropertymanagement.ca. password-sudbury. This is not a deposit it is a fee to pay for your credit check and it will not be returned upon acceptance or denial. It will take a few days to process the application. Signing the application allows us to pull a credit report on the head of household please write their name here and sign the application:

Name: _____

Email address: _____

2. All applicants adults 18 yrs and older, must sign the application and provide a photo ID. Applications with good credit reports, sufficient income, satisfactory landlord and/or employment references may qualify. Any falsified information on this application will deem application null and void. All owners/landlords have the final decision on acceptance of tenant based on the strongest application with the criteria mentioned above. Landlord will review tenant information and documentation. Tenant authorizes release of credit information to Jordan Group Property Management (JGPM) by signing below.

3. Application process includes but is not limited to: credit report, verification of your income, landlord references, employment references etc.

4. Some buildings may have a no pet policy. If such is the case then no pets shall be allowed.

Do you have pets? ☐ yes ☐ no What type of pet and how many? _____

5. Before taking occupancy you will be required to pay first and last month's rent (LMR). First month is due on or before the move in day and prior to the keys being released. LMR will be requested to be paid upon approval of application. LMR can be retained if tenant does not take possession on the agreed upon move in date. On a prorated rent (move in is not on the first of the month), the monthly rent is divided by the number of days in the month, then multiplied by the number of days you occupy the unit in that month.

6. LMR can be paid in etransfer to info@sudburypropertymanagement.ca. LMR is a deposit on the unit and may be retained should you change your mind.

7. A final inspection will be completed upon move out. Any charges for cleaning and/or damages will result in a letter to you with receipts for the charges. Any amounts left outstanding may result in legal action and a report to the credit bureau.

8. Rents are due on the 1st day of each month. Rent payments not received by our office by the 2nd day of the month will be considered delinquent.

9. Office visits are by appointment only. Office is closed on weekends and holidays. Rents may be paid at CIBC or dropped in our outside mailbox after hours (no cash outside) or e transferred to info@sudburypropertymanagement.ca. You can mail payments to the address above Attn: Sherry Jordan. Please do not pay in cash unless you are paying at CIBC. Never leave cash in the outside mailbox. Personal cheques are only accepted if it was determined at lease signing. If the personal cheque is returned NSF/delinquent then no further personal cheques shall be accepted for rent payments. There will be a \$20 returned cheque charged to you. Only a money order, deposit at CIBC or e transfer will be accepted from then on.

Sign

Date

Sign

Date

Rental Application

Residential

Form 410

for use in the Province of Ontario

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

Applicant #1 Date of birth SIN No. (Optional)

Drivers License No Occupation

Applicant #2 Date of birth SIN No. (Optional)

Drivers License No Occupation

3. Other Occupants: Name Relationship Age

Name Relationship Age Name

..... Relationship Age Do you have any pets?

..... If so, describe Why are you vacating

your present place of residence?

APPLICANT #1 LAST TWO PLACES OF RESIDENCE

Present Address

From To

Name of Landlord

Telephone:

Prior Address

From To

Name of Landlord

Telephone:

APPLICANT #1 PRESENT EMPLOYMENT

Employer

Business address

Business telephone

Position held

Length of employment

Name of supervisor

Current salary range: Monthly \$

APPLICANT #2 LAST TWO PLACES OF RESIDENCE

Present Address

From To

Name of Landlord

Telephone:

Prior Address

From To

Name of Landlord

Telephone:

APPLICANT #2 PRESENT EMPLOYMENT

Employer

Business address

Business telephone

Position held

Length of employment

Name of supervisor

Current salary range: Monthly \$

APPLICANT #1 PRIOR EMPLOYMENT

Employer

Business address

Business telephone

Position held

Length of employment

Name of supervisor

Salary range: \$

APPLICANT #2 PRIOR EMPLOYMENT

Employer

Business address

Business telephone

Position held

Length of employment

Name of supervisor

Salary range: \$

Name of Bank **Branch** **Address**

Chequing Account # **Savings Account #**

FINANCIAL OBLIGATIONS

Payments to **Amount: \$**

Payments to **Amount: \$**

PERSONAL REFERENCES

Name **Address**

Telephone: **Length of Acquaintance** **Occupation**

Name **Address**

Telephone: **Length of Acquaintance** **Occupation**

AUTOMOBILE(S)

Make **Model** **Year** **Licence No**

Make **Model** **Year** **Licence No**

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 "nancing of the premises or the real property, or making such other use of the personal information as the Landlord and/or agent of the Landlord deems appropriate.

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

.....
(Signature of Applicant #1) (Date) (Signature of Applicant #2) (Date)

Telephone: **Telephone:**

Email Address: **Email Address:**

