



## RENTAL APPLICATION CHECKLIST

**Landlord:** Glamorgan Landing Estates LP  
**Address:** 4850 50 Ave S.W.  
**Suite:** \_\_\_\_\_  
**City:** Calgary, AB  
**Postal Code:** T3E 8H8

Please provide the following documents for **BOTH** applicants.

- Rental Application (all sections completed)
- Signed Consumer Credit and Tenancy History Inquiry Consent Form
- Proof of Income (pay stub and/or current employment letter)
- Government Issued Photo ID (drivers license, passport)
- Security Deposit (equal to \$\_\_\_\_\_). Instructions for how the security deposit is paid attached below

After all of the required documentation is received, the Leasing Agent will conduct a landlord reference check (if available) and a soft credit check to complete the rental application screening. The rental application will then be submitted to the management team for review

Rental Information

<p><b>Rental Premises applied for:</b> # _____</p> <p>Monthly Rent: \$ _____</p> <p>Parking Fee (monthly): \$ _____</p> <p>Storage Fee (monthly): \$ _____</p> <p>Other Fee (monthly): \$ _____</p> <p>Total Monthly Rent: \$ _____</p> <p>Pet Fee (one time): \$ _____</p> <p><b>Move-in Date:</b> _____</p> <p><b>Pro-rated Rent:</b> \$ _____</p> <p><b>Number of pro-rated Days:</b> _____  <small>(the pro-rated rent is to be paid in advance to cover the period)</small></p> <p><b>Lease term Start:</b> _____</p> <p><b>Lease term End:</b> _____        _____ months</p> <p><b>Deposit to be paid with the rental application:</b> \$ _____</p>	<p><b>Rent Incentive</b></p> <p><b>Rent Discount Amount:</b> \$ _____</p> <p><b>Describe:</b> _____</p> <hr/> <p><b>Should the terms of the Tenancy Agreement not be met, the resident forfeits the above incentive.</b></p> <p><b>Application Notes:</b> _____</p> <p>Monthly rental rates do include the cost of heat and water.</p> <p>Power, tenant insurance and telecommunications are the responsibility of the applicant/resident.</p>
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## Applicant 1

## Applicant 2

Personal Information

First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ SIN: \_\_\_\_\_

First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ SIN: \_\_\_\_\_

Current Address

Do you currently:  
 Address: \_\_\_\_\_ Prov: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 How long have you lived at this address?  
 \_\_\_\_\_  
 Landlord Name: \_\_\_\_\_  
 Landlord Contact No: \_\_\_\_\_  
 Monthly Rent or Mortgage Pmt \$ \_\_\_\_\_  
 Reason for moving: \_\_\_\_\_

Do you currently:  
 Address: \_\_\_\_\_ Prov: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 How long have you lived at this address?  
 \_\_\_\_\_  
 Landlord Name: \_\_\_\_\_  
 Landlord Contact No: \_\_\_\_\_  
 Monthly Rent or Mortgage Pmt \$ \_\_\_\_\_  
 Reason for moving: \_\_\_\_\_

Previous Address

Address: \_\_\_\_\_ Prov: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 How long have you lived at this address?  
 \_\_\_\_\_  
 Landlord Name: \_\_\_\_\_  
 Landlord Contact No: \_\_\_\_\_  
 Monthly Rent or Mortgage Pmt \$ \_\_\_\_\_  
 Reason for moving: \_\_\_\_\_

Address: \_\_\_\_\_ Prov: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 How long have you lived at this address?  
 \_\_\_\_\_  
 Landlord Name: \_\_\_\_\_  
 Landlord Contact No: \_\_\_\_\_  
 Monthly Rent or Mortgage Pmt \$ \_\_\_\_\_  
 Reason for moving: \_\_\_\_\_

Source of Income

Employment Status:  
 Current Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Prov: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Supervisors Name: \_\_\_\_\_  
 Occupation Title: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_  
 Additional Income: \$ \_\_\_\_\_  
 Additional Income Source: \_\_\_\_\_

Employment Status:  
 Current Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Prov: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Supervisors Name: \_\_\_\_\_  
 Occupation Title: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_  
 Additional Income: \$ \_\_\_\_\_  
 Additional Income Source: \_\_\_\_\_

# RENTAL APPLICATION CHECKLIST



	Applicant 1	Applicant 2
Vehicle	Make: _____ Model: _____	Make: _____ Model: _____
	Colour: _____ Year: _____	Colour: _____ Year: _____
	License Plate: _____	License Plate: _____

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Pets	Name: _____ Type: _____	Name: _____ Type: _____
	Breed: _____ Height: _____	Breed: _____ Height: _____
	Weight: _____ Colour: _____	Weight: _____ Colour: _____
	Age: _____ Fixed?: _____	Age: _____ Fixed?: _____
	License No.: _____	License No.: _____

\* Please provide a photo of the pet and record of vaccination in the application documents

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Additional Occupants	First Name: _____	First Name: _____
	Last Name: _____	Last Name: _____
	Date of Birth: _____	Date of Birth: _____
	Relationship: _____	Relationship: _____

Additional Occupants	First Name: _____	First Name: _____
	Last Name: _____	Last Name: _____
	Date of Birth: _____	Date of Birth: _____
	Relationship: _____	Relationship: _____

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Emergency Contact	First Name: _____	First Name: _____
	Last Name: _____	Last Name: _____
	Phone: _____	Phone: _____
	Relationship: _____	Relationship: _____

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# RENTAL APPLICATION CHECKLIST



It is understood by the Applicant(s) that the application fee given to the landlord will be held as an Application Fee. If this application is accepted, the Application Fee will be retained and held under the terms of our Residential Tenancy Agreement as the Security Deposit. If this Application is not accepted within four (4) working days, the full Application Fee will be refunded.

If I should cancel this application after approval or fail to execute the Residential Tenancy Agreement when presented for execution, then the deposit herewith paid shall be forfeited.

The Applicant hereby gives permission to Spray Management Inc. to use the information collected herein to obtain a consumer report, to contact employers, previous landlords, references; to contact agencies that provide landlord information; to enforce the terms of any Tenancy Agreement that may be subsequently entered into with the Applicant; or to reasonable use it otherwise to assess this Rental Application. It is agreed that where this application is rejected, the landlord shall not be required to give reason therefore.

I/We hereby acknowledge receipt of a copy of this rental application.

I/We acknowledge that we will not receive possession of the unit until we provide a certificate of tenant's insurance.

I/We have received that above information and confirm that it is complete and correct to the best of my/our knowledge.

I/We further affirm that all representations I/we have made in relation to their rental application, including my/our attached income and employment verification are true, accurate, and complete to the best of my/our knowledge.

**Applicant 1 Signature:** \_\_\_\_\_

**Applicant 2 Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Consumer Credit and Tenancy History Inquiry Consent Form

(For one or two co-tenancy applicants otherwise complete a separate application)<sup>1</sup>

## Definitions: Information<sup>2</sup>

The word "Information" means credit information, personal information, and information about the services you use that are provided by **the Landlord or Landlord's agent 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 or Landlord's agent**.

"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 dependants, 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 including but not limited to credit information that may be relevant to your suitability as a tenant or for the assessment of other applications made by you (e.g. loans, financial, internet, phones, cable) if you have consented to the use of the information for this purpose, and may include: publicly available information obtained from the Internet, news sources or public records, databases and listings; online maps of your address used to verify the address information provided by you; and 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 or Landlord's agent** 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 or Landlord's agent may obtain information about you through a tenancy and/or credit report conducted by Rent Check Credit Bureau Ltd. and as permitted or required by law. You expressly authorize Rent Check Credit Bureau Ltd. to provide information regarding you to **The Landlord or Landlord's agent**.

2. **The Landlord or Landlord's agent** may use information about you to determine your suitability as a tenant as permitted or required by law.

3. **The Landlord or Landlord's agent** may disclose Credit Information about you to Rent Check Credit Bureau Ltd., 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:

- tenancy 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 business application approval processing, usability studies and research.

4. You expressly authorize Rent Check Credit Bureau Ltd. 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 or Landlord's agent** for verification subject to sections 1 to 5.

6. Rent Check Credit Bureau Ltd. may also disclose your information to any third party, but only with your prior express consent to do so or where required by law.

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.

Applicant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date (yyyy/mm/dd): \_\_\_\_\_

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's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date (yyyy/mm/dd): \_\_\_\_\_

<sup>1</sup> 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.

<sup>2</sup> 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. The Landlord or Landlord's agent cannot disclose any information not covered by this consent for whatever reason to Rent Check Credit Bureau Ltd.