



TENANT APPLICATION INFORMATION

Attached you will find the application for rental of a property with Coldwell Banker, Charles Marsh Real Estate. Please follow the instructions below when returning application to our office. Thank you.

1. Please bring a \$25 cash to our office or etransfer the \$25 to sjordan136@hotmail.com. to process your application, password-sudbury. This is not a deposit it is a fee and will not be reimbursed upon acceptance or denial. It may 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:

_____. Email address: _____

2. All applicants must sign the application and provide a photo ID. Applications with poor credit reports or insufficient income or unsatisfactory landlord or employment references may not be qualified. Any falsified information on this application will deem application null and void. All owners have final decision on acceptance of tenant based on the strongest application with the criteria mentioned above. Owner will review tenant information and documentation. Tenant authorizes release of credit information to Coldwell Banker 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? Circle 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. First month is due on the move in day or prior to the keys being released. Last month's rent (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. Last month's rent can be paid in cash at reception or etransfer to sjordan136@hotmail.com. Last month's rent 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 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 5th day of the month will be considered delinquent.

9. Office hours are 9am-5pm Monday to Friday. Office is closed on weekends and holidays. Rents may be paid in person to our office, dropped in our outside mailbox after hours (no cash outside) or etransferred to sjordan136@hotmail.com. You can also mail payments to the address above Attn: Sherry Jordan. Please do not pay in cash unless you are paying reception directly or your property manager. Never leave cash in the outside mailbox. Personal cheques can only be 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 also be a \$20 returned cheque charged to you. Only a money order, cash or etransfer will be accepted from then on.

Tenant Date

Tenant 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.

1. Name Date of birth SIN No. (Optional)
Drivers License No Occupation

2. Name 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?

LAST TWO PLACES OF RESIDENCE

Address	Address
From To	From To
Name of Landlord	Name of Landlord
Telephone: (.....).....	Telephone: (.....).....

PRESENT EMPLOYMENT

Employer
Business address
Business telephone
Position held
Length of employment
Name of supervisor
Current salary range: Monthly \$

PRIOR EMPLOYMENT

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SPOUSE'S PRESENT EMPLOYMENT

Employer
Business address
Business telephone
Position held
Length of employment
Name of supervisor
Current salary range: Monthly \$

PRIOR EMPLOYMENT

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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 financing 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 notified that a consumer report containing credit and/or personal information may be referred to in connection with this rental.** The Applicant authorizes the verification 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 **Date** Signature of Applicant **Date**
Telephone: (.....)..... Telephone: (.....).....



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