



## Thank you for choosing a Real Property Management Service home.

The following documentation is required in order to begin and complete the application process.

1. Please complete **one application for each adult** (18yrs+).
2. Please complete **one survey for each adult** (18yrs+).  
<https://www.honestrenter.com/survey/index.html?code=6HXRMNX8RT>
3. Please have **ALL** guarantors complete a separate application.
4. Guarantors **must** provide a current Letter of Employment with proof of income.
5. Complete each application fully and legibly which will allow us to conduct a credit check. (Please note that we do not accept outside reports.)
6. Submit your application(s) with the following:
  - A **current** Letter of Employment
  - If **self-employed or on commission**, Notice of Assessment for previous year
  - A **current** pay stub/proof of income for each adult applicant
  - Contract Deposit (one month's rent) in certified funds payable to: **Real Property Management Service**

Upon receipt of all items, the application will be processed, which may take up to three business days. You will be contacted once your application has been processed.

If NOT approved, the above documentation will be available for pick up at our business office Monday to Friday, 9:00 A.M. to 5:00 P.M.

If approved, the following documentation is required before unit keys will be provided:

1. A signed Real Property Management Service Tenancy Agreement (Lease) **within 3 days of acceptance**. A sample lease can be viewed at [www.rpmservice.ca/lease.pdf](http://www.rpmservice.ca/lease.pdf)
2. First month's rent in certified funds (Rent will be pro-rated if the move-in date is after the first of the month.)
3. A Refundable Key Deposit, in certified funds, in the amount of \$20.00 or \$200.00 Proof of Renters' Insurance including contents and liability
4. Utility account numbers if applicable

If you have any questions, please contact us at **416-642-1404** or you may E-mail us at: [support@rpmservice.ca](mailto:support@rpmservice.ca). Also, you may visit our website at: [www.rpmservice.ca](http://www.rpmservice.ca) for further information.

Real Property Management Service  
3046 Bloor Street West, Toronto, Ontario M8X 1C4

*Each office is independently owned and operated*

# RENTAL APPLICATION

INSTRUCTIONS: Please complete all sections on both pages. Please print all information. Mark "N/A" in any blanks that do not apply.

Then send to **Real Property Management Service**

Phone: 416-642-1404, Fax: 416-232-2104, email: [support@rpm-service.ca](mailto:support@rpm-service.ca)

3046 Bloor St. W. Toronto, Ontario, M8X1C4

## PROPERTY INFORMATION

Rental Property	Unit #	Rental Rate	Date Required	Any Pets:
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## PERSONAL INFORMATION

<b>Applicant's Full Name</b>			H Phone #
First Initial Surname			M Phone #
SIN	Date of Birth <small>month/day/year</small>	Driver's Licence Number:	
Email			
<b>Other Residents</b> (Include Children)		Relationship	Age
1.			
2.			
3.			

## RESIDENTIAL HISTORY

<b>Current Address</b>			City	Postal Code
<small>Street</small>				
How long there	Rental amount	Landlord		Phone #
Reason for leaving				
<b>Previous Address</b>			City	Postal Code
<small>Street</small>				
How long there	Rental amount	Landlord		Phone #
Reason for leaving				

## EMPLOYMENT HISTORY

<b>Applicant's Employment</b>		
Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Other		
Employer	<input type="checkbox"/> Current <input type="checkbox"/> Previous	Length of Employment
Employer's Address		
Supervisor/Caseworker	Phone #	Income
<b>Other Employment</b>		
Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Other		
Employer	<input type="checkbox"/> Current <input type="checkbox"/> Previous	Length of Employment
Employer's Address		
Supervisor/Caseworker	Phone #	Income

(CONTINUED ON NEXT PAGE)

**LOANS**

Institution	Address	Monthly Payment	Balance
1.			
2.			
3.			

**AUTOMOBILES**

Make / Model	Year / Color	License Plate Number	Province
1.			
2.			

**EMERGENCY CONTACT INFORMATION**

In Case of Emergency Contact		Phone #
Address	Relationship	

**NOTE:** Upon execution of the lease and occupancy of the premises by the tenant, the deposit, if there is one, shall become a rent deposit to be applied towards the last month's rent.

How did you learn about this property?

I/We hereby certify the information provided above and on any and all attachments of this form (Applicant's Particulars) to be true. I/We agree and acknowledge that upon acceptance of this Rental Application by the Landlord, I/We shall hereby be bound to a Tenancy Agreement with the Landlord on the terms and conditions set out in this Rental Application and shall further be bound to all of the terms and conditions of a Tenancy Agreement incorporating the above terms into the Landlord's usual form which I/We have been given the opportunity to review. It is further agreed and acknowledged that upon acceptance of this Rental Application by the Landlord, the Contract Deposit shall be deemed to be a Rent Deposit and applied towards the rent of the last month of the tenancy created by such acceptance. I/We acknowledge that, before taking possession, I/We shall provide proof of obtaining Tenant's Liability and Contents Insurance to the Landlord.

If the Landlord is unable to give possession of the rented premises on the date of commencement of the term for any reason, the Landlord shall not be subject to any liability to the Applicants and shall give possession as soon as the Landlord is able to do so. The rent shall abate until possession of rented premises is offered by the Landlord to the Tenant. Failure to give permission on the date of commencement shall not in any way affect the validity of the Tenancy Agreement, the obligations of the Tenant or in any way be construed to extend the term of this Tenancy Agreement. Upon acceptance of this Rental Application by the Landlord, this Rental Application by the terms of clause 45 of the Tenancy Agreement is deemed to form part of the Tenancy Agreement. Any omission or misstatement by the Applicants in this Rental Application may result in the termination of your tenancy by the Landlord even after occupancy has been taken.

The Applicant hereby gives permission to the Landlord or his Agent 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 reasonably use it otherwise to assess this Rental Application. I/we provide my/our irrevocable consent to the Landlord or their agents to disclose information from my rental application and information arising from any tenancy between us to any third party for the purpose of contributing information to a database of tenant information to be used in providing consumer/credit reports. **It is agreed that where this Application is rejected, the Landlord shall not be required to give reasons therefore.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

REFERENCE VERIFICATION	APPLICATION	DEPOSITS	
<input type="checkbox"/> Present Address <input type="checkbox"/> Previous Address <input type="checkbox"/> Employment <input type="checkbox"/> Income <input type="checkbox"/> Credit	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Date _____ Initials _____  Date of Occupancy _____	_____  _____	_____  _____ Date _____ Amount _____