

APPLICATION PROCESS

We are working with neighbours and other landlords in this area to maintain the quality of the neighbourhood. We want to ensure that people do not use rental units for illegal activity. To that end, we have a thorough screening process.

If you meet the application criteria and are accepted, you will have the peace of mind of knowing that other renters on this property are being screened with equal care.

Please review our list of criteria. If you feel you meet the criteria and your references can be verified, please apply - we would be happy to rent to you. If you have any questions or concerns, feel free to ask.

Please note that we provide an equal and fair housing opportunity: we do not discriminate on the basis of race, colour, ancestry or place of origin, religion, marital status, family status, age, physical or mental disability, sex, sexual orientation or legal source of income.

TENANT APPLICANT SCREENING CRITERIA

THE FOLLOWING CRITERIA COULD BE USED AS A BASIS FOR TENANT SELECTION:

1. Signing of Crime Free Lease Addendum;
2. Completion of Application Form including signature;
3. Two pieces of identification, including one photo ID must be presented with application;
(verified by a Wiebe Properties building manager?)
4. Sufficient proof of ability to pay rent;
5. Minimum three references from unbiased sources, including at least one (preferably two) from a landlord;
6. No pets;
7. No more than two people are allowed to occupy one-bedroom suites;
8. Applications must sign the Landlords' Tenancy Agreement after acceptance;
9. We agree that this is a smoke free building including suites and balcony area.

APPLICANT _____

APPLICANT SIGNATURE

DATE _____

APPLICANT _____

APPLICANT SIGNATURE

DATE _____

BUILDING # _____ **SUITE #** _____ **RENT \$** _____ **DATE OF POSSESSION** _____

Desired M/In Date	Price Range	Type of Unit						Town Homes
		BACH	1B	1B + den	2B/1B	2B/2B	3B/2B	2B/2 ½ Bath

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 Applicant has had an opportunity to examine. 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 equivalent of up to one's month rent to the Landlord and any related expenses incurred by the Landlord. If this offer is accepted, the Applicant will pay a **Security Deposit** of half a month's rent to the Landlord.

INFORMATION – Each applicant(s) to complete in full.

APPLICANT'S FULL NAME _____

DATE OF BIRTH: DD ____ MM ____ YYYY ____ PH. _____ CELL _____

EMAIL _____

VEHICLE(S): MAKE/MODEL _____ LICENSE PLATE. NO. _____, _____

STARTING WITH YOUR CURRENT ADDRESS, LIST AT LEAST ONE (1) PRIOR ADDRESS:

PRESENT ADDRESS _____ POSTAL CODE _____

HOW LONG _____ RENT OWN REASON FOR LEAVING _____

BUILDING MANAGER _____ MGR PH. _____ RENT \$ _____

(1) PREV ADDRESS _____ POSTAL CODE _____

HOW LONG _____ RENT OWN REASON FOR LEAVING _____

BUILDING MANAGER _____ MGR PH. _____ RENT \$ _____

EMPLOYMENT HISTORY

CURRENT EMPLOYER (BUS NAME) _____

MGR NAME _____

EMPLOYER ADDRESS _____

MGR PHONE _____

POSITION HELD _____ HOW LONG _____

SALARY RANGE _____

PREVIOUS EMPLOYER (BUS NAME) _____

MGR NAME _____

EMPLOYER ADDRESS _____

MGR PHONE _____

POSITION HELD _____ HOW LONG _____

SALARY RANGE _____

PLEASE PROVIDE TWO (2) PERSONAL/FAMILY REFERENCES (For Emergency Contact):

(1) NAME _____ RELATIONSHIP _____ PH. _____
(2) NAME _____ RELATIONSHIP _____ PH. _____

PLEASE PROVIDE THREE (3) UNBIASED REFERENCES (Include Previous Landlord(s)):

(1) FULL NAME _____ PH. _____
(2) FULL NAME _____ PH. _____
(3) FULL NAME _____ PH. _____

**WE AGREE THAT WE WILL NOT SMOKE (INCLUDING MEDICAL MARIJUANA)
OR KEEP PETS ON THE PREMISES**

X _____
APPLICANT SIGNATURE

Have you ever been convicted of a criminal offense for which a pardon has not been granted?

If yes, what was the nature and date of the offense? (Optional) _____

Please be advised that all prospective tenants may be subject to an electronic court search through Court Services Online; the BC Ministry of Justice electronic court registry.

CONSENT: The applicant represents that all statements given herein are true and correct and hereby authorizes verification of references given. I/We, hereby consent to the Landlord and or their agents obtaining credit/personal references from one or more consumer reporting agencies or from other sources of information. I/We authorize the reporting agencies and other persons to disclose information on me/us to the Landlord or their agent.

RULES: We acknowledge that we have read the Tenancy Agreement, the Crime Free Addendum, and the Tenancy Guidelines and that we will endeavor to abide by them at all times.

Acknowledged as read and understood as complete, in its entirety.

APPLICANT _____ DATE _____
APPLICANT SIGNATURE

TERMS OF DEPOSIT AND RECEIPT: FOR OFFICE USE ONLY

Forming part of the Standard Application for Tenancy and Standard Tenancy Agreement.
No suite will be reserved until such time as the Security Deposit has been paid.

Security Deposit \$ _____ Date ____/____/____ Receipt
Rent per Month \$ _____ Date ____/____/____ Receipt
Received in the form of: Cash Cheque Money Order

We, the undersigned, hereby acknowledge that the above Applicant is accepted for tenancy, and has signed the Tenancy Agreement attached.

Landlord/Agent _____ DATE _____