

RE: Rental Process

Hello

Thank you for your time at the viewing, and for sending in your application. As discussed I am sending you the list of information that I need to process the application. I process all applications the same way this ensures fairness to all applicants.

The Application process asks for information on employment, and where you live as well as details about your personal identification. Once the form is completed, I will run a reference check on your employment and current living situation or past landlords, etc. The process is listed below with the desired information.

Process and Document requirements

1. **Application Form to be completed per person** - please fill in the form and send this back with the following items:
2. **Two Forms of Identification**
 1. Drivers Licence, front and back (photo or photo copy) if the address is different to your current address, please provide proof of where you live.
 2. Passport or another form of government Identification preferably with a picture on it.
3. **Proof of Current address** - if different from the address on your Identification. e.g. a Hydro or another utility bill is ideal. (Cell phone bills are acceptable if the address is the one current one you are living at and the bill shows the telephone number).
4. **Proof of employment** - please enclose your letter of employment from your current employer with stated earnings and start date of the employment on company letter head.
5. **Proof of Earnings** - a copy of your T4 (tax form) as proof of earnings for the last year.
6. **Reference check** - I will be calling your work to verify employment and past landlords (please let them know to expect a call)
7. **Reference check** - If you do not have a landlord reference, please add a personal reference, such as a church or volunteer organization, someone who is not a family member that can verify your character over a period of years. (please let them know to expect a call)

Once the application is processed, and I have qualified the above information, I will then send you the rental agreement for signing. I usually spend at least 20 minutes going through the rental application as it sets out the expectations for the rental. Once I receive a signed rental agreement I will then run a credit check, (this can take 24 to 48 hours).

The next step is for you to send payment of the deposit and 1st months rent, you can pay by cheque or electronic money transfer to Diamond Doors Real Estate Services Inc company bank account (NO Cash accepted). The final step is for you to confirm proof of tenants insurance.

Rental Agreement Process

8. **Rental Agreement** - This document sets out criteria and expectations for the rental including the bylaws of the property is applicable.
9. **Credit check** - I will run a credit check on each applicant.
10. **Transfer of Funds** - from the Tenant to the Diamond Doors Real Estate Services Inc Bank Account. Security Deposits are held in a separate Trust Account at the Bank, including Move in Fees if applicable.
11. **Form K and Move in Fees** - The Form K is a Legal requirement in BC for strata properties, the booking of elevators, and parking spots need to be agreed in advance, payment of move in fees need to be paid in advance.
12. **Tenant insurance** - each tenant, is asked to purchase Tenant Insurance on the property for the duration of the rental agreement. I will need a copy of this.

“Congratulations you now have a new home.”

The Move-in Process

13. **Rental agreement start date** - The move in date is the start date of the tenancy agreement and not before.
14. **Booking street parking for the moving van and elevators** - Some properties require a move in fees.
15. **Inspection** - BC Law now requires that each new tenant and owner property manger run through a visual inspection together that is documented before the property being occupied and belongings moved in. The Inspection Move In Sheet is then signed at the time by both parties, and a copy is sent to the tenant.
16. **Keys, Fobs and Access Codes** - I will then be providing the tenant copies of keys and fobs, usually 2 sets, and any access codes.
17. **7 day check** - within the first 7 days the property manager will be in touch to make sure that things are going well, and there are no questions. Also if you are in a fully furnished property, the inventory can be checked again to ensure there are no missing or broken items, etc.

The process can often take 3 to 4 days to complete and is dependent on all the information being provided as required. If you have any questions, please call me.

I look forward to helping you find your next home

Sincerely

Vicky Macleod

Owner Broker

Diamond Doors Real Estate Services Inc

APPLICATION FOR TENANCY



THE LANDLORD OR LANDLORD'S AUTHORIZED AGENT (called the "Landlord") MUST COMPLETE ALL BLANKS IN THIS SECTION

A. OFFER TO RENT I/We, the undersigned (called the "Applicant"), offer to rent a rental unit in British Columbia known as:
 Suite no. _____ Building Address _____ (the residential property)
 at a monthly rent of \$ _____ plus parking fees of \$ _____ plus other fees of \$ _____ for a total monthly cost of \$ 0.00 _____.
 The above rent includes only the utilities checked below. Payment for all other utilities is the tenant's responsibility.

Heat Water Supply Hot Water Electricity Cablevision Gas to fireplace Garbage/Recycling Collection Sewage disposal Other _____

DATE OCCUPANCY DESIRED _____

Landlord's Name _____ Landlord's Address _____ Phone No. _____

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 the Applicant has had an opportunity to examine. The Applicant acknowledges that **pets, barbecues, waterbeds and aquariums are not allowed** without advance written permission of the Landlord. The Tenancy Agreement will include specific terms related to the following:

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 payment of the equivalent of up to one month's rent to the Landlord and any related expenses incurred by the Landlord.

The Application herewith makes an **Application Deposit** of \$ _____ (**this is not a security deposit**) that will be applied to the first month's rent if this offer is accepted. If this offer is not accepted, the application deposit will be returned.

If this offer is accepted, the Applicant will pay a **Security Deposit** of \$ _____ to the Landlord. If the Landlord permits the Applicant to have a pet, an additional **Pet Damage Deposit** of \$ _____ will be paid to the Landlord. The Landlord will hold the Deposit(s) until the tenancy ends.

This offer is subject to acceptance by the Landlord and is open for acceptance until 5:00 pm on _____ Date. If not accepted by that time, this offer is void.

B. FIRST APPLICANT'S PRIMARY INFORMATION

Last Name _____			First Name _____			Middle Name _____			Date of Birth _____ Month / Day / Year			Social Insurance Number * (Optional) _____		
Present Address _____						City _____			Postal Code (Mandatory) _____			Primary Phone No. _____		
Rent <input type="checkbox"/>	Own <input type="checkbox"/>	How Long? _____			Reason for Leaving _____						Current Rent \$ _____			
Previous Address _____						City _____			Postal Code (Mandatory) _____					
Rent <input type="checkbox"/>	Own <input type="checkbox"/>	How Long? _____			Reason for Leaving _____						Final Rent \$ _____			
Credit Card Name: _____						Credit Card No. (NB: To be used for credit report purposes only. Do not provide expiration date.) (Optional) _____								

C. CO-APPLICANT'S PRIMARY INFORMATION (Complete the following only where different from First Applicant information.)

Last Name _____			First Name _____			Middle Name _____			Date of Birth _____ Month / Day / Year			Social Insurance Number * (Optional) _____		
Present Address _____						City _____			Postal Code (Mandatory) _____			Primary Phone No. _____		
Rent <input type="checkbox"/>	Own <input type="checkbox"/>	How Long? _____			Reason for Leaving _____						Current Rent \$ _____			
Previous Address _____						City _____			Postal Code (Mandatory) _____					
Rent <input type="checkbox"/>	Own <input checked="" type="checkbox"/>	How Long? _____			Reason for Leaving _____						Final Rent \$ _____			
Credit Card Name: _____						Credit Card No. (NB: To be used for credit report purposes only. Do not provide expiration date.) (Optional) _____								

D. APPLICANT'S STATEMENTS

I/We do not own any pets I/We own a pet or pets If owned, describe pet(s) _____

I/We do not smoke tobacco or marijuana and do not vape I/We are smokers As co-applicants we consent to a joint credit report Yes No

NOTE: Landlords are not responsible for tenants' possessions. If accepted, you must carry tenants' insurance covering your possessions and protecting you against liability.

I/We presently insure our belongings and for third party liability Yes No

E. CONSENT The Applicant consents to the Landlord obtaining credit, personal and employment information on the Applicant from one or more consumer reporting agencies and from other sources of such information. The Applicant authorizes the reporting agencies and any other person, including personnel from any government ministry or agency, to disclose relevant information about the Applicant to the Landlord. If this application is accepted, the Applicant understands that the above information will also be used and disclosed for responding to emergencies, ensuring the orderly management of the tenancy and complying with legal requirements.

F. APPLICANT'S SIGNATURES

NOTE: Do not sign this application unless Section A is complete and you have read it.
I/We certify that all information provided by me/us in this Application is true and correct.

 Applicant's Signature _____ Date Signed _____ Co-Applicant's Signature _____ Date Signed _____

G. LANDLORD'S ACCEPTANCE

NOTE: Do not sign this form unless and until you decide to accept the Applicant(s) as your tenant(s).

The above Applicant(s) are accepted for tenancy, commencing _____ Date of Occupancy _____

 Landlord's Signature _____ Date Signed _____

H. FIRST APPLICANT'S SUPPLEMENTARY INFORMATION			
Secondary Phone No.	Cell No.	Fax No.	Work Phone No.
Email Address:		Photo ID Shown	Yes <input type="checkbox"/> No <input type="checkbox"/>
Present Landlord/Building Manager's Name	Address		Phone No.
Previous Landlord/Building Manager's Name	Address		Phone No.
Employer	Position		Monthly Income
Supervisor's Name	Supervisor's Phone No.		How long employed
Previous Employer	Position		Monthly Income
Previous Supervisor's Name	Previous Supervisor's Phone No.		How long employed
Vehicle Make	Model	Colour	License Number
2nd Vehicle Make	Model	Colour	License Number
Please give the name of a business or personal reference:			
Name	Address		Phone No.
Please give the name of next of kin, doctor or other person for emergency contact purposes:			
Name	Address		Phone No.
Name	Address		Phone No.

I. CO-APPLICANT'S SUPPLEMENTARY INFORMATION (Complete the following only where different from First Applicant's information)			
Secondary Phone No.	Cell No.	Fax No.	Work Phone No.
Email Address:		Photo ID Shown	Yes <input type="checkbox"/> No <input type="checkbox"/>
Present Landlord/Building Manager's Name	Address		Phone No.
Previous Landlord/Building Manager's Name	Address		Phone No.
Employer	Position		Monthly Income
Supervisor's Name	Supervisor's Phone No.		How long employed
Previous Employer	Position		Monthly Income
Previous Supervisor's Name	Previous Supervisor's Phone No.		How long employed
Vehicle Make	Model	Colour	License Number
Second Vehicle Make	Model	Colour	License Number
Please give the name of a business or personal reference:			
Name	Address		Phone No.
Please give the name of next of kin, doctor or other person for emergency contact purposes:			
Name	Address		Phone No.
Name	Address		Phone No.

J. OTHER ADULT OCCUPANTS - Full names of all other adult persons (age 19 or older) to occupy this rental unit					
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name

K. OTHER MINOR OCCUPANTS - Full names of all other persons under age 19 (including infants) to occupy this rental unit					
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name

NOTES TO APPLICANT(S)

1. Social Insurance and Credit Card numbers are requested for the sole purpose of obtaining the correct credit record information.
2. The information you provided on this page continues as part of your Application for tenancy. Your signature on the first page confirms all information on both pages is true and correct.