



TENANT RENTAL APPLICATION

DOWNTOWN SUITES, LTD.

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TENANT RENTAL APPLICATION FORM

- Please Deliver/email/fax to Downtown Suites (DTS) Office or Agent
- All applications are processed and accepted by merit rather than order of receipt.

Note: SIN numbers are not mandatory, however we may not be able to access your credit history without it and therefore we may not be able to approve your application.

Rental Address: _____

Monthly Rent: _____ Move In Date: _____

PERSONAL INFORMATION

Name: _____ Email: _____

Telephone: Home: _____ Work: _____ Cell: _____

S.I.N.# _____ Birth Date: (mo/day/year) _____

Driver's License# _____ Province: _____

Total number of persons to reside in home: _____

Names and ages of children and others to reside in home:

RESIDENCE HISTORY

Current Address: _____

City _____ Province: _____ Postal Code: _____

How long at this address: _____ Rent amt: _____

Reason for moving _____



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Present Landlord: _____ Landlord's phone: _____

Previous Address: _____

City: _____ Province: _____ Postal Code: _____

How long at this address: _____ Rent amount: _____

Previous Landlord Name: _____ Landlord's phone: _____

INCOME & VERIFICATION OF EMPLOYMENT

Current Employer: _____ Occupation: _____

Supervisors name: _____ Phone # _____

How long: _____ Salary: _____

Previous Employer: (if above is less than 2 years)

_____ Occupation: _____

Supervisor's name: _____ Phone # _____

How long: _____ Salary: _____

PERSONAL REFERENCES: (PLEASE USE LOCAL REFERENCES)

Reference Name, Address, Telephone, Relationship

1. _____

2. _____

VEHICLE INFORMATION

How many? _____ Make: _____ License #: _____ Year: _____

PET INFORMATION

Cat: ___ How Many? ___ Dog: ___ How Many? ___ Weight of each: _____

Dog Breed: _____ Other animals: _____

Your initials here _____



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SECOND APPLICANT (IF APPLICABLE)

2ND APPLICANT PERSONAL INFORMATION

Name: _____ Email: _____
Telephone Home: _____ Work: _____ Cell: _____
S.I.N.# _____ Birth Date: (mo/day/year) _____
Driver's License# _____ Province: _____

2ND APPLICANT RESIDENCE HISTORY

Current Address: _____
City _____ Province: _____ Postal Code: _____
How long at this address: _____ Rent amt: _____
Reason for moving _____
Present Landlord: _____ Landlord's phone: _____
Previous Address: _____
City: _____ Province: _____ Postal Code: _____
How long at this address: _____ Rent amt: _____
Previous Landlord Name: _____ Landlord's phone: _____

2ND APPLICANT INCOME & VERIFICATION OF EMPLOYMENT

Current Employer: _____ Occupation: _____
Supervisors name: _____ Phone # _____
How long: _____ Salary: _____
Previous Employer: (if above is less than 2 years)
_____ Occupation: _____
Supervisor's name: _____ Phone # _____
How long: _____ Salary: _____



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2ND APPLICANT PERSONAL REFERENCES: (PLEASE USE LOCAL REFERENCES)

Reference Name, Address, Telephone, Relationship

1. _____

2. _____

- I/We declare that the information provided in this application is accurate & complete. Any false statement will constitute grounds for rejection of application.
- DTS or its affiliates are not responsible for identity theft of the above person(s) information by indirect or accidental misplacement of this information. Submit application at your own risk. Application must be signed before it can be processed by management and must be accompanied by copies of driver's licenses or passport for all applicants.
- I/We understand a one-year lease is required.
- I/We consent to a credit check and verification of personal information with the references supplied. This consent is given pursuant to Chapter 81, Sec. 12 of the Credit Reporting Act, RSBC 1996.
- I/We consent to [landlord and landlord's agent] collecting, using and disclosing my personal information for the following purposes: authenticating my identity; determining my eligibility for tenancy; assessing my credit worthiness; identifying my guarantor(s), if any.
- I/We further consent to [landlord and landlord's agent] obtaining further personal information from my present and former employer, my former landlord(s) and one or more consumer agencies or credit bureaus, and I authorize those persons to provide such information to [landlord and landlord's agent].
- I consent to [landlord and landlord's agent] collecting, using and disclosing my personal information for the following purposes: processing payments, responding to emergencies, medical or otherwise; ensuring the orderly management of the tenancy; providing character references to third parties (e.g., future landlords); providing rent payment information to credit bureaus and financial institutions; complying with legal requirements and acting pursuant to legal authorizations.
- The tenant is aware that there may be a move in fee assessed by the building and a refundable deposit required, which is their responsibility.
- **I/We understand that if accepted, time is of the essence to sign lease and provide one half month's rent ASAP to secure the suite, payable by bank draft or money order from the bank.**
- Tenancy is considered started from the date the tenant pays a security deposit.



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- Once a tenancy has been started, the rights and obligations of both the landlord and tenant take effect from the date the tenancy agreement is entered into, whether or not the tenant ever occupies the rental unit (section 16).
- IN THE EVENT THE TENANT DOES NOT MOVE IN AFTER AGREEING TO DO SO AND SUBMITTING THE DEPOSIT, THIS DEPOSIT WILL BE HELD IN TRUST, WE WILL FILE FOR ARBITRATION AND THIS DEPOSIT WILL BE DISBURSED AT THE DISCRETION OF THE R.T.O. ARBITRATOR. Be aware that damages could include lost rent until suite is re-rented.
- It is a condition of our rental agreement that you carry a Tenants Insurance Plan. The approximate cost is from \$25 a month with \$2m liability and \$30,000 content insurance. Proof of insurance must be shown prior to keys being issued. Proof of annual renewal required.
- We require a clear and legible copy of your photo identification.

I understand and agree to the above.

Signature:

Date:

Signature:

Date:



TENANT RENTAL APPLICATION

YOUR NEW HOME – The Renting Process

APPLICATION

Fill in the application for tenancy entirely and be sure to sign page 2.

Send it to us either by email, fax or in person. Applications usually take 2 business days to process, depending on how quickly references get back to us.

Once the application is approved, we will require the security damage deposit (1/2 month's rent) in a bank draft (not a personal cheque, as they take too long to clear and we're holding a suite for you.)

LEASE DOCUMENTATION

Downtown Suites will prepare the lease documentation and email it to you for your perusal. You will be given the contact information for you to make an appointment to come to our office to sign the documents with us.

The lease will provide the BUILDING contact information for you to **book your moving-in elevator in advance**. Downtown Suites manages the condo suite you are moving into – not the building.

MOVE-IN INSPECTION / HAND-OVER OF KEYS

Once the lease is signed, an appointment date will be made asap for the move-in inspection/handover of keys to you.

Note: If a tenant is currently renting the suite, they have to book a move-out inspection/handover of keys appointment with us before we can book your move-in appointment. The move-out inspection with the current tenant is usually done on the last day of the month, sometimes earlier but not required of them to hand over keys before the last day of the month.

Should the suite be currently tenanted and they give keys back on the last day of the month, and you are moving in directly thereafter, we may have to arrange necessary cleaning, painting, repairs etc. once you are moved in. There simply is no time to have these things done in between. Hopefully, the preceding tenant would have been able to arrange cleaning prior to handing over the keys; however, this sometimes does not happen.

If you absolutely do not want to move into a suite that isn't in 'hand-over ready' condition, then you may wish to consider only those suites that are currently vacant.

Initials: _____