



PROPERTY

— management —

Application Form

YOUR PERSONAL INFORMATION

CIR Realty Property Management ('The LANDLORD') is committed to safeguarding the personal information entrusted to us by the Applicant. Personal information means any information about an identifiable individual. This can include but is not limited to an individual's name, home address and phone number, age, sex, marital or family status, financial information, educational history, or employment status. We manage your personal information in accordance with Alberta's Personal Information Protection Act and other applicable laws. This policy applies to the LANDLORD and to any person providing services on our behalf.

We collect the personal information for the purposes of assessing the Applicant(s) and co-Applicant(s) if any as to suitability as a tenant in general, and/or for a specific rental location.

Your completion of this Application will be taken as your consent to the above use by us, including both the information provided in the Application and personal information obtained by us from other sources as noted in the Application. We will assume the same consent in cases where you volunteer other personal information for an obvious purpose, even though it may not be specifically requested in the Application.

You may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfill our legal obligations. We will respect your decision but

Applicant Initial: _____

Co-Applicant Initial _____

may not be able to provide you with rental accommodation if we do not have sufficient personal information.

I/We, the undersigned (the 'Applicant', and if applicable the 'Co-Applicant') hereby apply for approval as a Tenant(s) of the Landlord based on the information provided on this page and the following pages. I/We understand that the information provided will be viewed to determine my/our suitability for the premises described below, and any other premises that the Landlord may deem appropriate.

If I/we should cancel this Offer to Lease Application after I have been notified of its acceptance in writing, text or verbally, or if I fail to execute your Standard Lease Agreement when presented for execution, I understand and agree that my security deposit will be forfeited towards unpaid rent. (a blank copy of our Lease Agreement is available for review, upon request)

Address of Property: _____

Date of Occupancy Desired: _____

Length of Term Desired: _____

Number of Occupants: _____ Adults _____ Children (give ages)

1. I/We are providing a SECURITY DEPOSIT, equal to 1 months' rent totaling: \$ _____ for an **unfurnished** property
2. I/We are providing a SECURITY DEPOSIT, equal to 1 months' rent totaling: \$ _____ for a **furnished** property

VIA:

[] Cheque (# _____)

[] BankDraft (# _____)

[] E-Transfer

***Please send E-transfers to pmdocs@cirrealty.ca. In the MEMO section please ensure you state the property address & the property manager and/or person who showed you the property.**

Included in the Rental Amount: NA

- ☐ Heat
- ☐ Water
- ☐ Electricity
- ☐ Cable/internet
- ☐ Garage _____ (# of Stalls)

Applicant Initial: _____

Co-Applicant Initial _____

1. PERSONAL INFORMATION

Name: _____

Social Insurance Number (Required) _____

Date of Birth _____/_____/_____ (MM/DD/YY)

Email Address: _____

Best Phone Number: _____ Work Phone Number: _____

Current Address: _____

Current Landlord Contact (Phone/Email): _____

2. CO-APPLICANT INFORMATION (If Applicable)

Name: _____

Social Insurance Number (Required): _____

Date of Birth _____/_____/_____ (MM/DD/YY)

Email Address: _____

Best Phone Number: _____ Work Phone Number: _____

Current Address: _____

Current Landlord Contact (Phone/Email): _____

Applicant Initial: _____

Co-Applicant Initial _____

3. PREVIOUS TENANCY

Landlord's Name: _____

Landlord's Phone Number/Email: _____

Previous Address: _____

Time at this location: _____ Monthly Rent: \$ _____

Reason for leaving:

4. PREVIOUS TENANCY (CO-APPLICANT)

Landlord's Name: _____

Landlord's Phone Number/Email: _____

Previous Address: _____

Time at this location: _____ Monthly Rent: \$ _____

Reason for leaving:

Applicant Initial: _____

Co-Applicant Initial _____

5. EMPLOYMENT INFORMATION

Status:

☐ Full Time

☐ Student

☐ Retired

☐ Part Time

☐ Unemployed

Current Employer: _____

Address: _____

Supervisor's Name: _____ Phone Number: _____

Length of Employment: _____

Monthly Gross Income: \$ _____

Job Position: _____

If you have other sources of income that you'd like us to consider, please list the sources, persons of contact and gross monthly income below:

Applicant Initial: _____

Co-Applicant Initial _____

6. CO-APPLICANT EMPLOYMENT INFORMATION (if applicable)

Status:

☐ Full Time

☐ Student

☐ Retired

☐ Part Time

☐ Unemployed

Current Employer: _____

Address: _____

Supervisor's Name: _____ Phone Number: _____

Length of Employment: _____

Monthly Gross Income: \$ _____

Job Position: _____

7. ADDITIONAL REFERENCES (non-family members)

1. Name: _____

Relationship: _____ Phone Number: _____

2. Name: _____

Relationship: _____ Phone Number: _____

8. CREDIT HISTORY DESCRIPTION

Please circle only one: Y (yes) or N (no)

1. Have you ever declared bankruptcy in the last seven (7) years? Y N

2. Have you ever been evicted from a rental residence? Y N

3. Have you had two (2) or more late rental payments in the last twelve (12) months? Y N

Applicant Initial: _____

Co-Applicant Initial: _____

4. Have you ever refused to pay rent when due? Y N

If you answered Y (yes) to any of the above, please state your reasons/circumstances:

9. ADDITIONAL INFORMATION

Please circle only one Y (yes) or N (no)

Do you wish to bring a pet(s) to the rental premises? Y N

If Y (yes), please state the type, breed, size and age:

A. If the Landlord permits any pet(s), an additional non-refundable pet fee of \$_____ will be paid to the Landlord prior to occupancy of the rental property.

B. If the Landlord permits any pet(s), an additional monthly pet rent of \$_____ will be paid to the Landlord monthly in addition to the rent of the rental property.

Do you, or any proposed occupant smoke? Y N

NOTE: Landlords are not responsible for tenants' possessions. If accepted, you must carry tenant's insurance covering your possessions and protecting you against liability. I/We presently insure our belongings and for third party liability: Y N

Applicant Initial: _____

Co-Applicant Initial: _____

10. EMERGENCY CONTACT

Name of person not residing with you: _____

Address: _____

Phone Number: _____

Relationship: _____

The Applicant and/or Co-Applicant acknowledges that pets, barbeques, waterbeds and aquariums are not permitted without the advance written permission of the Landlord.

The Applicant(s) do(es) hereby state that the information contained herein is true and correct and contain no misrepresentations. If misrepresentations are found after a residential tenancy agreement is entered into with the Applicant and/or Co-Applicant, the Landlord shall have the option to terminate the residential tenancy agreement and seek all available remedies.

The Applicant(s) and/or Co-Applicant authorize the Landlord to obtain tenant history, credit, personal and employment information from one or more consumer reporting agencies, previous landlords, employers or previous employers and from other sources of such information, to verify the information provided by the Applicant(s) and/or Co-Applicant. The Applicant(s) and/or Co-Applicant authorize(s) the reporting agencies, and any other person, including personnel from any governmental ministry or agency, to disclose relevant information about the Applicant(s) and/or Co-Applicant to the Landlord. If the parties enter into a Residential tenancy agreement, the Applicant(s) and/or Co-Applicant authorize the above information to be used and disclosed for responding to emergencies, ensuring the orderly management of the tenancy and complying with legal requirements.

Applicant Signature: _____ **Date:** _____

Co-Applicant Signature: _____ **Date:** _____

Applicant Initial: _____

Co-Applicant Initial _____