

DOWNTOWN COMMONS APPLICATION REQUIREMENTS

To apply you will be required to:

- fill out an application for the suite. Please note that each adult (18+) who is planning to occupy the suite must fill in an application form. Your application will only be processed once all applications are filled out.
- provide verification of your income such as the last two pay stubs or a letter from your employer confirming your employment. If you are Self-Employed or Retired you must attach your most recent CRA Notice of Assessment. The office will take a photo copy of these documents to verify your income.
- provide Government issued photo identification such as a driver's licence, passport, MLCC photo id, or student card. The office will take a photo copy of this to verify identification.
- provide your last landlord's contact information in order for the office to do a reference check.
- provide your S.I.N. number in order for the office to perform a credit check. If you have a recent (within the last 8 weeks) credit check, you may provide the office a copy of that document. NOTE: If we request the credit check on your behalf you will be charged a \$25.00 fee in order for us to process the credit check. This fee must be paid before we can process your application.
- provide us with a study permit if you are an International Student. The office will take a photo copy of this to verify term of studies.

Once your application package is complete, drop it off at the Tenant Living Office located at 489 Portage Ave – 2nd floor.

Office hours are Monday through Friday between 9:30 a.m. – 3:30 p.m. Please contact the Tenant Living Manager before you drop off your application form. If you have further questions or require additional information contact:

Crystal Wels - Tenant Living Manager

Phone: 204.988.7678

Email: tenantliving@uwinnipeg.ca

NOTE: After the Tenant Living Manager has reviewed your application to determine your eligibility, you will be contacted to set up an appointment to discuss leasing options available to you.



320 Colony Street
Winnipeg MB R3C 0S8
Phone: 204.988.7678
tenantliving@uwinnipeg.ca

TENANT APPLICATION FOR DOWNTOWN COMMONS MARKET AND PREMIUM SUITES

THE FOLLOWING INFORMATION IS STRICTLY CONFIDENTIAL

New Lease	<input type="checkbox"/>
Assignment	<input type="checkbox"/>
Add to Lease	<input type="checkbox"/>

PLEASE NOTE:

- (1) All new lease agreements are for a twelve (12) month term and may not be cancelled short term.
- (2) A separate application is required for each individual residing in the suite that is 18 years and older.
- (3) Smoking anywhere in the building is not permitted.
- (4) Pets are not permitted in the building.
- (5) A \$25.00 credit check fee is required if you do not provide a current credit check; this fee must be paid before your application can be processed.

SUITE CHOICE

- 1 BDRM Market _____
- 1 BDRM Premium _____
- 2 BDRM Market _____
- 2 BDRM Premium _____
- 3 BDRM Market _____
- 3 BDRM Premium _____

APPLICANT INFORMATION

Full Name: _____
First Name Middle Name Last Name

Present Address: _____ Postal Code: _____

Phone: (home) _____ (work) _____ (cell) _____

Date of Birth: (month-day-year) _____

Email: _____

S.I.N: _____ *(Note: you are only providing this information if the Tenant Living office is performing the credit check on your behalf. If you are providing a current credit check to the office you do not need to provide this information.)*

CURRENT ADDRESS:

How long have you lived at this address? _____ Are you renting? _____

Did you own the last place you were living? _____

How much do you pay in rent and utilities? _____

Have you ever been evicted from, or asked to leave any previous accommodation? Yes No

Did you leave any previous accommodation owing rent? Yes No

LANDLORD INFORMATION

For present and previous rental addresses, we must contact your landlord to confirm this information. See the Rental Reference Form at the end of this application for a list of the information we will be requesting.

Name of Current Landlord: _____ Phone Number: _____

Reason for vacating: _____ Move Out Date: _____

If you lived at the above address less than one (1) year please fill out the following:

Previous Address: _____

Name of Landlord: _____ Phone Number: _____

Reason for vacating: _____ Move Out Date: _____

INCOME & EMPLOYMENT INFORMATION

Documentation to verify your income must be attached to your application. Acceptable documentation includes last two pay stubs or a letter from your employer confirming your employment. If you are Self-Employed or Retired you must attach your most recent CRA Notice of Assessment.

Applicant's Present Employer

Name: _____ Phone: _____

Date Employed: _____ Gross Monthly Income: _____

CO-APPLICANT(S) WHO ARE OVER 18 YEARS OF AGE

This must be filled out for all co-applicants who will be sharing the suite.

Name: _____ Phone: _____

Name: _____ Phone: _____

LIST OF OCCUPANTS

List all people who will be living in the suite with you. National Occupancy Standards will be the guideline for the number of bedrooms you are eligible for based on your family composition.

Name	Age (if under 18 years)	Relationship

DECLARATION:

I/We understand that submission of this application does not obligate the 7049651 MB Association Inc., the landlord, to provide me/us a lease with rental accommodation. I/We understand that 7049651 MB Association Inc. reserves the right to request additional information and conduct a personal investigation prior to offering me/us a lease. I/We give 7049651 MB Association Inc. permission to conduct past and present landlord reference checks, employment verification and credit check. I/We certify that the information given in this application is true, correct and complete in every respect fully disclosing my/our income from all sources. False information given will result in refusal of this application or will terminate your tenancy once you move in based on false information. Personal information collected by the 7049651 MB Association Inc. will be used to establish eligibility for rental housing. It is protected under the *Personal Information Protection and Electronic Documents Act* (Canada).

Signature of Applicant: _____ Date: _____

RENTAL REFERENCE FORM

The following questions will be asked of your previous landlord:

- How much was monthly rent? _____
- Was rent paid on time? Yes _____ No _____
If No, how often was it late? _____
- Period of tenancy: from _____ to _____
- Was proper notice to vacate given? Yes _____ No _____
If No, how much notice was given? _____
- Has this tenant had any NSF cheques? Yes _____ or No _____
- Number of notices issued for unpaid or late payments during tenancy? _____
- How would you rate the tenant's payment history overall? Good ___ Fair ___ Poor ___
- Have there been any complaints of nuisance and disturbance? Yes _____ No _____
If Yes, please describe _____

- Was the unit well-kept inside and out? Yes _____ No _____
If No, please describe _____

- Has the tenant received any evictions/terminations? Yes _____ No _____
If Yes, for what? _____

- Has the tenant been treated for bed bugs in the last 6 months? Yes _____ No _____
- Would you rent to the tenant again? Yes _____ No _____