

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.
- Provide a copy of your Rent Smart Certificate if you have completed the program.

Once your application package is complete, drop it off at the Tenant Living Office located at 491 Portage Ave – 9th 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.

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).

Name of Applicant (please print): _____

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 _____