

# RESIDENTIAL RENTAL APPLICATION

Caradoc Housing Corporation

[chc@tempoproperty.com](mailto:chc@tempoproperty.com)

## CHECKLIST

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Please review the following information checklist to avoid delay in processing.  
If you have any questions, please contact us.

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- Double check these sections are fully complete:
  - Filled in the address of the unit I am interested in
  - Included my full name, phone number and current address along with Landlord's name and phone number
  - Provided my previous home address along with Landlord's name and phone number
  - Listed ALL proposed occupants
  - Listed ALL proposed pets
  - Included ALL proposed vehicles
  - Provided full Employment Information and Other Sources of Income
  - Provided at least one Financial Institution on this Application
  - Included TWO references
  - Signed the Application on Page 2 (Authorization of Criminal and Credit Background Checks)
- Attach a copy of your NOTICE OF ASSESSMENT (NOA) and gov't photo ID for each applicant over the age of 18 years, as Proof of Income.  
*Note: It must be your most current NOA, from the previous tax year.*
- For your record, a copy of the Application and all supporting documentation was sent to Caradoc Housing Corporation by email on:

Date: \_\_\_\_\_

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Please refer to 'Rental Application Procedure' for more information about completing this document and the process involved.  
Please complete one application for every applicant over the age of 18. If you have any questions, you can contact us [chc@tempoproperty.com](mailto:chc@tempoproperty.com)

## RENTAL PROPERTY INFORMATION

PROPERTY ADDRESS		ANTICIPATED OCCUPANCY DATE	FLEXIBLE MOVE IN DATE? Y OR N
Housing Priorities: <i>Please check all that apply</i>	<input type="checkbox"/> Senior	<input type="checkbox"/> Woman and Children of Domestic Violence	<input type="checkbox"/> Veteran

## PERSONAL INFORMATION

FIRST NAME	MIDDLE	LAST	SIN - (Optional)
DATE OF BIRTH	MARITAL STATUS	NUMBER OF DEPENDANTS	DRIVERS LICENSE #
HOME PHONE / CELL PHONE	OTHER PHONE NUMBER	EMAIL ADDRESS	
PRESENT HOME ADDRESS		CITY / PROVINCE / POSTAL CODE	
TIME AT CURRENT ADDRESS	PRESENT LANDLORD	LANDLORD'S PHONE	
REASON FOR LEAVING	AMOUNT OF RENT	PRESENT RENT UP TO DATE? Y OR N	
PREVIOUS HOME ADDRESS		CITY / PROVINCE / POSTAL CODE	
TIME AT CURRENT ADDRESS	PRESENT LANDLORD	LANDLORD'S PHONE	
REASON FOR LEAVING	AMOUNT OF RENT	WAS YOUR RENT UP TO DATE? Y OR N	
NEXT PREVIOUS HOME ADDRESS		CITY / PROVINCE / POSTAL CODE	
TIME AT CURRENT ADDRESS	PRESENT LANDLORD	LANDLORD'S PHONE	
REASON FOR LEAVING	AMOUNT OF RENT	WAS YOUR RENT UP TO DATE? Y OR N	

## PROPOSED OCCUPANT(S)

Record all proposed occupants below. Be sure to include all dependents who will be occupying the rental, regardless of age.  
A separate application is required for all occupants over the age of 18

NAME	RELATIONSHIP	OCCUPATION	AGE	APPLICATION REQ'D* Y OR N
NAME	RELATIONSHIP	OCCUPATION	AGE	APPLICATION REQ'D* Y OR N
NAME	RELATIONSHIP	OCCUPATION	AGE	APPLICATION REQ'D* Y OR N
NAME	RELATIONSHIP	OCCUPATION	AGE	APPLICATION REQ'D* Y OR N

## PROPOSED PET(S)

NAME	TYPE	BREED	AGE	INDOOR / OUTDOOR
NAME	TYPE	BREED	AGE	INDOOR / OUTDOOR

## VEHICLE(S) INFORMATION

PLATE	YEAR	MAKE	MODEL	COLOUR	PARKING SPACE REQ'D Y OR N
PLATE	YEAR	MAKE	MODEL	COLOUR	PARKING SPACE REQ'D Y OR N

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## EMPLOYMENT INFORMATION

Please provide us with all current employers.

If you have been with your employer for less than one year, please provide your previous employer as well.

EMPLOYER	OCCUPATION	CURRENT EMPLOYER? Y OR N	HOURS/WEEK
SUPERVISOR		PHONE	YEARS EMPLOYED
EMPLOYER	OCCUPATION	CURRENT EMPLOYER? Y OR N	HOURS/WEEK
SUPERVISOR		PHONE	YEARS EMPLOYED

## OTHER SOURCES OF INCOME

PLEASE LIST ALL OTHER SOURCES OF INCOME BELOW

Some examples of sources that may be included here: Pension Benefits, Social Assistance, Student Loan income, Child Support, etc.

SOURCE / TYPE	MONTHLY INCOME	IS THERE AN END DATE FOR THESE PAYMENTS Y OR N If yes, provide date of last payment expected:
SOURCE / TYPE	MONTHLY INCOME	IS THERE AN END DATE FOR THESE PAYMENTS Y OR N If yes, provide date of last payment expected:
SOURCE / TYPE	MONTHLY INCOME	IS THERE AN END DATE FOR THESE PAYMENTS Y OR N If yes, provide date of last payment expected:

## BANKING INFORMATION

BANKING INSTITUTION	ADDRESS	PHONE
BANKING INSTITUTION	ADDRESS	PHONE

## REFERENCES

NAME	RELATIONSHIP	PHONE
NAME	RELATIONSHIP	PHONE

## EMERGENCY CONTACT

NAME	RELATIONSHIP	PHONE
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## CRIMINAL & CREDIT BACKGROUND CHECK AUTHORIZATION

Is there anything negative that we may find in your credit background check that you would like to comment on? Y / N

<input checked="" type="radio"/> Yes, I have included a criminal record check with my application that is not older than 6 months to date	<b>Criminal Record Checks Can Be Obtained From Your Local Police Station or online <a href="http://www.mycrc.ca">www.mycrc.ca</a> \$60-70.00</b>	<input type="radio"/> I will attend the rental office to pay a non-refundable \$65.00 for a criminal record check upon approval of accepted application
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I declare that the information I have provided is accurate. I authorize the individual or organization to whom this application is submitted to: (a) contact my references and all other persons that I have named in this application; and (b) perform a credit and/or criminal check to assess my suitability as a tenant/lessee.

APPLICANT'S SIGNATURE	DATE
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**PLEASE BE SURE TO INCLUDE YOUR MOST CURRENT NOTICE OF ASSESSMENT AS PROOF OF INCOME**