

Application Requirements – Supporting Information



1212 - 8th Street East, Saskatoon, SK, S7H 0S6

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Please fill out the application completely and provide photocopies of all applicable documentation. **Incomplete applications will result in delays and your application may not be processed. Applications MUST be signed and witnessed.**

Our rental terms are generally 1-year leases, unless otherwise specified. If your rental history is less than 5 years, you may be required to provide a co-signer for your application. The co-signer is also required to provide supporting documentation.

Office use only	<u>Required Supporting Documentation</u>
	1. Two pieces of identification – One Government issued photo id and one other
	2. Current paystubs from employer – Last 3 months
	3. Current bank statements – Last 3 months (please include itemized lists of withdrawals and deposits from accounts)
	4. Benefits outlined from Social Assistance, Employment Insurance and/or WCB
	5. Student Loan Disbursement – Schedule of disbursements
	6. Current Notice of Assessment – From Revenue Canada if Self-Employed

If you currently own/have owned property in Canada, we require proof of ownership.

Office use only	<u>Required Supporting Documentation</u>
	1. Land titles certificate – Your name and the location of the property must be visible
	2. Mortgage broker confirmation – Letter indicating that your mortgage is in good standing with regular payments occurring

Upon approval of your application, a minimum payment will be required to hold the property until the lease agreement is signed. This payment will be applied against the security deposit amount of the property and we require the payment to be made in the following format: **Money order, certified cheque, or interac.**

Social assistance recipients must provide a minimum payment to hold the property until the lease agreement is signed, in conjunction with a Letter of Guarantee.

Suites will not be guaranteed or held for anyone until the lease agreement is signed and the deposit is paid.

After the payment is processed, you will go through the lease agreement with a leasing agent by **appointment only**. We ask that you please phone ahead or make prior arrangements to sit down with the leasing agents to go through the lease agreement.

Pet friendly properties require a pet application form to be completed, a current photograph of the pet to be submitted and have a nonrefundable pet placement fee. Approval of the pet is on a case by case basis.

Please return this form with your completed application.

<p>How did you hear about us? Check all that apply:</p> <p><input type="checkbox"/> Radio ads</p> <p><input type="checkbox"/> Kijiji</p> <p><input type="checkbox"/> Elitesuite.ca</p> <p><input type="checkbox"/> Rentboard</p> <p><input type="checkbox"/> Facebook Marketplace</p> <p><input type="checkbox"/> Rentfaster</p> <p><input type="checkbox"/> Other (please specify): _____</p>



Office Use Only:
APP #: _____ Entered By: _____

For the property known as _____ in the City of Saskatoon, in the Province of Saskatchewan. I/We verify _____ that I/We have viewed the rental premises for which we are applying.
Tenant's Initials _____

*****All residents must be registered with our office. Please notify the office immediately if any changes occur.*****

Personal Information (Please Print)

1st Applicant's Name: _____ **Date of Birth:** _____

Present Address: _____ Phone: _____ Cell: _____

Email Address: _____ S.I. N.(optional): _____

Bank: _____ Branch: _____ Phone: _____

Vehicle Make: _____ License Plate #: _____ Driver's License #: _____

2nd Applicant's Name: _____ **Date of Birth:** _____

Present Address: _____ Phone: _____ Cell: _____

Email Address: _____ S.I. N.(optional): _____

Bank: _____ Branch: _____ Phone: _____

Vehicle Make: _____ License Plate #: _____ Driver's License #: _____

of People to Occupy Unit: _____ Number of Children: _____ Ages: _____ Pets: _____

(Each property that we manage has a different pet policy)

You must submit a separate pet application if you have any pets and pay a non-refundable pet placement fee.

Are any of the applicants Smokers, Vaporers or Cannabis users? Yes _____ No _____ (If Yes, Whom?) _____

Tenant Insurance Pak: Yes _____ No _____ Insurance Broker: _____

Were you ever evicted from a property before? Yes _____ No _____ (If yes, please explain):

Emergency Contact: _____ Relationship: _____ Phone: _____

Cell: _____ Address: _____ Email Address: _____

Co-Signer's Name (If applicable): _____ Date of Birth: _____

Present Address: _____ Phone: _____ Cell: _____

Co-signer's Employer: _____ Length of Employment: _____

Contact's Phone #: _____ Address: _____ Income (Monthly): \$ _____

Co-Signer will need to provide Supporting Documentation to complete the application

Community Resources and Employment (if any applicant is receiving assistance):

Case Worker(s): _____ Phone: _____

Landlord References (Starting with present Landlord, then list the past 5 years):

Name: _____ Phone: _____

Rental Address: _____ From: _____ To: _____

Monthly Rent: \$ _____ Reason for Leaving: _____

Name: _____ Phone: _____

Rental Address: _____ From: _____ To: _____

Monthly Rent: \$ _____ Reason for Leaving: _____

Name: _____ Phone: _____

Rental Address: _____ From: _____ To: _____

Monthly Rent: \$ _____ Reason for Leaving: _____

Employment References

Employer: _____ Contact's Phone: _____

Address: _____ Income: _____ How long: _____

Employer: _____ Contact's Phone: _____

Address: _____ Income: _____ How long: _____

Previous Employer: _____ Contact's Phone: _____

I/WE HEREBY VERIFY THE FOREGOING FACTS ARE TRUE AND ACCURATE. I/WE HEREBY AUTHORIZE ELITE PROPERTY MANAGEMENT LTD. TO OBTAIN SUCH INFORMATION AS MAY BE DEEMED NECESSARY IN CONNECTION WITH THE ESTABLISHMENT OF THE TENANCY AGREEMENT AND FURTHER CONSENT THAT ELITE PROPERTY MANAGEMENT CAN RELEASE INFORMATION PERTINENT TO MY/OUR TENANCY.

**** By signing this Application, I hereby agree that if it is not accepted Elite Property Management Ltd. is not obligated to provide reasoning for non-acceptance. ****

Dated at Saskatoon, Saskatchewan this _____ day of _____, 20_____

1st Applicant: _____ Witness: _____

2nd Applicant: _____ Witness: _____

Co-Signer: _____ Witness: _____

Please ensure that you have signed the application once completed and have a witness to your signature.

**** If accepted, a lease signing will be booked ****

Accepted this _____ day of _____, 20_____

Rental Manager: _____

Office Use Only:

Monthly Rent: \$ _____ **Security Deposit:** \$ _____ **Lease Term:** (_____) **Month(s)** **Parking:** _____

Pets Allowed? Yes No ****If yes, there will be a non-refundable pet placement fee**** **Smoking Allowed?** Yes No

Terms & Conditions:

Tenant pays for: Electricity Gas Water/Sewer Phone Cable Looks after Yard



I, _____ hereby agree to the terms and conditions of Elite Property Management’s rental agreement. As a cosigner, I am considered the same as the renter. It is agreed that by signing this agreement for _____ the rental property located at: _____ in the city of _____, that I agree to be responsible for any action, damages, cleaning, rent arrears, rent loss or any other costs that may be incurred from the tenant or tenants actions. By signing this agreement, I understand that I am taking responsibility for the entire rental property, regardless of the number of tenants residing at the premises.

Co-signer’s Name: _____ **Date of Birth:** _____

Present Address: _____ **City:** _____

Postal Code: _____ **Phone:** _____ **Cell:** _____

Email Address: _____ **S.I. N.(optional):** _____

Bank: _____ **Branch:** _____ **Phone:** _____

Vehicle Make: _____ **License Place #:** _____ **Driver’s License #:** _____

Years of Employment: _____ **Monthly Income (Gross):** _____

Housing (please check): Do you rent? Do you own your own home?

I, _____ hereby acknowledge that the above information is true and give authorization to all that are named on this form to release any information that is relative to this agreement to Elite Property Management Ltd.

I, _____ have read all the terms and conditions in this agreement and the rental agreement and hereby agree to all terms and conditions.

Signed this _____ day of _____, 20____ in Saskatoon, Saskatchewan.

Co-Signer (signature): _____ **Print Name:** _____

Witness (signature): _____ **Print Name:** _____

For Office Use Only

Accepted this _____ day of _____, 20____

Rental Manager: _____