



# Application Requirements – Supporting Information

1212 - 8<sup>th</sup> Street East, Saskatoon, SK, S7H 0S6

Phone: 306- 956-0044 Fax: 306-956-0094

www.elitesuite.ca inquiries@eliteproperty.ca

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>
	<b>1. Two pieces of identification</b> – One Government issued photo id and one other
	<b>2. Current paystubs from employer</b> – Last 3 months
	<b>3. Current bank statements</b> – Last 3 months (please include itemized lists of withdrawals and deposits from accounts)
	<b>4. Benefits outlined from Social Assistance, Employment Insurance and/or WCB</b>
	<b>5. Student Loan Disbursement</b> – Schedule of disbursements
	<b>6. Current Notice of Assessment</b> – 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>
	<b>1. Land titles certificate</b> – Your name and the location of the property must be visible
	<b>2. Mortgage broker confirmation</b> – 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.**

**How did you hear about us? Check all that apply:**

- Radio ads
- Kijiji
- Elitesuite.ca
- Rentboard
- Facebook Marketplace
- Rentfaster
- Other (please specify): \_\_\_\_\_



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)**

**1<sup>st</sup> 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 #:** \_\_\_\_\_

**2<sup>nd</sup> 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\_\_\_\_\_

1<sup>st</sup> Applicant: \_\_\_\_\_ Witness: \_\_\_\_\_

2<sup>nd</sup> 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:** \_\_\_\_\_