



TENANT APPLICATION GUIDE

Trustworthy • Professional • Reliable • Responsive



Residential Leasing Group Inc.

1944 - 10 Avenue S.W., Calgary, AB T3C 0J8 • Phone: (403) 244-6944 • Fax: (403) 244-6884
Ron Adam, Broker & President • www.residential-leasing.com • info@residential-leasing.com



RESIDENTIAL
LEASING GROUP

Your No. 1 Choice



At Residential Leasing Group Inc. we take care of tenants a little differently. You and your One Point of Contact Property Manager work together as a team. All calls and concerns will be directed to that one person only and he or she is responsible to you and the owner with backup from our awesome support team!

Once a year we ask our tenants what they like BEST about being with us in an anonymous email survey and every year we hear the same thing: They like that we are...

RELIABLE and we keep our promises.
RESPONSIVE as we act on issue quickly.
PROFESSIONAL as we are licensed, well prepared and organized.
TRUSTWORTHY as we are fair and honest.

Application to Lease for RESIDENTIAL LEASING GROUP INC.



1944 - 10 Avenue SW Calgary Alberta T3C0J8 (403) 244-6944 fax (403) 244-6884

ID# _____

Address: _____

Tenant Permission:

The applicant authorizes Residential Leasing Group Inc. to conduct a personal investigation including any credit checks and to verify any of the following information with relevant third parties such as landlords, banks, creditors or other persons for tenant purposes only.

Signature

Date

Tenant Security Deposit:

Cheque # _____ for \$ _____ accompanies this application to place this property on hold and to serve as security deposit for the potential rental.

If the application is accepted, this cheque will be deposited in the Residential Leasing Group Inc. Security Deposit in Trust account for the tenant listed below. This account is monitored by RECA (Real Estate Council of Alberta) until the end of the tenancy.

If this application is rejected, the cheque will be returned to the applicant listed below.

If the tenant application is accepted and the tenant has been informed and then decides not to rent the property Residential Leasing Group Inc. can then deposit the cheque in the owner's in trust account and the tenant will not receive the compensation.

Signature

Date



Tenant Proposal:

Is there a Co-Applicant? (Yes/No); If Yes who?

The applicant proposes to lease the above property beginning _____, 20____ and ending _____, 20____ for _____ months.

Unfurnished: The applicant is applying to pay \$ _____ per month. Utilities are the responsibility of the tenant.

Furnished: The applicant is applying to pay \$ _____ per month including all utilities and including internet, cable and phone.

The applicant agrees to provide a copy of proof of tenant insurance prior to possession of the property and to keep the insurance current for the duration of the residency.

Signature

Date

Personal Information

Full Name _____

Social Insurance Number _____

Date of Birth _____

Contact Numbers Home: () _____
 Work: () _____
 Cell: () _____

Email: Home: _____
 Work: _____

Current Address: _____

Postal Code _____

Own or Rent? (Circle One)

How long have you lived there? _____ Rent \$ _____
If rent: Landlord: _____ Contact: _____

Reason for Leaving: _____



Previous Address (if less than 2 yrs):

Postal Code _____

Own or Rent? (Circle One)

How long have you lived there? _____ Rent \$ _____

If rent: Landlord: _____ Contact: _____

Reason for Leaving: _____

Previous Address (if less than 2 yrs):

Postal Code _____

Own or Rent? (Circle One)

How long have you lived there? _____ Rent \$ _____

If rent: Landlord: _____ Contact: _____

Reason for Leaving: _____

Credit References

Bank Name _____

Bank Address _____

Bank Contact Number _____

Emergency Contacts

Name _____

Relationship _____

Address _____

Telephone _____

Email _____

**Vehicle Information:**

Year and Make: _____
License Plate: _____
Driver's License (verified) _____

Employment Information:

Name of Employer _____
Address of employment _____
Position Held _____
Supervisor and contact number _____
Length of employment _____
Gross Monthly Income _____
If from out of Canada include letter of employment (verified).

How did you find us? _____

APPLICATION TO LEASE AND SECURITY DEPOSIT procedure

Complete the Application and drop off at the Residential Leasing Group Inc. office at 1944 - 10 Avenue SW with a cheque for the security deposit in the amount of 1 month's rent should be made to "Residential Leasing Group Inc." and attached to the Application to Lease document.

Once received your application is processed as quickly as possible. A credit check will be completed and a verification call to your employer and previous landlord(s) may be executed. If you are new to Canada please include letters of employment from your employer.

This cheque will be held until the application is approved and only then will it be deposited into the Residential Leasing Group Inc. Security Deposit in trust account until the end of your lease term. If your application is not accepted the original cheque can be picked up, or shredded as you require. If you are accepted and change your mind the security deposit cheque will be deposited into the owner's account as defined by the Residential Tenancy Act (RTA).

Approval Process



I'm Approved Now What?

Your One Point of Contact Property Manager will contact you to confirm you are approved and to set up a time for you to sign the lease and set up your move in inspection and turnover of keys.

Before you move in there are a few details to check off your list:

____ Arrange a convenient time to review and sign the lease agreement. You will receive a signed copy of the lease once it is signed by the owner or our broker as agent for the owner.

____ Arrange rental payment protocol with a P.A.D. (Pre-Authorized Debit) program, post dated cheques or indirect invoicing with your company. If you are leasing through your corporation please provide invoicing and complete contact information.

____ Arrange for Tenant Insurance to be in place from the first day of your lease agreement and provide proof of insurance including Company, Policy number, deductible as well as start and end dates. This is for your protection. **Keys will not be released until insurance is in place.**

____ A move in letter will be forwarded to you by email with setup information including:

- Utility providers for set up on your day of move in.
- If an apartment, condo board move in regulations and procedures to book elevator for your movers.

Any problems or concerns please call the Residential Leasing Group Inc. office at (403) 244-6944 and one of our professional and friendly staff will be happy to assist.

Thank you once again for giving us the opportunity to work with you.



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