

CHECK LIST FOR RENTERS

Thank you for choosing us to assist you in finding a rental property. The following information and items are required in order to locate a rental property for you. The rental market in Toronto is very competitive and properties lease quickly, so please have your documentation ready to include with an offer to lease.

- Generally, **no pets** and **no smoking** allowed in a lease. Please let us know if you have a pet.
- Most leases are a minimum of **1 year term**. Let us know if you require a shorter term lease.
- Complete the enclosed **Rental Application Form** and sign at the bottom. You can leave the property info at the top blank for now.
- Provide us with an **Employment Letter** that notes your current position and salary from your employer. You may be required to provide recent pay stubs.
- Provide us with a Credit Report and Credit Score. You can visit either **Equifax.ca** or **Transunion.ca** and do this online. Cost is around \$20.
- A **Deposit** for the first and last months' rent combined will be required **within 24 hours** of an accepted offer to lease. Please make sure you have these funds ready. This will need to be in the form of a **bank draft or certified cheque** made payable to the Landlord's Real Estate brokerage.
- If you are not employed or are a student, you will require a **Guarantor**. The Guarantor will need to provide an employment letter or proof of income plus a Credit Report/Score. Let us know if you will be using a Guarantor.

On your "**Closing Day**" (the date your lease starts and you can move in) you will meet with your new Landlord and/or the real estate agent that represents the Landlord, to provide the following additional items:

- 10 post-dated monthly **cheques** made payable to the Landlord.
- Proof of liability, damage and fire **insurance** taken out by you. Approximate cost is \$200 - \$300 per year.
- Proof of transfer of **Hydro** account to your name (if hydro is not included in rent).
- Any **key deposit** required by Landlord.
- Any **pet damage deposit** required by Landlord.

If you are moving into a large condo building, you will need to contact the property management company to reserve the elevator. Be sure to do this a few days in advance of your moving day.

