

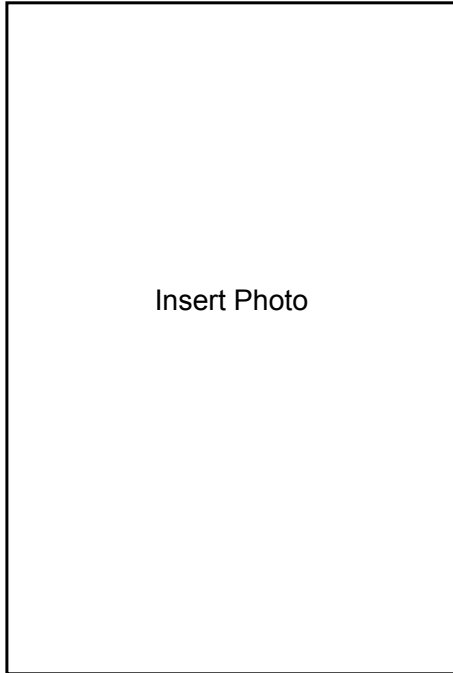
Tenant Checklist

To best prepare yourself for the leasing process, familiarize yourself with the following requirements. Anyone on the lease, occupants, and guarantors must provide the following:

COMPLETE FILE	CHECK HERE
<p>1. Cover letter</p> <ul style="list-style-type: none"> - Example attached please create your own. 	
<p>2. Rental Application attached</p> <ul style="list-style-type: none"> - Complete the highlighted section, SIN # recommended. 	
<p>3. Government issued photo ID</p> <ul style="list-style-type: none"> - Driver Licence or Passport 	
<p>4. Employment letter</p> <ul style="list-style-type: none"> - Required: Salary, Start date, Position, Contact person to verify information on employment letter. 	
<p>5. Two recent pay stubs</p> <ul style="list-style-type: none"> - The last two recent pay stubs from your employer, NOA and/or T4 if self employed - International clients please provide three (3) recent bank statements 	
<p>6. Full credit report with score</p> <ul style="list-style-type: none"> - Must include all pages of credit report with score and full name - Either Equifax or Transunion - screen shots not acceptable 	
<p>6. Review Documents</p> <ul style="list-style-type: none"> - Click the link below and review the representation documents. Any questions let me know! - http://www.iasmineleeteam.com/buyers/legal-form-explained/ 	

****Please have these documents assembled prior to requesting showings****

COVER LETTER EXAMPLE:



To future prospective landlords,

I have attached this letter to help you learn a little bit more about me as your potential tenant.

I have lived at my previous residence for approximately 1.5 years, but have decided I would like to try living in a one bedroom unit.

Your specific unit would be absolutely ideal, as it is in the perfect central location for my business and is in the central area where I run errands and am generally within. As I have been pursuing my career in real estate, I feel as though this unit will be a fantastic upgrade and allow me to pursue the clean, organized lifestyle I have craved for the past year and a half. In terms of finances, I have saved up more than enough to over the rent for one year, and have been actively increasing business in the past few months.

I fully understand that by entering into a tenancy I will be assuming legal responsibilities included but not limited to the following:

- Paying the rent on time
- Not unreasonably disturbing others
- Care for your property as if it was my own
- Otherwise follow the Residential Tenancy Act and terms of the agreement to lease

Along with this cover letter you will be receiving an application with landlord and personal references- please don't hesitate to contact them as I can assure you they will be able to give you a bit more insight to the kind of person I am.

I hope you will consider my application and if there are any further questions I would be more than happy to provide some clarification!

Sincerely,

John Doe

Form 410

for use in the Province of Ontario

I/We hereby make application to rent
from the day of 20..... at a monthly rental of \$.....
to become due and payable in advance on the.....day of each and every month during my tenancy.

1. Name Date of birth SIN No. (Optional)

Drivers License No Occupation

2. Name Date of birth SIN No. (Optional).....

Drivers License No Occupation

3. Other Occupants: Name Relationship Age

Name Relationship Age

Name Relationship Age

Do you have any pets? If so, describe

Why are you vacating your present place of residence?

LAST TWO PLACES OF RESIDENCE

Address

Address

.....

.....

From To

From To

Name of Landlord

Name of Landlord

Telephone: (.....).....

Telephone: (.....).....

PRESENT EMPLOYMENT

PRIOR EMPLOYMENT

Employer

I

Business address

I

Business telephone

I

Position held

I

Length of employment

I

Name of supervisor

I

Current salary range: Monthly \$

SPOUSE'S PRESENT EMPLOYMENT (JG BQQMJDBC MF, PS SPPNNBU FhT JOGP)

PRIOR EMPLOYMENT

Employer
Business address
Business telephone
Position held
Length of employment
Name of supervisor
Current salary range: Monthly \$

I.....
I.....
I.....
I.....
I.....
I.....

Name of Bank **Branch** **Address**
Chequing Account # **Savings Account #**

FINANCIAL OBLIGATIONS

Payments to Amount: \$
Payments to Amount: \$

PERSONAL REFERENCES

Name Address
Telephone: (.....) Length of Acquaintance Occupation
Name Address
Telephone: (.....) Length of Acquaintance Occupation

AUTOMOBILE(S) (JG BQQMJDBC MF)

Make Model Year Licence No
Make Model Year Licence No

The Applicant consents to the collection, use and disclosure of the Applicant's personal information by the Landlord and/or agent of the Landlord, from time to time, for the purpose of determining the creditworthiness of the Applicant for the leasing, selling or financing of the premises or the real property, or making such other use of the personal information as the Landlord and/or agent of the Landlord deems appropriate.

The Applicant represents that all statements made above are true and correct. **The Applicant is hereby notified that a consumer report containing credit and/or personal information may be referred to in connection with this rental.** The Applicant authorizes the verification of the information contained in this application and information obtained from personal references. This application is not a Rental or Lease Agreement. In the event that this application is not accepted, any deposit submitted by the Applicant shall be returned.

.....
Signature of Applicant Date Signature of Applicant Date
Telephone: (.....) Telephone: (.....)



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