

RENTAL APPLICATION FORM (Please Print)

Address: ☐ 1610 Bath Road

Unit # Applied for: _____

Size: ☐ 1 Bedroom ☐ 2 Bedroom ☐ BachelorAre you applying for an Affordable Housing Unit? ☐ Yes ☐ No*To qualify for affordable housing in 2024, your total household income from 2023 must be:*

- Less than \$71,715 for a 1-bedroom
- Less than \$86,347 for a 2-bedroom

Desired Move-in Date: _____

Rent & Utilities

- Rent is due on the 1st of each month
- Included in rent: Heat, hydro, hot & cold water, A/C (July & August), fridge, and stove

Last Month's Rent & Lease Terms

- Last month's rent is due at lease signing and is non-refundable if the tenant does not move in.
- Tenant agrees to follow all rules and regulations outlined in the lease agreement.

Additional Appliances

Do you have other appliances? Yes ☐ No ☐ If yes, list them: _____**Note:** Washing machines, dryers, A/C units, freezers, and dishwashers are **not permitted**.

Applicant Information

	Applicant 1	Applicant 2
First Name		
Last Name		
Date of Birth (YYYY/MM/DD)		
Phone Number		
Email Address		
Marital status		
Social Insurance Number		
Driver's License Number		

Proposed Occupants (Other than Applicants)

	Occupant 1	Occupant 2
First Name		
Last Name		
Age		
Relationship		

NOTE: It is understood that ONLY the above will occupy the premises.

Present Address**Applicant 1****Applicant 2**

Full Address (street, city and postal code)		
Length of Tenancy		
Rent Paid		
Landlord's Name		
Landlord's Phone		
Reason for Leaving		

Previous Address**Applicant 1****Applicant 2**

Full Address (street, city and postal code)		
Length of Tenancy		
Rent Paid		
Landlord's Name		
Landlord's Phone		
Reason for Leaving		

Employment & Income Information:**Applicant 1****Applicant 2**

Employment Status		
Occupation		
Length of Employment		
Employer		
Supervisor Name		
Supervisor Work Phone		
Salary (\$/Year)		
Other income (pension, etc.)		

Vehicle Information:**Make/Model/Year of Vehicle****License Plate Number**

Vehicle 1		
Vehicle 2		

Emergency Contact:

Name	Address (street, city and postal code)	Phone #	Relationship

GUARANTOR INFORMATION *(if required):*

When a Guarantor is provided, the Guarantor covenants with the Landlord that the Guarantor is jointly and severally bound with the Tenant under the Lease.

	Guarantor 1	Guarantor 2
First Name		
Last Name		
Relationship to Applicant		
Date of Birth (YYYY/MM/DD)		
Phone Number		
Email Address		
Social Insurance Number		
Driver's License Number		

Present Address

Full Address (street, city and postal code)		
Length of Tenancy		
Rent Paid		
Landlord's Name		
Landlord's Phone		

Employment Information

Employment Status		
Occupation		
Length of Employment		
Employer		
Supervisor Name		
Supervisor Work Phone		
Salary (\$/Year)		
Other income		

By signing this application, I/we acknowledge and agree to the following:

- The last month's rent of \$_____ must be paid within 48 hours of approval via bank draft or certified cheque. Rent payments must be made by automatic withdrawal, except for the first and last months' rent.
- If applying for Affordable Housing: A recent Notice of Assessment and current paystub must be submitted with this application, subject to income limits for affordable housing units.
- Smoking is strictly prohibited inside the unit, on the balcony, and throughout the residential complex. Any violation may result in the termination of the tenancy.
- This application forms part of the lease agreement, and the lease must be signed by all applicants/guarantors before keys are issued.
- A unit inspection must be completed with the superintendent before move-in.
- I/we authorize the Landlord to obtain necessary credit, income, and character references. The Landlord may disclose relevant information to credit agencies or financial institutions.
- Any false information may void the lease. If I/we fail to sign the lease after approval, the last month's rent deposit will be forfeited.
- If the current tenant does not vacate before my/our move-in date, I/we will only be entitled to a refund of all paid amounts without interest or liability on the Landlord's part.
- I/we have read and agree to comply with the Rules and Regulations and confirm receipt of the "Information for New Tenants" form from the Landlord and Tenant Board.

Dated at Kingston this _____ day of _____ 20_____

Applicant 1

Applicant 2

Guarantor 1

Guarantor 2

FOR OFFICE USE ONLY	
Superintendent's Remarks:	
Superintendent Signature:	
Management Remarks:	
Proof of income needed. <input type="checkbox"/> Yes <input type="checkbox"/> No	Proof of income provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
Income under limit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Guarantor needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Management Signature:	

Applicant Acknowledgment and Agreement

By signing this application, I/we acknowledge and agree to the following:

- **Lease & Deposit Requirements:** Any applicant under 21 must have a guarantor co-sign the lease. The lease agreement must be signed before occupancy. Failure to sign within four (4) working days of approval will result in forfeiture of the advance payment.
- **Rent Payments:** Rent is payable by automatic withdrawal, except for the first and last months' rent. A \$20 administration fee applies for any dishonored payment.
- **Insurance & Liability:** Tenants are required to maintain insurance throughout their tenancy, covering fire, theft, water damage, and liability. Updated proof of insurance must be provided.
- **Parking:** Each unit is allocated one parking space at \$90/month. Additional parking space, if available, are \$100 each month.
- **Building Policies:**
 - The building is non-smoking, and violations may result in lease termination.
 - No barbecuing, open flames, or storage of combustible materials on balconies or common areas.
 - No satellite dishes or exterior alterations to the unit.
 - Noise disturbances must be avoided and cease upon request.
- **Pets:** Tenants must declare their intent to have a pet. If no pet is initially declared, 45 days' notice is required before bringing one into the unit, and the tenant must sign the pet policy.

I/we confirm that I/we have read, understood, and agree to the above terms.

Applicant 1

Applicant 2

Guarantor 1

Guarantor 2

Date

Witness

R. Paul Martin Construction Co. Ltd.

PERMISSION TO ACQUIRE and/or RELEASE RENTAL and

EMPLOYMENT INFORMATION

I, _____
Print Applicant 1's Name

Print Applicant 2's Name/ Guarantor's Name

Hereby grant permission to R. Paul Martin Construction Co. Ltd. to acquire any information relative to my tenancy or employment with any current or past landlord(s), employer(s), financial institution (s), government agency (s) and utility (s) in accordance with the privacy policy.

I further grant R. Paul Martin Construction Co. Ltd. permission to release any information related to my tenancy or employment with R. Paul Martin Construction Co. Ltd. to any landlord, utility, government agency or employer requesting a rental or employment reference in accordance with the privacy policy.

Therefore, this document shall serve as my authorization to any landlord, employer, financial institution, government agency and utility to release my personal information as noted above.

Applicant 1 Signature

Date

Applicant 2 Signature

Date

Guarantor's Signature

Date

Witness Signature

Date