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**RENTAL APPLICATION FORM (Please Print)****Address:** ☐ 1580 Bath Road ☐ 1620 Bath Road**Unit # Applied for:** \_\_\_\_\_**Size:** ☐ 1 Bedroom ☐ 2 Bedroom ☐ 2 Bedroom + Den**Desired Move-in Date:** \_\_\_\_\_

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**Rent & Utilities**

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

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**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.

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**Additional Appliances**Do you have other appliances? **Yes** ☐ **No** ☐ If yes, list them: \_\_\_\_\_*Tenants may have freezers with a maximum capacity of 70 cubic feet within the rental unit.***Note:** Washing machines, dryers and A/C units are **not permitted**.

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**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		

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**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.*

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

**Present Address**

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

**Employment Information**

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

**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.
- 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

<b>FOR OFFICE USE ONLY</b>	
<b>Superintendent's Remarks:</b>	
<b>Superintendent Signature:</b>	
<b>Management Remarks:</b>	
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
<b>APPROVED:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Management Signature:</b>	

## 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 spaces, 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.
- **Regulations for Pets:** (Please choose 1 from the following 2 options):

☐ The tenant does not intend to bring a pet into the building

Should this change, the tenant must give the landlord a minimum of 45 days' notice before bringing a pet into the building and sign the rules and regulations pertaining to pet ownership. The same applies to all guests and/or occupants for whom the Tenant is responsible.

☐ Tenant intends to bring a pet into the building and understands that, in doing so, the tenant must adhere to the rules and regulations attached hereto, forming part of the application.

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**