

Application Requirements – Supporting Information

Please fill in the application completely and attach photocopies of all applicable documentation to ensure a speedy process. Incomplete applications could result in your application not being processed and could be further delayed going to the bottom of the pile.

Rental terms are 1 year leases, unless otherwise specified. If your rental history is less than 5 years you may be asked to provide a co-signer for your application. The co-signer will also be asked to provide any supporting documentation as well.

Supporting documentation:

1. Current Paystubs from employment – last 3 months is usually best
2. Current Bank statement (optional) - last 2 months is usually best
3. Benefit stubs from Social Assistance, Employment Insurance and or WCB
4. Student loan disbursements – this would be your schedule of disbursements of monies
5. Current Notice of assessment from Revenue Canada if you are self-employed

If you currently own or have owned property in Canada, we require that you provide proof of ownership

1. Land titles certificate with your name on the property title and where the property is located
2. A letter from your mortgage broker indicating that your mortgagee is in good standing or the payments are made regularly

Upon approval of the application, a minimum payment will be required to secure the property to hold it until the lease agreement is signed. This payment will be applied against the security deposit amount of the property. This payment cannot be cash as we are a cashless office and require that this payment be made in the following format: **Money order, certified cheque, or interac.** We do not accept credit card payments for either rent or security deposit transactions at this time. Social Assistance recipients must also provide a minimum payment to secure the property, to hold it until the lease agreement is signed, in conjunction with the Letter of Guarantee.

Suites will not be guaranteed or held for anyone until the lease agreement is signed and the deposit is paid.

After the payment is processed, you will go through the lease agreement with our tenant liaison by appointment only. We ask that you please phone ahead or make prior arrangements to sit down with the tenant liaison to go through the lease agreement.

Pet friendly properties require a separate pet application and have a non-refundable pet placement fee. It is also dependent upon the type of pet too. You will be asked to fill out a pet application and provide a current photograph(s) of the animal.

Please ensure that when handing in your application that all blank spaces that pertain to your information are filled in and the application is signed and witnessed.

Unsigned applications will result in delaying the application to be processed.



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APPLICATION – TENANCY AGREEMENT

For the property address known as

OFFICE USE ONLY	
APP # _____	Entered By: _____

In the City of Saskatoon, in the Province of Saskatchewan, I/We verify _____ that I/We have actually seen the rental premises for which we are applying. Tenant's initials

All residents must be registered with our office. Please notify the office immediately if any changes occur.

PERSONAL INFORMATION (PLEASE PRINT)

1st Applicant's Name: _____ Date of Birth: _____

Present Address: _____ Phone: _____ Cell: _____

Email Address: _____

Bank: _____ Branch: _____ Phone: _____

Vehicle Make: _____ Vehicle License: _____

Drivers' License: _____ S.I.N. (Optional) _____

2nd Applicant's Name: _____ Date of Birth: _____

Present Address: _____ Phone: _____ Cell: _____

Email Address: _____

Bank: _____ Branch: _____ Phone: _____

Vehicle Make: _____ Vehicle License: _____

Drivers' License: _____ S.I.N. (Optional) _____

Number of Children: _____ Ages: _____ # of People to occupy unit: _____ Waterbed: _____

Pets: _____ *(Each of our properties that we manage have a different pet policy.)

You must make a separate pet application if you have any pets and pay a non-refundable pet placement fee.

Are any of the Applicants smokers? Yes or No (If Yes, whom?) _____

Tenant Insurance Pak: Yes _____ No _____ Insurance Broker _____

Were you ever evicted from a property before? Yes or No (If Yes, please explain):

Co-signer's Name: _____ Date of Birth: _____

(If applicable)

Present Address: _____ Phone: _____ Cell: _____

Cosigner's Employer: _____ Contact's Phone: _____

Address: _____ Income: _____ How Long: _____

Contact Person (In case of emergency): _____ Relationship: _____

Address: _____ Phone: _____ Cell: _____

Email Address: _____

OVER →

EMPLOYMENT REFERENCES

- 1. Employer: _____ Contact's Phone: _____
 Address: _____ Income: _____ How Long: _____
- 2. Employer: _____ Contact's Phone: _____
 Address: _____ Income: _____ How Long: _____
 Previous Employer: _____ Contact's Phone: _____

COMMUNITY RESOURCES and EMPLOYMENT (if any applicant is receiving assistance):

Case Worker(s): _____ Phone: _____

LANDLORD REFERENCES (Starting with your present Landlord, then for past five years):

Name: _____ Phone: _____

Rental Address: _____ Monthly Rent: \$ _____

From: _____ To: _____ Reason for leaving: _____

Name: _____ Phone: _____

Rental Address: _____ Monthly Rent: \$ _____

From: _____ To: _____ Reason for leaving: _____

Name: _____ Phone: _____

Rental Address: _____ Monthly Rent: \$ _____

From: _____ To: _____ Reason for leaving: _____

I/WE HEREBY VERIFY THE FOREGOING FACTS ARE TRUE AND ACCURATE. I/WE HEREBY AUTHORIZE ELITE PROPERTY MANAGEMENT LTD. TO OBTAIN SUCH INFORMATION AS MAY BE DEEMED NECESSARY IN CONNECTION WITH THE ESTABLISHMENT OF THIS TENANCY AGREEMENT AND FURTHER CONSENT THAT ELITE PROPERTY MANAGEMENT CAN RELEASE INFORMATION PERTINENT TO MY/OUR TENANCY.

*** By signing this Application, I hereby agree if it is not accepted that Elite Property Management Ltd. does not have to give me a reason for not being accepted.***

Dated at Saskatoon, Saskatchewan this _____ day of _____, 20_____

1st Applicant: _____ Witness: _____

2nd Applicant: _____ Witness: _____

Co-signer _____ Witness: _____

Please ensure that you have signed the application once completed and have a witness to your signature.

Office Use Only

Monthly Rent \$ _____ **Security Deposit \$** _____ **Lease Term: () Month(s). Parking:** _____

Pets allowed? Yes ___ No ___. _____ **Smoking allowed? Yes ___ No ___.** _____

***If yes, there is a non-refundable pet placement fee for your pet. ***

TERMS & CONDITIONS:

Tenant pays for: Electricity: _____, Gas (Heat): _____, Water/Sewer: _____,
Phone: _____, Cable: _____, & Looks after Yard: _____.

If accepted, this application forms part of the Lease

Accepted this _____ day of _____, 20_____

Landlord or Its Agent: _____

Cosigner Agreement

I, _____ hereby agree to the terms and conditions of Elite Property Management's rental agreement. As a cosigner, I am considered the same as the renter. It is agreed that by signing this agreement for _____ for rental location: _____

that I am responsible for any action, damages, cleaning, rent arrears, rent loss or any other costs that may be incurred from the tenant or tenants actions. By signing this agreement, I understand that I am taking responsibility for the entire rental property, regardless of the number of tenant's residing at the premises.

Co-signer: _____
Address Postal Code Phone Cell

References: _____
Name Address Phone

Employer: _____
Name Address Phone

Bank: _____
Name Address Phone

I, _____ hereby acknowledge that the above information is true. I hereby give Elite Property Management Ltd. Authorization to check all information that I have provided on this form.

I, _____ have read all terms and conditions in this agreement and the rental agreement and hereby agree to all of the terms and conditions.

Signed this _____ day of _____, 20__ in Saskatoon, Saskatchewan

COSIGNER _____ WITNESS _____

FOR OFFICE USE ONLY
ACCEPTED THIS _____ DAY OF _____, 20__
LANLORD OR ITS AGENT: _____