TOWN HOMES KINGSTON
KINGSTON MUNICIPAL NON-PROFIT HOUSING CORPORATION

610 Montreal St. Kingston, ON K7K 3J2
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www.townhomeskingston.ca

Market Rental Application

APARTMENT SIZE REQUIRED: ☐ Bachelor ☐ 1 Bedroom ☐ 2 Bedroom ☐ 3 Bedroom 0				
Building Address	Unit #	Rental Rate: $ Includes Parking: Y / N	Parking Additional Charge: $	Date Req'd

PERSONAL INFORMATION

APPLICANT'S Full Name: First Initial Surname			H Phone #: W Phone #: Email address:
SIN (optional)	Date of Birth	Emergency Contact:	
CO-APPLICANT'S Full Name: First Initial Surname			H Phone #: W Phone #: Email address:
SIN (optional)	Date of Birth	Emergency Contact:	

OTHER RESIDENTS (TO BE USED FOR EMERGENCY PURPOSES ONLY)	RELATIONSHIP	AGE (Optional)
1.		
2.		
3.		

RESIDENTIAL HISTORY

Present Address:		How long there:	Rent amount
Landlord	Phone #	Reason leaving:	
Previous Address:		How long there:	Rent amount
Landlord	Phone #	Reason leaving:	
Previous Address:		How long there:	Rent amount
Landlord	Phone #	Reason leaving:	

EMPLOYMENT INFORMATION

APPLICANT'S Employment Information

Status: ☐ Full Time ☐ Part Time ☐ Student ☐ Retired ☐ Unemployed ☐ Other

Employer	☐ Current ☐ Previous	Length of Employment
Employers Address		
Supervisor/Caseworker	Phone #	Income

CO-APPLICANT'S Employment Information

Status: ☐ Full Time ☐ Part Time ☐ Student ☐ Retired ☐ Unemployed ☐ Other

Employer	☐ Current ☐ Previous	Length of Employment
Employers Address		
Supervisor/Caseworker	Phone #	Income

REFERENCES		
Bank Reference	Address	
Chequing Accnt #	Savings Accnt #	
Credit Reference	Credit Accnt #	
Address	Phone #	
Personal Reference	Address	Phone #

AUTOMOBILES			
MAKE / MODEL	YEAR / COLOR	LICENSE PLATE NUMBER	PROVINCE
1.			
2.			

OTHER INFORMATION	
In Case of Emergency Contact:	Phone #
Address	Relationship

Accommodation preferred

37 Cassidy Street Apartments		375 Patrick Street Townhouses		ELDON HALL PLACE Townhouses 35 Eldon Hall Place/ 55 Notch Hill Road		COUNTRY PINES Senior Apartments 2075 Battersea Road	
710 Division Street Stacked Townhouses		257 Rideau Street Townhouses		RIDEAUCREST TOWERS Seniors Apartments 205 Rideau Street		No Preference	

How Many bedrooms? _____ When do you want to move? _____

NOTE: Upon execution of the lease and occupancy of the premises by the tenant(s), the deposit, if there is one, shall become the rent deposit to be applied towards the last month's rent. If the lease is not executed and a tenancy not created, the deposit will be returned immediately.

If a lease is executed, the tenant(s) shall be required to pay the rent for the first month of the tenancy prior to the commencement date of the tenancy. Failure to pay the first month's rent as agreed will amount to a fundamental breach of this agreement, and the tenancy agreement will be null and void and the funds held on deposit returned to the prospective tenant(s) immediately. The tenant's right to occupy the rental unit does not commence until such time as all required payments have been made.

A deposit of $ _____ was paid on the _____ day of _____. Said deposit was paid to the landlord by:

_____ by Cheque / Cash / Money Order / VISA / MC. This deposit will be applied as follows:

Last Month's Rent: $ _____ Security Deposit: $ N/A First Month's Rent: $ _____

Balance to follow: $ _____ payable as _____ on or before _____

I hereby certify that the above information is true and complete and that I have not withheld any information relevant to this application. It is also understood that the property management and/or owner reserve the right to reject this application at their sole discretion subject to the full return of any rent deposit paid. I have read and understand these conditions.

_____ _____ _____ _____

Applicant Signature Date Co-Applicant Signature Date

ACKNOWLEDGEMENTS, PRIVACY & CONSENT INFORMATION

The undersigned acknowledges and agrees that this application for tenancy in no way constitutes a tenancy agreement between the Landlord and the applicant to rent any rental premises, and I/we understand that any tenancy agreement or lease will be entered into only upon the acceptance of this application by the Landlord, and is subject to the provisions and conditions described herein.

The undersigned acknowledges and agrees that I/we have been afforded the opportunity to examine the Landlord's privacy policy, and understand that refusal to provide certain information may result in our tenancy being refused if the Landlord cannot determine credit or tenant worthiness.

The undersigned agrees that upon the Landlord's acceptance of this application, a binding tenancy agreement shall be created between the parties, and the undersigned shall enter into a written tenancy agreement on the Landlord's usual form prior to possession of the premises, and the deposit shall be applied as set out above, and the undersigned shall take possession of the rental unit upon the terms set out herein.

This consent information is required in order that the landlord may comply with the federal *Personal Information Protection and Electronic Document Act*. The Landlord agrees to keep the supporting information in this application confidential except as described herein.

I/we hereby give permission to the Landlord or their Agent(s) to obtain at any time a consumer/credit report about me/us, to contact previous landlords to obtain information about my/our previous tenancies, to contact agencies that provide landlord information, to contact my employers and references, and to take any other reasonable steps necessary to assess this Rental Application, or for any renewal or extension of my/our tenancy.

I/we also provide my/our consent to the Landlord or their Agent(s) to disclose information in my Rental Application and any information arising from any tenancy between us to any third party for the purposes of providing a consumer/credit report or contributing information to a database of tenant information made available to landlords or their agents.

I/we also provide my/our consent to the Landlord or their Agent(s) to disclose any information contained herein and any information in the tenancy agreement to present or future mortgagees, potential purchasers, utility providers, accountants, government agencies, financial institutions, insurance providers, telecommunications providers, financial institutions, lenders and prospective lenders.

This consent is given under the provisions of the *Personal Information Protection and Electronic Document Act*. This consent is valid until revoked in writing. A tenant or prospective tenant may, at any time, request from the landlord's Privacy Officer our complete Privacy Policy, and may request that said officer provide information about the data collected and retained with respect to the tenant or prospective tenant, and may also obtain a Privacy Complaint Form for the purpose of resolving disputes with respect to the use of said information.

_____	_____	_____	_____
Applicant Signature	Date	Co-Applicant Signature	Date

FOR OFFICE USE ONLY

REFERENCE VERIFICATION	APPLICATION	DEPOSITS	
___ Present Address	☐ Approved ☐ Not Approved	Date	Amount
___ Previous Address	Date: _____ Initials: _____	_____	_____
___ Employment			
___ Co-Resident	Final Building & Apt. #: _____	_____	_____
___ Bank ___ Chequing			
___ Saving ___ Credit ___ Loans	Date of Occupancy: _____	_____	_____