
Tenancy Application Form

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Tenant Application Screening Criteria:

- **References:** By submitting this application, you grant consent to contact any references provided, including current and previous landlords, employers, and personal references listed on this form.
- **Pets:** Pets are not allowed unless authorized in writing by the landlord or property manager. If authorized, an additional deposit equivalent to half a month's rent will be required.
- **Smoking/Drugs:** Smoking or illegal drug use of any kind is prohibited on the property unless authorized in writing by the landlord or property manager.
- **Occupancy:** For each additional adult occupant not listed on the Residential Tenancy Agreement (RTB-1) over 19 years old, the rent will increase by \$350 per month, effective from the date of occupancy (subject to the landlord's written consent).
- **Occupancy Guidelines:** It is recommended that no more than two adults occupy each bedroom.
- **Move-In/Out Guidelines:** Tenants are responsible for adhering to the move-in/out guidelines as outlined by the strata building laws. This includes any strata moving fees.
- **Tenant Insurance:** All tenants are required to purchase and maintain tenant insurance at their own expense. Proof of insurance must be provided before move in and anytime insurance is renewed.
- **Applicant Signature:** The applicant must sign the rental application before it is processed.

Required Documents (Students):

1. **Application Form:** Complete one (1) form per student applicant over 18 years old. Incomplete forms may be returned for completion.
2. **Identification:** Two pieces of ID, including one government-issued photo ID, must be presented with the application. **Co-signer ID must also be provided.**
3. **Letter of Enrolment:** Provide an official letter of enrolment from your post-secondary institution.
4. **Proof of Financial Capability:** Provide documentation demonstrating financial capability, with their legal name clearly shown on all documents. Acceptable forms of proof include: Three (3) most recent payroll statements; Most recent Notice of Assessment (NOA); Recent direct deposit or bank statements; Investment or savings account statements. **If receiving financial support from parents or other individuals, supporting financial documentation from the contributor must also be provided.**
5. **References:** Applicants must provide a minimum of two references from impartial sources. At least one reference must be from a current landlord, part-time employer, or relocation/immigration consultant. The second reference must be related to your post-secondary studies, such as a professor, academic advisor, or program coordinator.
6. **Credit Check:** Applicants must provide a free downloadable PDF credit report from a credit checking site such as [Borrowell](#), [Equifax](#) or [Transunion](#).

Address of property interested in:

Monthly rental rate: \$ _____ Desired starting move in date: _____

How long approximately do you think you will rent from us: _____ (Years, Month)

Applicant Information

Legal name: _____ Date of birth: _____

Email address: _____

Linkedin (Optional): _____

Phone: _____

Residency status (citizen/resident/work visa/student visa): _____

Expiry date for student visa (If applicable): _____

Do you smoke/vape? _____ Yes / No

Will there be any other occupants living in the rental property _____ Yes / No

Tenancy History

Current Address: _____

Reason for Leaving: _____

Rent or Own: _____ Rent or Mortgage Amount: \$ _____ (CAD/Month)

Date of Tenancy: From: _____ (MM/YYYY) - To: _____ (MM/YYYY)

Owner/Property Managers Name: _____ Phone: _____

Previous Address: _____

Reason for Leaving: _____

Rent or Own: _____ Rent or Mortgage Amount: \$ _____ (CAD/Month)

Date of Tenancy: From: _____ (MM/YYYY) - To: _____ (MM/YYYY)

Owner/Property Managers Name: _____ Phone: _____

Have you ever been served a late rent notice or missed any payments? If yes, please provide details:

Have you ever been served an end tenancy termination notice? If yes, please provide details:

Student Information:

Post-Secondary Institution Name: _____

Institution Address: _____

Field of Study: _____

Type of Degree or Program (e.g., Diploma, Bachelor's, Master's): _____

What is your program considered as: _____ (e.g., Full time, Part Time, Casual, etc.)

Year of Study: _____ (e.g., 1st, 2nd, 3rd, etc.)

Anticipated Graduation Year/Semester: _____

Is this your first post-secondary program? _____ Yes / No

If no, please indicate your highest completed level of education:

Do you work part time while in school? _____ Yes / No

How do you plan to support your living expenses and pay for tuition? (e.g., student loans, scholarships, part-time job, parental support, etc.)

Remarks / Additional Income Sources (if any):

References (Do not include family members or close friends):

1. Legal name: _____ Phone: _____

Relationship: _____ Email (Optional): _____

2. Legal name: _____ Phone: _____

Relationship: _____ Email (Optional): _____

IF APPLICABLE

Do you have a co-signer for the lease? _____ Yes / No

The co-signer must provide financial documentation demonstrating their ability to support you as a student. Acceptable documents include bank statements, income statements, investment statements, or education savings plans. They will also be required to provide ID and sign the lease agreement.

If yes, please provide the following details:

Legal name: _____ Date of birth: _____

Email address: _____ LinkedIn (Optional): _____

Phone: _____

Residency status (citizen/permanent resident/overseas): _____

Relationship to Applicant: _____

How do you plan to financially support the applicant?:

Vehicle Information:

1. Make/Model/Year/EV: _____

Pet Information:

Do you own any pets? _____ Yes / No

Number of pets (type/breed/size/weight):

Name of Pets: _____ - Please send a photo of your pet in the application.

Notes (Optional): Additional Information that you want the owner or property manager to know:

Consent/Disclosure

Your application **will be denied** if any information provided is found to be false or misleading. If any misrepresentation is discovered **after** the rental agreement has been signed, it may result in immediate termination of the tenancy. **By submitting this application, I/We acknowledge and agree to the following:**

1. I/We certify that all information provided in this application is true and complete to the best of my/our knowledge.
2. I/We consent to the Property Manager collecting, storing, and reviewing personal information, including but not limited to identification, payroll records, employment letters, and bank statements.
3. I/We authorize my/our references to release relevant information regarding my/our employment and rental history to the Property Manager.
4. I/We authorize the Property Manager to request a credit check on the applicant(s) and guarantor(s) (if applicable) and to verify all information provided in this application.
5. I/We understand that the information provided in this application may be used for emergency contact purposes.
6. I/We acknowledge that this application is for consideration only and does not guarantee approval or tenancy at the property.
7. I/We understand that all details in the rental listing are for reference purposes only and should be personally verified by the applicant(s).
8. I/We agree to comply with all legal requirements and acknowledge that personal information may be used for collection purposes if rent is left unpaid or if damages occur at the end of the tenancy.
9. I/We confirm that I/we have read the "Renting Residential Property: What Tenants Need to Know (RECBC)" guide available at: <https://www.bcfsa.ca/media/720/download>.

By signing this application, I/We confirm our full understanding and acceptance of these terms.

Applicant's Name: _____

Applicant's Signature: _____

Date of Application: _____

Co-signer's Name: _____

Co-signer's Signature: _____

Date of Application: _____

ALL INFORMATION HEREIN IS DEEMED CONFIDENTIAL



Instructions:

- Easy to use signing software: [Sejda](#) / [PDF Expert](#) / [Adobe](#)
- This is a fillable form, please fill out the application form on your computer or mobile device, sign and return a copy to rolan.property@gmail.com. If you cannot completed it online please print and scan or take clear photos of the document to send back to me.