

---

# Tenancy Application Form

Contact: Rolan Liu (Property Manager)

Cell: 778.888.2740 Email: [rolan.property@gmail.com](mailto:rolan.property@gmail.com)



---

## 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:

1. **Application Form:** Complete one (1) form per adult applicant over 19 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.
3. **Letter from Employer:** Please provide a letter of employment or any relevant employment documentation.
4. **Proof of Income:** Proof of income with legal name on documents must be provided to demonstrate financial capability. Acceptable examples include: 3 most recent payroll statements, most recent Notices of Assessment (NOA), direct deposit or bank statements, or investment savings statements.
5. **References:** Minimum of two references from unbiased sources are required, including at least one from your current landlord and one current work related reference. These references will be contacted shortly after the application is received.
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 work/student visa (If applicable): \_\_\_\_\_

Do you smoke/vape? \_\_\_\_\_ Yes / No

Will there be any of the occupants under the age of 19? \_\_\_\_\_ Yes / No

Please list names/ages of occupants under 19 (If applicable):

\_\_\_\_\_

\_\_\_\_\_

---

**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:

\_\_\_\_\_

---

### **Current Employment:**

Employer: \_\_\_\_\_

Address of Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_

Years with Employer: \_\_\_\_\_ (Years, Month)

Manager's name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Net monthly income: \_\_\_\_\_ (CAD/Month)

Gross Annual Salary (If Applicable): \_\_\_\_\_ (CAD/Year)

Employment status: \_\_\_\_\_ (Full Time Salary / Contract / Part time)

Remarks/Other Income: \_\_\_\_\_

### **Previous Employment:**

Employer: \_\_\_\_\_

Address of Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_

Years with Employer: \_\_\_\_\_ (Years, Month)

Manager's name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Net monthly income: \_\_\_\_\_ (CAD/Month)

Gross Annual Salary (If Applicable): \_\_\_\_\_ (CAD/Year)

Employment status: \_\_\_\_\_ (Full Time Salary / Contract / Part time)

---

**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**

Vehicle Information:

1. Make/Model/Year/EV: \_\_\_\_\_
2. 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: \_\_\_\_\_

**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](mailto: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.