

Rental Application

For Unit # _____ AT _____

Desired Occupancy Date: _____ Quoted Rent: \$ _____

Applicant Info

Applicant: _____

First Name

Middle Name

Last Name

Cell Phone: _____ Home Phone: _____

Work Phone: _____ Email: _____

Date of Birth: _____ SIN: _____

Driver's License #: _____

Co-Applicant: _____

First Name

Middle Name

Last Name

Cell Phone: _____ Home Phone: _____

Work Phone: _____ Email: _____

Date of Birth: _____ SIN: _____

Driver's License #: _____

Tenancy History

Current Address: _____ How Long: _____

Landlord/Mgmt Co. Name: _____ Phone #: _____

Previous Address 1: _____ How Long: _____

Landlord/Mgmt Co. Name: _____ Phone #: _____

Previous Address 2: _____ How Long: _____

Landlord/Mgmt Co. Name: _____ Phone #: _____

Have any of your tenancies been terminated by the landlord? []YES []NO

If yes, why? _____

Have you ever been treated for bed bugs? []YES []NO

Do you currently smoke? []YES []NO

Employment Info

Current Employer: _____ How Long have you been there: _____

Monthly Income: _____

Supervisor's Name: _____ Contact Ph. #: _____

Other Income (please provide details): _____

Other Info

Emergency Contact: _____

Relationship: _____ Phone: _____

Additional Occupants

Name: _____ DOB: __/__/____ Relationship: _____

Name: _____ DOB: __/__/____ Relationship: _____

Name: _____ DOB: __/__/____ Relationship: _____

Pets

Do you have any pets that will be occupying the suite? Yes No

If "yes", list the type of pet(s): _____

How old is the pet?: _____ How long have you owned the pet?: _____

Is the pet spayed/neutered? Yes No

Personal References

Name: _____ Phone # _____ Relationship: _____

Name: _____ Phone # _____ Relationship: _____

Reference/Credit Inquiry Consent Form

I hereby give Northtowne Properties permission to contact current/previous landlord(s) for rental references, as well as my current employer to confirm income information and consent to a credit inquiry.

Only questions relating to consideration for tenancy will be asked from your rental references.

Date: _____

Applicant's Name (please print): _____

Applicant's Signature: _____

You can email your application to admin@ncdrentals.com, or visit our website at www.ncdrentals.com and fill the application out online on our Resources page

WHAT PERSONAL INFORMATION DO WE COLLECT AND WHY DO WE REQUIRE IT?

We collect information from you in several ways. Some personal information is gathered when a prospective tenant signs our standard tenant application for a residential or commercial tenancy agreement. Tenants are required to provide credit, rental history, employment information as well as other personal information to be used for identification and qualification purposes. Other information such as emergency contact information may be required in order to respond to medical or other emergencies in connection with a tenant, unit or suite. Also, information relating to any vehicles owned by a tenant may be collected to assist in the enforcement of any parking rules or regulations. Finally, we also collect information from any guarantor of any lease, including information relating to credit and employment information, present and past living accommodation and other personal information

The personal information collected is used to check prior rental references from all previous landlords, conduct credit checks and to confirm employment with your employer and salary, all which information is required to determine your suitability and qualification as a tenant.

CONSENT

In most cases, we will ask you to specifically consent if we collect, use or disclose your personal information other than as provided for in our privacy policy as amended from time to time. Normally we would ask your consent in writing or orally. Sometimes your consent may be implied through your conduct with us. In all cases where a tenant application is submitted by you, your consent will be requested in the application itself.

DISCLOSURE OF YOUR PERSONAL INFORMATION

We use the personal information collected only for the purposes outlined above. Under certain circumstances we will disclose your personal information to third parties such as:

- When we are required or authorized by law to do so; for example, if a court issues a subpoena;
- Where you have consented to the disclosure;
- Where it is necessary to enforce the terms of the tenancy agreement, such as collection of rental arrears;
- If we engage a third party to provide collection or enforcement proceedings, such as an authorized officer of the Residential Tenancies Branch, lawyers, bailiffs or collection agencies;

IS MY PERSONAL INFORMATION SECURE?

We take all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect your information are:

- 1) Access to your personal information is limited to our employees who require the information to perform their duties and those otherwise authorized by law.
- 2) All of our employees are required to abide by our commitment to your privacy in the handling of your personal information. Premises security.

Your personal information is retained only for the time it is required for the identified purposes and up to a period of five (5) years after the tenancy is terminated or is required by law. Personal information that is no longer required is destroyed.

Tenant(s) initials: _____ **Date:** _____