

INSTRUCTIONS FOR COMPLETION OF APPLICATION PACKAGE

STEP ONE **THE INFORMATION FORMS**

Employment Information Form:

- Must be completed in full, stamped and signed by a signing official of your employer

Banking Information Form:

- Must be completed in full, stamped and signed by an official of your bank

Tenancy Reference Form:

- Must be completed in full and signed by your landlord or property management company

Information Form:

- Must be completed in full with your personal information
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STEP TWO **THE DEPOSIT**

First & Last Months Rent Deposit:

- Must be a certified cheque, money order, or bank draft (NOT CASH OR PERSONAL CHEQUES)
 - Made payable to: Devon Apartments (161 Wilson Avenue)
 - Peter Ucci & Sons & Associates (390-400 Woodsworth Rd)
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STEP THREE **THE APPLICATION**

Call To Book Your Application Appointment:

- Bring the required forms (outlined in step one above) and the deposit with you
 - Bring one piece of photo identification with you
 - The formal application form is completed, in full and signed by each Applicant at your appointment with the Leasing Consultant
 - All of the above items are to be complete and included in your package before your application can be sent to the management office for processing.
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STEP FOUR **THE APPROVAL**

After You Have Been Approved:

- An agent of the company will contact you with our decision
 - You must book an appointment to sign your lease with the management office
 - You must have your insurance in force for your move-in date and provide a Certificate of Insurance to the management office.
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N.B. If there are two applicants for the premises, each applicant named must complete the required forms in order for the application to be considered.