

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: Peter Ucci & Sons & Associates
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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.

INFORMATION FORM

The following is the information required to complete the application form and will speed up the process at your appointment with the Rental Agent.

- **Contact Information**

Name:

Home Phone:

Cell Phone:

Date of Birth

- **Credit Information**

Drivers License #:

Social Insurance #:

- **Current Address**

Address:

City:

Postal Code:

- **Previous Address**

Address:

City:

Postal Code:

- **Current Employment**

Employer:

Occupation:

Phone Number:

- **Previous Employment**

Employer:

Occupation:

Phone Number:

- **Reference**

Name:

Phone Number:

Relationship:

- **In Case of Emergency**

Name:

Phone Number:

Relationship:

- **Automobile Particulars (If Applicable)**

Make/Colour/Year:

License Plate #:

BANKING INFORMATION

TO BE COMPLETED BY YOUR BANK

Please have this form completed in full to submit with your application.

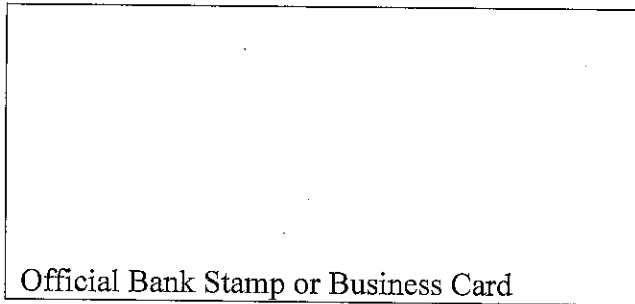
The following information is required for rental purposes:-

Suite #: _____

Address: _____

Name of Banking Institution: _____

(Branch)



We hereby certify the balance of Account # _____ in the name of
_____ at this office at the close of business on
_____ was \$ _____

Account opened since: _____

There were returned cheque(s): Yes _____ No _____

The above noted customer has a loan at this branch in the amount of
\$ _____ (monthly payments of \$ _____) paid as agreed:

Yes _____ No _____

(Please note that this is advice only and not negotiable)

Signature of Manager

Office in charge of Operations

EMPLOYMENT INFORMATION

TO BE COMPLETED BY YOUR EMPLOYER

Please have this form completed in full to submit with your application.

The following information is required for rental purposes:

Name: _____ Age: _____

Occupation: _____

Income: _____ Weekly: _____ Monthly: _____

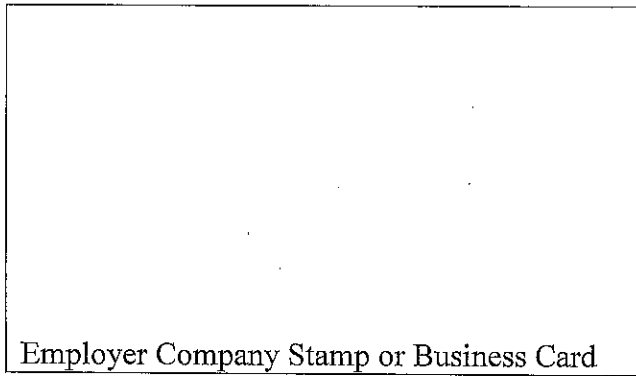
Length of Employment: From: _____ To: _____

Name of Employer: _____

Address: _____

Phone No: _____

Contact: _____



Employer Signature: _____

Position: _____

Applying for: _____
 Apt. Address

TENANCY REFERENCE

- Please **SIGN** the bottom of this form and have your **LANDLORD** or **PROPERTY MANAGEMENT COMPANY** fill out the following information. Please have this form completed in full to submit with your application.

Tenant(s): _____

Address: _____

How long there: _____ From: _____ To: _____

Current Rent: _____

Any late rent payments: yes no

Any NSF cheques: yes no

Have tenants ever refused to pay rent: yes no

If yes, explain: _____

Any noise or other complaints: yes no

If yes, explain: _____

Is apartment clean and undamaged: yes no

If no, explain: _____

How much notice was given: 30 days 60 days other: _____

Have you every had to commence legal proceedings against this Tenant(s) yes no

Name of Landlord or Property Management Company: _____

Signature of Landlord or Property Manager: _____

Name of person signing: _____

Telephone #: _____

Date: _____

I/We give permission to release the above information and provide reference regarding my Tenancy Profile to Ucci & Associates

 Signature of Tenant