



ASSET WEST

PROPERTY MANAGEMENT LTD.

CONFIDENTIAL APPLICATION FOR TENANCY

Note: 1 application per applicant is required.

Please note that if all **5** sections are NOT completed, your application cannot be processed.

1. APPLYING FOR PROPERTY AT _____

NAME _____

SIN# _____ DATE OF BIRTH _____

PHONE NUMBER (home) _____ (work) _____ (cell) _____

E-MAIL ADDRESS _____

CURRENT ADDRESS _____ Postal Code _____

HOW LONG AT PRESENT ADDRESS _____

CURRENT LANDLORD _____ PHONE _____

PREVIOUS ADDRESS (If less than six months at current address) _____

PREVIOUS LANDLORD _____ PHONE # _____

CURRENT RENT \$ _____ INCLUDE / EXCLUDE UTILITIES (circle one)

2. **OCCUPATION** _____ MONTHLY INCOME \$ _____

EMPLOYER _____

EMPLOYMENT CONTACT PERSON _____ PHONE# _____

VEHICLE TYPE _____ Lice. Plate # _____ DR LICENSE # _____

BANK _____ BRANCH ADDRESS _____ A/C # _____

CREDIT CARD TYPE _____ A/C # _____

*PETS? _____ REASON FOR MOVING _____

OTHERS WHO WILL OCCUPY PROPERTY (MUST REGISTER) _____

IN CASE OF EMERGENCY NOTIFY _____

RELATIONSHIP _____ PHONE # _____

I heard about this property: newspaper _____ drive by sign _____ internet _____

3. I certify that the above provided information is true and to the best of my knowledge accurate. I hereby authorize ASSET WEST to conduct a credit and tenancy investigation based on the information provided by me herewith in connection with my application for a tenancy and to use this information in the normal course of doing business. In the event this application is declined by Asset West, no reason needs to be stated. I confirm that it is this information that provides the basis for Asset West to approve my application for tenancy.

****I affirm that I am, and all co-applicants for this unit, am/are non-smokers.***

****I agree there will be no pets unless specific permission is granted by the landlord.***

SIGNED _____ DATE _____

THIS APPLICATION WILL ONLY BE PROCESSED WITH A GOOD-FAITH DEPOSIT

OFFER TO LEASE

4. I hereby offer to lease the PREMISES at:

EFFECTIVE the _____ day of _____ for a TERM of _____ months

at a monthly rent described as: \$ _____

Plus Other \$ _____
(Description)

for a total gross rent of \$ _____ per month

which will not include water, electricity, natural gas, or any other such utilities, unless otherwise stated in the lease. In the event that I move in any earlier than the contracted move-in date, I agree that a prorated rent may be levied for the period of early possession and that I will be **responsible to transfer any utilities** that I am responsible for into my own name for the date / time of possession. Further this offer to lease is based on my understanding & agreement that the property is **non-smoking** and **no pets** are permitted.

5. I provide a deposit of \$ _____ which is given to ASSET WEST as landlord's agent to be held as a deposit with this application. I agree that upon this application being ACCEPTED, this deposit will be applied towards the required security deposit for the property, (which will be equal to one month's rent). If this application is DECLINED by ASSET WEST, It is understood that my deposit will be returned to me in full. It is further understood that If after this process has been mutually agreed to, and I have been accepted as a tenant, I decide not to take possession of the premises; this deposit will be forfeited to the landlord for non-performance by me. In the event that the premises are occupied by the current tenant, I agree that the possession of the premises is subject to and conditional upon the current occupant moving out in time. In the unlikely event that the current tenants default in their move out, ASSET WEST will not be held responsible or liable for any costs or damages incurred.

HOW TO SUBMIT YOUR DEPOSIT:

Deposit may be provided by physical cheque in office or submitted by e-transfer by following the instructions below: Please send your e-transfer to epays@assetwest.com

- You may create any security question you like, but the security answer **MUST** be **assetwest**
- In the memo/message field, please indicate the property address and what you are paying for.

X SIGNED _____ DATE _____

PLEASE DO NOT WRITE BELOW THIS LINE – Office Use only!		
POSS DATE _____	RENT \$ _____	
SEC DEP REC'D \$ _____	BAL DUE \$ _____	
SPECIAL CONDITIONS: Confirmed – Non-Smoker, no pets/pets permitted:		
MOVE IN DATE SCHEDULED FOR _____	TIME _____	
PRO-RATED RENT DUE \$ _____	Verified by _____	
CREDIT Confirmed to tenant on date: _____	FINANCE by: _____	OPERATIONS
UTILITIES Included: Gas; Elect; Cable; Water;		
APPLIANCES Included: FR.ST.DW.WS.DR. BLINDS.SCHED Z. OTHER:		

INSTRUCTION PAGE

To help aid in the submitting of your deposit, here are some tips:

To submit your application:

You may submit your filled out application in person at the time of showing, in person at the Asset West office, or through email to rentaladmincalgary@assetwest.com for processing. Please note: **We will only begin your application process once we have received your deposit.**

To submit your deposit:

Deposits may be provided by physical cheque or bank draft in office or submitted by e-transfer by following the instructions below:

- Please send your e-transfer to epays@assetwest.com
- You may create any security question you like, but the security answer **MUST** be **assetwest**
- In the memo/message field, please indicate the property address and what you are paying for.
- Once you have submitted your deposit, please send a screenshot of the pending transfer with your application to rentaladmincalgary@assetwest.com