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Web Site: [www.downtownsuites.ca](http://www.downtownsuites.ca) ♦ Email: [lisa@downtownsuites.ca](mailto:lisa@downtownsuites.ca)

## Tenant Rental Application

Please Deliver/email/fax to Downtown Suites (DTS) Office or Agent

All applications are processed and accepted by merit rather than order of receipt.

*Note: SIN numbers are not mandatory, however we may not be able to access your credit history without and therefore we may not be able to approve your application*

**Rental Address:** \_\_\_\_\_

**Monthly Rent:** \_\_\_\_\_

**Move In Date:** \_\_\_\_\_

### Personal Information:

**Name of Applicant:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Telephone: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**S.I.N.#** \_\_\_\_\_ **Birth Date: (mo/day/year)** \_\_\_\_\_ **Driver's License#**  
**Province:** \_\_\_\_\_

**Total number of persons to reside in home:** \_\_\_\_\_

**Names and ages of children and others to reside in home:** \_\_\_\_\_

### Residence History:

**Applicant: Current Address(s):** \_\_\_\_\_ **City** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_ **How long at this address:** \_\_\_\_\_ **Rent amt:** \_\_\_\_\_

**Reason for moving:** \_\_\_\_\_

**Name of Present Landlord/Manager:** \_\_\_\_\_ **Landlord's phone:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **How long at this address:** \_\_\_\_\_ **Rent amt:** \_\_\_\_\_

**Reason for moving** \_\_\_\_\_

**Name of Previous Landlord/Manager:** \_\_\_\_\_ **Landlord's phone:** \_\_\_\_\_

**Pet Information:**

Cat: \_\_ How Many? \_\_ Dog: \_\_ How Many? \_\_ Weight of each: \_\_\_\_\_

Dog Breed: \_\_\_\_\_ Other animals: \_\_\_\_\_ *Your initials here:* \_\_\_\_\_

**Income & Verification of Employment:**

**Applicant:**

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

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

Supervisors name: \_\_\_\_\_ Phone # \_\_\_\_\_ How long: \_\_\_\_\_

Salary: \_\_\_\_\_

Previous Employer: (if above less than 2 years) \_\_\_\_\_

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

Supervisor's name: \_\_\_\_\_ Phone # \_\_\_\_\_ How long: \_\_\_\_\_

Salary: \_\_\_\_\_

**Personal References: (Please use local references)**

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Relationship</b>
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<b>1.</b>	_____	_____	_____
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<b>2.</b>	_____	_____	_____
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**Vehicle Information:**

How many?: \_\_\_\_\_ Make: \_\_\_\_\_ Year: \_\_\_\_\_

License #: \_\_\_\_\_

- ❖ **I/We declare that the information provided in this application is accurate & complete. Any false statement will constitute grounds for rejection of application**
- ❖ **DTS or its affiliates are not responsible for identity theft of the above person(s) information by indirect or accidental misplacement of this information. Submit application at your own risk. Application must be signed before it can be processed by management and must be accompanied by copies of driver's licenses or passport for all applicants.**
- ❖ **I/We understand a one-year lease is required.**
- ❖ **I/We consent to a credit check and verification of personal information with the references supplied. This consent is given pursuant to Chapter 81, Sec. 12 of the Credit Reporting Act, RSBC 1996.**
- ❖ **I/We consent to [landlord and landlord's agent] collecting, using and disclosing my personal information for the following purposes: authenticating my identity; determining my eligibility for tenancy; assessing my credit worthiness; identifying my guarantor(s), if any**
- ❖ **I/We further consent to [landlord and landlord's agent] obtaining further personal information from my present and former employer, my former landlord's) and one or more consumer agencies or credit bureaus, and I authorize those persons to provide such information to [landlord and landlord's agent]**
- ❖ **I consent to [landlord and landlord's agent] collecting, using and disclosing my personal information for the following purposes: processing payments, responding to emergencies, medical or otherwise; ensuring the orderly management of the tenancy; providing character references to third parties (e.g., future landlords); providing rent payment information to credit bureaus and financial institutions; complying with legal requirements and acting pursuant to legal authorizations**
- ❖ **The tenant is aware that there may be a move in fee assessed by the building and a refundable deposit required, which is their responsibility.**

- ❖ **I/We understand that if accepted, time is of the essence to sign lease and provide one half month's rent ASAP to secure the suite, payable by bank draft or certified cheque or money order from the bank. No acceptance without deposit in place.**
- ❖ **Tenancy considered started from the date the tenant pays a security deposit.**
- ❖ **Once a tenancy has been started, the rights and obligations of both the landlord and tenant take effect from the date the tenancy agreement is entered into, whether or not the tenant ever occupies the rental unit (section 16).**
- ❖ **IN THE EVENT THE TENANT DOES NOT MOVE IN AFTER AGREEING TO DO SO AND SUBMITTING THE DEPOSIT, THIS DEPOSIT WILL BE HELD IN TRUST, WE WILL FILE FOR ARBITRATION AND THIS DEPOSIT WILL BE DISBURSED AT THE DISCRETION OF THE**
- ❖ **R.T.O. ARBITRATOR. Be aware that damages could include lost rent until suite is re-rented.**
- ❖ **It is a condition of our rental agreement that you carry a Tenants Insurance Plan. The approximate cost is from \$25 a month with \$2m liability and \$30,000 content insurance. Proof of insurance must be shown prior to keys being issued. Proof of annual renewal required**
- ❖ **We require a clear and legible copy of your photo identification.**

**I understand and agree to the above.**

**Signature: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Second Applicant (if applicable)**

**Personal Information:**

**Name of Applicant:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Telephone: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**S.I.N.#** \_\_\_\_\_ **Birth Date: (mo/day/year)** \_\_\_\_\_ **Driver's License#** \_\_\_\_\_  
**Province:** \_\_\_\_\_

**Residence History:**

**Applicant: Current Address(s):** \_\_\_\_\_ **City** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_ **How long at this address:** \_\_\_\_\_ **Rent amt:** \_\_\_\_\_

**Reason for moving:** \_\_\_\_\_

**Name of Present Landlord/Manager:** \_\_\_\_\_ **Landlord's phone:** \_\_\_\_\_

**Previous Address: (if above less than 2 years)** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **PC:** \_\_\_\_\_ **How long at this address:** \_\_\_\_\_ **Rent:** \_\_\_\_\_

**Reason for moving** \_\_\_\_\_

**Name of Previous Landlord/Manager:** \_\_\_\_\_ **Landlord's phone:** \_\_\_\_\_

**Income & Verification of Employment:**

**Applicant:**

**Current Employer:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Supervisors name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **How long:** \_\_\_\_\_

**Salary:** \_\_\_\_\_

**Previous Employer: (if above less than 2 years)** \_\_\_\_\_

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

**Supervisor's name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **How long:** \_\_\_\_\_

**Salary:** \_\_\_\_\_

**Personal References: (Please use local references)**

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Relationship</b>
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1. \_\_\_\_\_

2. \_\_\_\_\_