

# Renting Residential Property: What Tenants Need to Know

## **BC Financial Services Authority**

is the legislated regulatory agency that works to ensure real estate professionals have the skills and knowledge to provide you with a high standard of service. All real estate professionals must follow rules that help protect consumers, like you. We're here to help you understand your rights as a real estate consumer.

**Keep this information page for your reference.**

**Real estate professionals have a regulatory requirement to present you with this consumer information before providing services to you.**

This information from BC Financial Services Authority explains the role of a real estate professional when you are considering renting a property.

**The real estate professional who gave you this form represents the owner of this residential rental property.**

While this real estate professional can provide some limited services to you as a prospective tenant of this rental property, they owe a duty of loyalty to the owner, and are working for the owner's best interests.

**This form sets out what this real estate professional can and cannot do for you as a prospective tenant in relation to this rental property.**

### **THEY CANNOT:**

- ✗ give you advice on terms and conditions to include in a tenancy agreement
- ✗ negotiate on your behalf
- ✗ share any of the owner's confidential information with you

### **THEY CAN:**

- ✓ share statistics and general information about the rental property market
- ✓ provide you with standard forms and contracts such as a rental application and/or tenancy agreement
- ✓ show the property
- ✓ assist you to fill out a tenancy agreement
- ✓ communicate your messages and present your offers to their client

Because this real estate professional is working in the owner's best interests, they have a duty to share important information with the owner if disclosed by you including, for example: your motivations, your financial qualifications, and your preferred terms and conditions.

**Find information about the rights and responsibilities of tenants and landlords from:**

- BC Residential Tenancy Branch: [gov.bc.ca/landlordtenant](http://gov.bc.ca/landlordtenant)
- Tenant Resource & Advisory Centre: [tenants.bc.ca](http://tenants.bc.ca)

As a prospective tenant you should consider seeking independent professional advice about renting property.

# Renting Residential Property: What Tenants Need to Know

## DISCLOSURE FOR RESIDENTIAL TENANCIES

**This is a required disclosure form in compliance with sections 54 and 55 of the Real Estate Services Rules. The real estate professional must present the Renting Residential Property: What Tenants Need to Know information page to you along with this disclosure form.**

## REAL ESTATE PROFESSIONAL DISCLOSURE DETAILS

I disclose that I represent the owner of this rental property. I cannot represent you or act on your behalf.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Team name and members. *The duties of a real estate professional as outlined in this form apply to all team members.*

\_\_\_\_\_  
Brokerage

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rental property address

Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONSUMER ACKNOWLEDGMENT:

**This is NOT a contract**

I acknowledge that I have received the **Renting Residential Property: What Tenants Need to Know** consumer information page and this disclosure form.

I understand that the real estate professional named above is not representing me as a client or acting on my behalf in this transaction.

\_\_\_\_\_  
Name (optional)

\_\_\_\_\_  
Name (optional)

\_\_\_\_\_  
Initials (optional)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials (optional)

\_\_\_\_\_  
Date

A copy of this disclosure is not required to be provided to BC Financial Services Authority unless it is specifically requested.



1174 West Pender Street ♦ Vancouver, BC ♦ V6E 2R9 ♦ Canada

Phone: (604) 694-8801

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: Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

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



- ❖ **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.**

**Initials:\_\_\_\_\_**

- ❖ **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 money order from the bank.**
- ❖ **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: Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**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>
---------------------

1. \_\_\_\_\_

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

## YOUR NEW HOME - THE RENTING PROCESS

### APPLICATION

- Fill in the application for tenancy entirely and be sure to sign page 4.
- Send it to us either by email or in person. Applications usually take 2 business days to process, depending on how quickly your references get back to us.
- Once the application is approved, we will require the security damage deposit (1/2 month's rent) in a bank draft (not a personal cheque, as they take too long to clear and we're holding a suite for you) or e-transfer (preferrable).

### LEASE DOCUMENTATION

- Downtown Suites will prepare the lease documentation and email it to you for your perusal. Then we will email it for DocuSign.
- The lease will provide the BUILDING contact information for you **to book your moving-in elevator in advance**. Downtown Suites manages the condo suite you are moving into - not the building.

### MOVE-IN INSPECTION/ HAND-OVER OF KEYS

- Once the lease is signed, an appointment date will be made for the move-in inspection/handover of keys to you.
- **NOTE: If a tenant is currently residing in the suite**, they have to book a move-out inspection/handover of keys appointment with us before we can book your move-in appointment. The move-out inspection with the current tenant is usually done on the last day of the month, sometimes earlier but not required of them to hand over keys before the last day of the month.
- Should the suite be currently tenanted and they give keys back on the last day of the month, and you are moving in directly thereafter, we may have to arrange necessary cleaning, painting, repairs, etc. once you are moved in. There simply is no time to have these things done in between. Hopefully, the preceding tenant would have been able to arrange cleaning prior to handing over the keys, however, this sometimes does not happen.

***If you absolutely do not want to move into a suite that is not in 'hand over ready' condition, then you may wish to consider only those suites that are currently vacant.***

**Initials:** \_\_\_\_\_