

THE RENTAL PROCES

THE REQUIREMENTS

To be eligible to rent a property, *the Landlord* requires the following items to be supplied by the prospective tenant. For specific details, see "The Process" below.

FOR INITIAL APPLICATION:

1. A Completed and Signed Rental Application
2. A Letter of Employment and Proof of Income
3. A Credit and Reference Check that is Judged to be 'Satisfactory'
4. A Copy of your Driver's License and Passport

AFTER APPLICATION APPROVAL:

1. A Signed Lease
2. A Deposit (First and Last Month's Rent) via Email Transfer, Bank Draft or Certified Cheque

AFTER LEASE/DEPOSIT (Move-In Day):

1. Proof of Tenant's Insurance (Mandatory)
2. Utility Account Numbers

THE PROCESS

To rent a property to a prospective tenant, *the Landlord* follows a sequential five-step process.

1. FOR INITIAL APPLICATION: A rental application, letter of employment and proof of income and a copy of your driver's license and passport must be submitted to *the Landlord*.
2. A credit check will then be performed, and your references will be contacted.
3. Upon 'satisfactory' standing of your credit check and references, a lease agreement will be sent to you for your consideration.
4. AFTER APPLICATION APPROVAL: If you choose to proceed with the rental, you must submit a signed copy of the lease agreement and a deposit to *the Landlord*. Please note that until a deposit is received, the property will remain on the market.
5. AFTER LEASE/DEPOSIT (Move-In Day): Once your lease and deposit are accepted, you may begin the rest of the moving process. A move-in time/date will be scheduled with one of our coordinators. Prior to move-in, *the Landlord* must receive first month's rent, proof of tenant's insurance and confirmation of utility transfer. To receive the keys for the property, these conditions must be met.

Alex Alexandrov

Condo Code Team

www.condocode.com