



2045 Cadboro Bay Road, Victoria BC V8R 5G4 Tel: 250.598.2220 Fax: 250.598.6213 E: info@newportrentals.ca

# APPLICATION

We offer to rent (address) \_\_\_\_\_ (the "Rental Unit") at monthly rent of \$\_\_\_\_\_ for a term of \_\_\_\_\_ months starting \_\_\_\_\_ (date). PARKING is required for \_\_\_\_\_ licensed vehicles. No utilities are included in rent except \_\_\_\_\_. This Rental Property is strictly **NON SMOKING**. This offer is subject to acceptance by Newport Property Management. No betterments will be provided except those which may be specifically requested in this Application and agreed to in writing by the Landlord and specified in a tenancy agreement.

1. Full names of all applying Adults (18+) [all adults must complete an application if intending to occupy the premises]:

2. Full names & ages of all Minors (0-18 years) [intended to occupy the premises part time or full time]:

3. Do you have pets? If so, what kind & how many?:

## APPLICANT #1:

Signature \* \_\_\_\_\_ Dated \_\_\_\_\_

Full Legal Name (printed) \_\_\_\_\_ Birth Date (Day/Month/Year) \_\_\_\_/\_\_\_\_/\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

Emergency contact person/phone/email \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_ (rent/own)

How long have you lived there \_\_\_\_\_ (months/years) | Rental/Mortgage amount \$ \_\_\_\_\_

Reason for vacating existing home \_\_\_\_\_

Landlord's full name \_\_\_\_\_ Landlord's daytime phone # \_\_\_\_\_

**PAST ADDRESS:** \_\_\_\_\_ (rent/own)

How long have you lived there \_\_\_\_\_ (months/years) | Rental/Mortgage amount \$ \_\_\_\_\_

Reason for vacating past home \_\_\_\_\_

Landlord's full name \_\_\_\_\_ Landlord's daytime phone # \_\_\_\_\_

**CURRENT EMPLOYER:** \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_ Supervisor name \_\_\_\_\_

Length of employment \_\_\_\_\_ (years/months) | Gross monthly income \$ \_\_\_\_\_ (retirement/employment)

**PAST EMPLOYER** (if employed for less than one year) \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_ Supervisor name \_\_\_\_\_

Length of employment \_\_\_\_\_ (years/months) | Gross monthly income \$ \_\_\_\_\_ (retirement/employment)

**OTHER SOURCES OF INCOME** (List any other sources of income such as benefits, investments, pension income, or student loans & provide additional evidence of that additional income such as a pay stub/letter/bank statement):

\_\_\_\_\_

## **APPLICANT #2:**

**Signature \*** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Full Legal Name** (printed) \_\_\_\_\_ **Birth Date** (Day/Month/Year) \_\_\_\_/\_\_\_\_/\_\_\_\_

**Home #** \_\_\_\_\_ **Cell #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Emergency contact person/phone/email** \_\_\_\_\_

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**CURRENT ADDRESS:** \_\_\_\_\_ (rent/own)

How long have you lived there \_\_\_\_\_ (months/years) | Rental/Mortgage amount \$ \_\_\_\_\_

Reason for vacating existing home \_\_\_\_\_

Landlord's full name \_\_\_\_\_ Landlord's daytime phone # \_\_\_\_\_

**PAST ADDRESS:** \_\_\_\_\_ (rent/own)

How long have you lived there \_\_\_\_\_ (months/years) | Rental/Mortgage amount \$ \_\_\_\_\_

Reason for vacating past home \_\_\_\_\_

Landlord's full name \_\_\_\_\_ Landlord's daytime phone # \_\_\_\_\_

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**CURRENT EMPLOYER:** \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_ Supervisor name \_\_\_\_\_

Length of employment \_\_\_\_\_ (years/months) | Gross monthly income \$ \_\_\_\_\_ (retirement/employment)

**PAST EMPLOYER** (*if employed for less than one year*) \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_ Supervisor name \_\_\_\_\_

Length of employment \_\_\_\_\_ (years/months) | Gross monthly income \$ \_\_\_\_\_ (retirement/employment)

**OTHER SOURCES OF INCOME** (List any other sources of income such as benefits, investments, pension income, or student loans & provide additional evidence of that additional income such as a pay stub/letter/bank statement):

\_\_\_\_\_

\* **Upon completion of application/s, please email the form/s to [info@newportrentals.ca](mailto:info@newportrentals.ca) and please include any additional supporting documents.**

It is understood that this **APPLICATION WILL NOT BE PROCESSED UNLESS FULLY COMPLETED (INCLUDING SIGNATURES)**. If Newport accepts this Application, we will then sign a Tenancy Agreement at the offices of Newport Property Management Ltd. and pay the security deposit. The Rental Unit will not be considered rented until the Tenancy Agreement is signed by the Tenant & by the Landlord.

**You are authorized to obtaining credit checks & verifying details contained in this Application.**

We will ensure that the collection, use, disclosure and retention of information will comply with the provisions of the *Personal Information Protection Act*. Information will be collected and used only as necessary and for the intended purpose and will not be disclosed except as required by law.

TENANTS ARE NOT CHOSEN ON A FIRST COME – FIRST SERVED BASIS.  
WE CHOOSE THE MOST SUITABLE APPLICATION FOR THE UNIT AT OUR SOLE DISCRETION.  
WE ARE CONTRACTED TO ACT ONLY IN THE INTEREST OF THE OWNER OF THE RENTAL UNIT.