



2045 Cadboro Bay Road, Victoria, BC V8R 5G4

Tel: 250.598.2220

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# APPLICATION

In order for you application to be considered, please fill all fields (Parts 1-4) to the best of your ability. If you would like to include additional or explanatory information, you are encouraged to attach relevant personal and financial documents, letters, and images that support your application (you may wish to redact sensitive information that is not required by our offices, such as SIN, account numbers, etc.).\*

Upon completing your application pages, please email the completed and signed forms, and any additional documents, to info@newportrentals.ca. You may also provide a hard copy to an agent of Newport Property Management Ltd. either at your viewing appointment, or at our office. If you have any questions, please email or call our offices.

## Part 1: Statement of Intent to Apply (please confirm, for each unit you apply to rent—):

I/We, the applicant(s), apply to rent (address) \_\_\_\_\_ (the "Rental Unit") at a monthly rent of \$\_\_\_\_\_ for a term of \_\_\_\_\_ months starting \_\_\_\_\_ (date). PARKING is required for \_\_\_\_\_ licensed vehicle(s). No utilities are included in the rent except \_\_\_\_\_.

## Part 2: Legal Names and Occupant Information

1. Full names of all applying Adults (18+ years) [all legal adults must complete a "Personal Details" section—see next page—if intending to occupy the premises or act as guarantor]:  
\_\_\_\_\_
2. Full name(s) & age(s) of all Minors (0-18 years) [intended to occupy the premises part time or full time]:  
\_\_\_\_\_
3. Do you have pets? If so, please list number & species/breed(s):  
\_\_\_\_\_

## Part 3: Conditions of Application (note that this application will not be processed unless fully completed and signed by all adult applicants, including the following):

By checking or initializing the following, you agree and understand that...

\_\_\_\_\_ This application is subject to acceptance by Newport Property Management Ltd.

\_\_\_\_\_ Tenants are not chosen on a first-come, first-served basis; Newport will 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.**

\_\_\_\_\_ No betterments will be provided except those which may be specifically requested in this Application, agreed to in writing by the Landlord, and specified in a Tenancy Agreement. If Newport accepts this Application, the applicants will then sign a Tenancy Agreement via the offices of Newport Property Management Ltd. and pay the security deposit.

\_\_\_\_\_ This and all other Newport Rental Properties are strictly **NON-SMOKING.**

\_\_\_\_\_ The Rental Unit will not be considered rented until the Tenancy Agreement is signed by the Tenant & by the Landlord.

\_\_\_\_\_ **By signing on the following page(s), I am authorizing Newport Property Management to obtain credit checks & verify details contained in this Application.\*\***

\*Supporting documents may be requested if not provided when: you are self-employed; you are retired; you have listed "OTHER SOURCES OF INCOME" on your application; your personal details, current employment, and/or address are otherwise unverifiable via the information provided.

\*\*Newport Property Management Ltd. 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.

**Part 4: Personal Details (each adult applicant must sign and fill out the following information on separate pages; you may provide an applicant # and print/attach additional sheets for each additional applicant)**

**APPLICANT #1:**

Please provide middle name(s), postal codes for all addresses, gross monthly income amounts (income before taxes and deductions), and circle options in parentheses where relevant.

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

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

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

**Emergency contact** (name, 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 and describe any other sources of income such as benefits, investments, pension income, or student loans & provide/attach documentation of each income source; i.e., a pay stub, letter, or bank statement):

\_\_\_\_\_

(See next page for additional applicant template)

**First-Time Renters, Rental Support, and Applicants with Guarantors** - Please note: *If you would like to list a guarantor to support your application, or have listed spousal or familial support as a source of income that will be contributed to the rent, we recommend that the guarantor/supporting individual either be included on this application with a signed and filled Personal Information page, or that a letter of support outlining the monthly or yearly financial support that they intend to provide is attached with the application.*

(Please provide Applicant #)

**APPLICANT # :**

Please provide middle name(s), postal codes for all addresses, gross monthly income amounts (income before taxes and deductions), and circle options in parentheses where relevant.

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

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

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

**Emergency contact** (name, 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 and describe any other sources of income such as benefits, investments, pension income, or student loans & provide/attach documentation of each income source; i.e., a pay stub, letter, or bank statement):

\_\_\_\_\_