



APPLICATION FOR TENANCY

INSTRUCTIONS

1. Landlord must complete all of Section A (Offer to Rent).
2. If possible, remainder of form to be completed by Landlord interviewing Applicant.
3. Full legal names of all Applicants are required.
4. For credit reporting or other reference purposes, the two pages of this Application for Tenancy can be separated. Fax the first page **only** to ROMS BC or the reference as appropriate.
5. If the pages are separated, the Landlord should enter the Applicant's name(s) and date of application on the second page.

NOTE TO APPLICANTS:

Do not sign this Application for Tenancy unless:

- You have read agree with all the information provided by the Landlord in Section A.
- All the information you have provided is true and correct.

A joint credit report may slightly increase or decrease the Credit Score of one or both individuals. Please consider this when agreeing to the Landlord obtaining a joint credit report.

NOTES TO LANDLORDS:

- **Do** add material terms such as smoking restrictions in Section A.
- **Do not** record the expiry date of a credit card number supplied by the Applicant.
- **Do** ensure the Applicant(s) sign this Application, giving you consent to do credit and reference checks.
- **Do not** sign this Application for Tenancy unless and until you decide to accept the Applicant(s) as your new tenant(s).
- If requesting an application deposit **do not** make the amount equal to half a month's rent.

ROMS BC phone numbers: 250-382-6324 or 1-888-330-6707

ROMS BC fax numbers: 250-382-6006 or 1-877-382-6006

NOTE TO LANDLORD: If pages one and two are separated, enter the Applicant's name(s) and date of application below

First Applicant: _____ Co-Applicant: _____

Date of Application: _____

H. FIRST APPLICANT'S SUPPLEMENTARY INFORMATION			
Secondary Phone No.	Cell No.	Fax No.	Work Phone No.
Email Address:		Photo ID Shown	Yes No
Present Landlord/Building Manager's Name	Address		Phone No.
Previous Landlord/Building Manager's Name	Address		Phone No.
Employer	Position		Monthly Income
Supervisor's Name	Supervisor's Phone No.		Length of employment
Previous Employer	Position		Monthly Income
Previous Supervisor's Name	Previous Supervisor's Phone No.		Length of employment
Vehicle Make	Model	Colour	License Number
Second Vehicle Make	Model	Colour	License Number
Please give the name of a business or personal reference:			
Name	Address		Phone No.
Please give the name of next of kin, doctor or other person for emergency contact purposes:			
Name	Address		Phone No.
Name	Address		Phone No.

I. CO-APPLICANT'S SUPPLEMENTARY INFORMATION (Complete only where different from First Applicant)			
Secondary Phone No.	Cell No.	Fax No.	Work Phone No.
Email Address:		Photo ID Shown	Yes No
Present Landlord/Building Manager's Name	Address		Phone No.
Previous Landlord/Building Manager's Name	Address		Phone No.
Employer	Position		Monthly Income
Supervisor's Name	Supervisor's Phone No.		Length of employment
Previous Employer	Position		Monthly Income
Previous Supervisor's Name	Previous Supervisor's Phone No.		Length of employment
Vehicle Make	Model	Colour	License Number
Second Vehicle Make	Model	Colour	License Number
Please give the name of a business or personal reference:			
Name	Address		Phone No.
Please give the name of next of kin, doctor or other person for emergency contact purposes:			
Name	Address		Phone No.
Name	Address		Phone No.

J. OTHER ADULT OCCUPANTS - Full names of all other adult persons (age 19 or older) to occupy this rental unit					
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name

K. OTHER MINOR OCCUPANTS - Full names of all other persons under age 19 (including infants) to occupy this rental unit					
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name

NOTES TO APPLICANT(S)

1. Social Insurance Numbers are requested for the sole purpose of obtaining credit reports.
2. The information you provided on this pages continues as part of your Application for tenancy. Your signature on the 1st page confirms all information on both pages is true and correct.