Applying for Housing

The following is a rental application check list. This will help you prepare you to answer questions that may appear on a rental application form.

About Me	
Name	
Phone	
Email	
Date of Birth	
Bring a piece of picture ID	

My Employment History	
Current employer	
My job title	
Date I was hired	
Supervisor's name	
Supervisor's phone & email	

My Rental History	
Current address	
Date I moved here	
Current landlord's name	
Landlord's phone & email	

My Rental History Cont.…	
Previous address	
Date I moved here	
Current landlord's name	
Landlord's phone & email	

About My Roommate or Partner	
Previous address	
Date I moved here	
Current landlord's name	
Landlord's phone & email	

What Landlords may ask you for

Most landlords will as for:	Landlords can sometimes ask for:	Landlords shouldn't ask for:
Name and proof of identity	Birthdate	Consent to collect information form "other sources" such as social media
Contact information Landlord references	Age of who will be living there	Marital status
Number of people in the unit and their needs	Personal references	Proof of insurance
Past addresses	Amount of current and previous rent	Credit card number
Reasons for leaving	Consent for credit check	Whether or not nay applicants smoke
Past history of evictions	SIN	Banking history
Pet information	Bank statements	ID number
Consent for criminal record check	Guarantor	Anything that they would not ask form every applicant. So, they cannot ask, "young people" for a guarantor if they do not ask older applicants.
Expected length of tenancy	Employer name or source of income	Emergency contacts

Keep in mind…



- ✓ Landlords can ask about ages and relationships, and sources of income. They **cannot** refuse to rent to you based on this information.
- ✓ They can refuse to rent to you if you don't have a good payment history, or you want too many tenants to live in the unit.
- ✓ Landlords are allowed to check you ID, however they are not allowed to keep a copy or record of the ID numbers.
- ✓ When applying for rental housing, you will probably be asked for a list of references. Some landlords ask for your last **three** landlords or for some reference covering a certain period of time.
- ✓ If you do not have landlord references or poor references then you can professional references.

References

- ✓ Think about the people you know for work, school or a community or social group. What positive things they could say about that a landlord would value?
- ✓ When you ask these people if they would be willing to provide a reference, you may wan tot remind them of these qualities.
- ✓ Make sure you have the correct spelling of the full name and contact information for each reference.

Reference Information	How do they know me? What positive things will they say?
Name: **Position:** **Address:** **Email/telephone:**	
Name: **Position:** **Address:** **Email/telephone:**	
Name: **Position:** **Address:** **Email/telephone:**	

Cover Letters

Maybe there are issues with your application. There may be gaps in your housing or employment history. Perhaps you are a first-time renter or you may be concerned about what past landlords may say about you.

If this is the case, a potential landlord will need to be reassured that it is worth their while to consider your application.

Use a cover letter to explain the issue or address the landlord's concerns. Outline why the will NOT be an issue for them.

Name:

Your address:

Landlord's name:

Landlord's address:

Date:

Dear (landlord's name)

Describe the issue.
Simply sate the facts. Do not make excuses or place blame.

Current situation.
Describe your current situation. Include anything that will reassure the landlord (hydro payments, references, etc.).

Ask for what you need.
Ask to be considered for a rental unit.

Yours sincerely,
(your name)
(your signature)

Sample Cover Letters

Sample 1

Ms Janet Bradford
XYZ Property Management Company
Anytown, A1B.2C3

Dear Ms Bradford:

I am writing to give you information that will help you evaluate my application for a rental unit in your apartment building. Four months ago, I was evicted form an apartment. The eviction was the result of consistently late rental payments. At the time, I was in the process of a divorce. My income was unstable and I was unable to meet my obligations.

Since that time, my divorce has been finalized. I am now receiving regular child support payments and have also accepted a job that will provide a steady income. I am fully committed to make my rent payments on time.

Please consider my current situation as you evaluate my rental application. Now that my situation has improved, I will be a reliable tenant.

Sincerely,

Susan Jenner
PO box 9999
Anytown, A1B.2C3
Phone. 555.5555.5555

Sample 2

Mr. Patrick Flynn
789 Center Street
Anytown, A1B.2C3

Dear Mr Flynn:
Than you for considering my application to live at Victoria Villas. I understand that you require a credit check with applications. I am aware that my score is not ideal and wanted to reassure you that this is no way reflects my ability or willingness to pay rent.

The poor credit score resulted form a cell phone bill that became unmanageable and my attempts to repay on my own before getting assistance.

As you can see form my refences, I have never missed a rent payment, even when the issue with my cell phone was happening. The issue with my cell phone is addressed. I am working on improving my credit score and am confident that I will make an excellent tenant.
Sincerely,

J.L Nyugen
PO Box 999
Anytown, A1B.2C3
Phone: 555.5555.5555