



Management Group Inc.

233 Portage Avenue, Suite 100, Winnipeg, MB R3B 2A7 | Phone: 204.982.7973 | Fax: 204.956.5262

APPLICATION FOR TENANCY

A separate application form is required for each adult applicant.

I/ We hereby offer to rent from the lessor:

UNIT NO.		MONTHLY RENT	\$
BUILDING/ STREET ADDRESS		PARKING	\$
MOVE-IN DATE		TOTAL MONTHLY	\$
LEASE TERM (ie: 1 Year)		total monthly is payable on the first day of every month of the said term.	
LEASE END DATE		Prorated	

SECURITY DEPOSIT (SD)	half of Total Monthly. The security deposit must be made by cheque or money order payable to ASH MANAGEMENT GROUP INC. Deposit bears interest at a rate prescribed from time to time by regulation, compounded annually.	SD Amount	\$
-----------------------	--	-----------	----

Upon acceptance of this application by the landlord or agent, the applicant(s) agrees to execute a tenancy agreement in the landlord’s standard form.

In the event the applicant(s) do not execute the said tenancy agreement within seven (days from the date of acceptance and before the applicant(s) take possession, the deposit paid hereunder shall be subject to forfeit in whole or in part and all rights of the applicant(s) hereunder and under the said tenancy agreement may be terminated by the landlord. It is further understood by the applicant(s) that it is their responsibility to communicate with the resident manager or the office of the landlord, as to the status of the application.

ABSOLUTELY NO PETS AND NO SMOKING ALLOWED

PLEASE PRINT CLEARLY. THE FOLLOWING INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL

FIRST NAME		DATE OF BIRTH			
			Month	Day	Year
LAST NAME		S.I.N.			
PRESENT ADDRESS		HOME PHONE			
CITY		CELL PHONE			
POSTAL CODE		EMAIL			

Present Landlord		Length of Residence	
Landlords Phone		Present Monthly Rent	
Reason for moving			

Employment Verification- attach the Employment Verification Form to be filled out by your employer and returned to complete application.

Current Employer		Length of Employment	
Employer Address		Phone Number	
Monthly Income		Occupation	

Other Occupants (under the age of 18)

Name		Relation		Date of Birth			
					Month	Day	Year
Name		Relation		Date of Birth			
					Month	Day	Year
Name		Relation		Date of Birth			
					Month	Day	Year

Make of vehicle			License Plate	
Model		Color	Year	

1. Have you ever filed for Bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been evicted from tenancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever willfully or intentionally refused to pay rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you have any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you had bedbugs in the last three (3) months?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Person to notify in Emergency

Name		Relationship	
Address		Contact #	

I /We hereby declare that the foregoing information is true and complete.

I/We AGREE to allow A.S.H. Management Group Inc. to conduct a credit check and personal investigation.

I /We further understand and agree that A.S.H. Management Group Inc. may utilize said information in order to determine credit worthiness, collection purposes and may release personal information to prospective rental agency and authorities regarding assistance.

Signature \_\_\_\_\_

Date \_\_\_\_\_

A.S.H. Management Group Inc. understands the importance of your privacy and the sensitivity of your personal information. We are committed to protecting any of your personal information we hold. Our privacy policy outlines how we manage your personal information and safeguard your privacy.

#### **WHAT PERSONAL INFORMATION DO WE COLLECT?**

We collect information from you in several ways. Some personal information is gathered when a prospective tenant signs our standard tenant application for a residential commercial tenancy agreement. Tenants are required to provide credit, rental history, employment information as well another personal information to be used for identification and qualification purposes. Other information such as emergency contact information may be required in order to respond to medical or other emergencies in connection with a tenant, unit or suite. Also information relating to any vehicles owned by a tenant may be collected to assist in the enforcement of any parking rules or regulations.

We also collect information from any conventor or guarantor of any lease, including information relating to credit and employment information, present and past living accommodation and other personal information. In addition, personal information may be collected in an application to assign or transfer a lease in respect of the prospective assignee, including any and all personal information referred to in the original application for tenancy.

#### **WHY DO WE NEED INFORMATION?**

The personal information is used to check prior rental references from all previous landlords, conduct credit checks and to confirm employment with your employer and salary, all of which information is required to determine your suitability and qualification as a tenant.

#### **CONSENT**

In most cases, we will ask you to specially consent if we collect, use or disclose your personal information other than as provided for in our privacy policy as amended from time to time. Normally we would ask for your consent in writing or orally. Sometimes your consent may be implied through your conduct with us. In all cases where a tenant application is submitted by you, your consent will be requested in the application itself.

#### **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We use the personal information collected only for the purposes outlined above. Under certain circumstances we will disclose your personal information to third parties such as:

- a) when we are required or authorized by law to do so; for example, if a court issues a subpoena;
- b) where you have consented to the disclosure;
- c) when an order to comply with the requirements of the tenancy agreement or regulatory legislation such as The Residential Tenancies Act requires us to do so, your consent will be implied;
- d) where it is necessary to enforce the terms of the tenancy agreement, such as collection of rental arrears;
- e) if we engage a third party to provide collection or enforcement proceedings, such as an authorized officer of the Residential Tenancies Branch, lawyers, bailiffs or collection agencies;
- f) if the information is already publicly known;
- g) on termination of a tenancy, we may disclose information relating to your tenancy to other landlords upon their request;
- h) your landlord, where we act as agents only for the landlord;
- i) any subsequent landlord or owner or mortgagee of the property which you rent, including any assignee of your lease, or to any subsequent property manager of the property which you rent.

#### **UPDATING YOUR INFORMATION**

Since we use your personal information to provide rental accommodation to you, it is important that the information be accurate and up to date. If during the course of your tenancy any of your information changes, please inform us so we can make any necessary changes.

#### **IS MY PERSONAL INFORMATION SECURE?**

We take all precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect your information are:

- a) Access to your personal information is limited to our employees who require the information to perform their duties and those otherwise authorized by law;
- b) All of our employees are required to abide by our commitment to your privacy in the handling and use of your personal information;
- c) Premises security;
- d) Your personal information is retained only for the time it is required for the identified purposes and up to a period of five (5) years after the tenancy is terminated or is required by law. Personal information that is no longer required is destroyed.

#### **ACCESS TO YOUR PERSONAL INFORMATION**

You may ask for access to any personal information we may have about you. Requests should be submitted in writing and we will reply within thirty (30) days of your requests. You may verify the accuracy and completeness of your personal information and we will take reasonable steps to correct it.

#### **CAN I BE DENIED ACCESS TO MY PERSONAL INFORMATION?**

Your rights to access your personal information are not absolute. We may deny access when:

- a) denial of access is required or authorized by law;
- b) information relates to existing or anticipated legal proceedings against you;
- c) when granting you access would have an unreasonable impact on other people's privacy;
- d) when the request is frivolous or vexatious.

If we deny your request for access to or refuse your request to correct information, we shall explain why.

#### **Discloser:**

Condominium: This project has been registered as a Condominium Corporation pursuant to the provision of Condominium Act of Manitoba.