

YOUR APPLICATION: IMPORTANT DOCUMENTS

We want to make your leasing experience with Avenue Living Communities as simple and quick as possible.

Please note that in order to expedite your application, it is recommended to submit the following documentation. Having all of the documentation will speed up the application process.

PROOF OF IDENTITY

We require one piece of government-issued photo ID, which include:

- driver's license
- provincial identification card
- Indian status card
- passport

PROOF OF INCOME

Take a look at the scenarios below and submit the documentation that matches your current situation:

Employment Information

If you're currently employed (hourly or salaried, full or part-time), please provide one of the following:

- **Your two (2) most recent pay stubs**, with your name, the name of your employer, your hourly rate, the number of hours you worked during the pay period and the pay period itself.
- **If you do not have access to paystubs**, a bank statement with your name, the name of the banking institution, and two (2) months' worth of deposits from your employer, with their name as the depositor. *Note: we cannot accept mobile banking screenshots.*
- **A letter from your employer**, which must be on company letterhead and signed by either the hiring manager or human resources representative. The letter must confirm employment is ongoing and include your annual pay.

Tax Returns

If you're self-employed, please provide a copy of the previous year's tax return.

Income Support Program Documentation

If you're on income support, please provide a copy of documentation from the supporting program or agency (on agency letterhead) with your name clearly stated. The letter must state how much funding you're entitled to each month and outline how long you're entitled to remain on the program.

Retirement Income

If you are receiving retirement income, please provide documentation outlining how much you'll receive during the upcoming year from retirement benefits, which could include;

- **Canada Pension Plan (CPP) or Old Age Security (OAS):** Include your schedule of payments from the Canada Revenue Agency (CRA). This is mailed out each year or can be downloaded from the CRA My Account website.
- **Retirement savings account payments (monthly or annual):** Include your Statement of Retirement Income from a bank or investment firm.
- **Investment Account Payments (monthly or annual dividends, distributions from Trust Units, or other proceeds):** Include your Statement of investment Income from a bank or investment firm.

Proof of Student Loans

If you're a student, please provide the following:

- Documentation indicating the total amount of student loans you will be receiving for the current or upcoming year
- Any budget restrictions on rent and living expenses as the qualifying criteria for your application
- In the case of no budget restrictions, proof of enrollment with your name and expected tuition costs for the current or upcoming year

Statement of Savings

If you're planning to access savings for your application, please provide a copy of a bank or investment statement, on the financial institution's letterhead, with your name and a summary of holdings.

Should you have any questions throughout your application process,
please reach out to us.