

The application process takes approximately 2 – 4 business days to complete. The following information and documents are required when applying for your apartment:

1. Application Form

Please complete the application form fully, printing clearly and signing the first page.

2. Proof of Income

- A letter from your employer on company letterhead stating your annual salary, length of employment, name and phone number of contact person for verification
- For self employed individuals we will need a copy of your previous years tax return and contact name/number of your accountant
- For those collecting income from a Social Program we will need your last three months statements along with a contact persons name and phone number

3. Proof of Identity

Photo Identification (Driver's License, Passport, etc.). We do not accept Health Cards as ID.

4. References

We require two references and emergency contact information on all applications. Where applicable, we require a landlord's reference letter or contact information

5. Deposit

We require a deposit of one months rent in the form of a money order, bank draft or certified cheque made payable to Canahahns Company Limited to be submitted with the application. This payment will be applied to your last months rent deposit upon approval. If the application is declined for any reason all funds will be returned in full immediately.

6. Insurance

Upon approval of your application, a current Certificate of Insurance (Tenants package) must be provided prior to occupancy. This is an inexpensive precaution that covers your personal belongings and liability in the event of a major incident. Under NO circumstances will the management and staff give entry or keys to anyone until such proof (policy / binder) has been provided for your resident file.

## PRIVACY & HUMAN RIGHTS

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Canahahns adheres to PIPEDA and the Human Rights Code. The essence of the Human Rights code is fairness and equality of opportunity. In its provisions concerning housing, the code helps to ensure that all people in Ontario have equal opportunity to access accommodation, and equal opportunity to enjoy the benefits, which come along with that housing.

**Copies of both our Privacy & Human Rights policies are available  
in your building's Management Office.**

Canahahns Company Limited would like to take this opportunity to thank you for considering us as the provider of your next new home and we look forward to a long and happy relationship.