



RENTAL APPLICATION CHECKLIST

Leasing Contact

Name: _____ Phone: _____ Email: _____

Property Information

Address: _____
Unit #: _____ Unit Type: _____ Unit Availability Date: _____

Base Rent for Rental Unit \$ _____

Utilities Included: ☐ Hydro ☐ Water ☐ Heat ☐ Sewer ☐ Gas Other: _____

Parking Outside \$ _____ Parking (Covered/Underground) \$ _____ Parking (Add. Spot) \$ _____ Storage \$ _____

Comments: _____

Lawful Rent (Base Rent + Applicable Rental Items)

The lawful rent is the total monthly charge of the rental unit without any discounts applied. This amount must be collected at the time of application and serves as your last month's deposit. Your lawful rent rate is \$ _____ per month.

Discounted Rent

We offer a 2% discount on the lawful rent if your rent is paid in full and on time. This discount is automatically applied to your first month's rent payment. Your discounted rent rate is \$ _____ per month.

**This discount will be reversed and the full lawful rent will be due and owing, if the rental payment is not received in full and on time. This discount may, upon sole discretion of the Landlord, be discontinued at any time after the initial term.*

Required Information for Rental Application

1. Contract Deposit by Bank Draft payable to Skyline Living or Tenant Pay. This deposit acts as your last month's lawful rent and monthly rental fees \$ _____.*

**See attached tenant payment Instructions. After payment, please send confirmation copy (screenshot/photo) to leasing contact.*

2. Photo ID, phone number and email address for all applicants, an emergency contact and vehicle information.

3. Proof of Income:

- Current pay stubs (dated within the last 30 days)
- Letter of employment (include position, length, salary and employer contact information)
- Proof of payment from 3rd party agency (pay stub or letter)
- Bank statements (last 6 months is recommended)
- Notice of Assessment (NOA)
- Proof of investments and/or savings

4. References from current and previous landlords, if applicable. Homeowners may specify years of ownership.

5. A void cheque or pre-authorized payment form from your bank. Rental payments commence automatically from the second month after move-in.



*A \$2 million liability insurance policy is required before move-in. For your convenience, Skyline Living recommends **Apollo**, our trusted tenant insurance partner, offering easy, affordable, and comprehensive coverage.*
Visit: apollocover.com/ip/skyline

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