



# 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: \_\_\_\_\_ Pet Deposit \$ \_\_\_\_\_

## Required Information for Rental Application

1. Total required Security and Pet Deposit amount \$ \_\_\_\_\_ is payable by Bank Draft/Money Order to Skyline Living.\*  
Is collected after approval during the lease signing.  
*\*See attached tenant payment Instructions. After payment, please send confirmation copy (screenshot/photo) to leasing contact.*
2. Identification confirmation (phone number, email address, emergency contact and vehicle information for all applicants).
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 3<sup>rd</sup> 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](https://apollocover.com/ip/skyline)