



# 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.\*

*\*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 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)