



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: _____

Required Information for Rental Application

1. Total required Security 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 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