



ROYAL LEPAGE MACKENZIE PROPERTY MANAGEMENT

126-403 Mackenzie Blvd, Mackenzie BC V0J 2C0

Phone: 250-997-6773 Email: mack2025rlp@telus.net

www.royallepagemackenzierealty.com

APPLICATION FOR TENANCY

(Please ensure to complete all questions in detail before scheduling an appointment)

A. Applicants: Person(s) 19 or older asking for accommodations **Full Legal Name**

First Name:	Middle Name:	Last Name:	Birth Date (M/D/Y):	Home #:
				Cell #:
First Name:	Middle Name:	Last Name:	Birth Date (M/D/Y):	Home #:
				Cell #:
Current Address: suite, number, street, city, province, postal code (incl. mailing address if different)				Email Address:

B. Children or roommates: List names and ages of all minors under the age of 19, including infants who will occupy the premise with you. List all other persons who will occupy the premise.

Full Name	Birth Date (M/D/Y)	Gender	Relationship to Applicant(s)

Total number of people who will occupy the premise _____

Do you expect the number of people in your family to change in the next 12 months? (Pregnancy, family joining, family leaving).

☐ Check if yes. Please explain:

C. Residency History: Please list your current address and previous address (if less than 2 years)

Current Address				
Address	Date From	Date To	Name of Landlord	Landlord Ph. No.
Previous Address (if less than 2 years)				

Reason for leaving: _____

D. Employment Information for all applicants: Complete on the back of application if more than two applicants.

Applicant 1		
Name of Employer:	Address:	Phone Number:
Length of Employment:	Occupation:	Gross Monthly Income (\$):

Applicant 2		
Name of Employer:	Address:	Phone Number:
Length of Employment:	Occupation:	Gross Monthly Income (\$):

E. References: (Required) Not to include immediate family members.

Name:	Phone Number:	Relationship:
Name:	Phone Number:	Relationship:

F. Other Information:

Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver's License # _____	
Vehicle information:	Year: _____ Model: _____ Make: _____ License #: _____
Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No (It is important to list all pets)	
<input type="checkbox"/> Dog Quantity? _____ Type/Breed & Size (Please indicate) _____ <input type="checkbox"/> Cat Quantity? _____ Type/Breed (Please indicate) _____ Other (Please indicate) _____	
Emergency contact information:	
Name: _____ Phone number: _____	

Please read the following frequently asked questions for Property Management carefully then sign and date before submitting your application:

- What is the process if I wish to rent a property?
 - **If you would like to rent a property you will need to complete an Application for Tenancy. Once your application is approved we will then schedule an appointment to view available properties for rent.**
- Do you show available rentals during evenings or on weekends?
 - No, the reason for this is to minimize the disruption to any current tenants. All showings will take place Monday to Friday between 10 AM and 4 PM. For vacant properties we will consider Saturday showings between Noon and 3 PM if the appointment is previously arranged prior to that day.
- How long will it take to have my application approved?

- We endeavor to process the application upon receipt when we have properties available. Please ensure your application is complete and that your employer, previous landlord and references are aware we will be contacting them. At times we receive several applications from prospective tenants. If we are unable to reach and check your references in a timely manner, we may end up renting the property to another applicant. A properly completed application can be processed in a short reasonable time.
- What is the process if I am approved for a rental?
 - Once your application has been approved, you will need to sign and enter into a Residential Tenancy Agreement and any applicable addendums for the property you are about to rent. This contract outlines the terms, rate of rent, damage deposit amount, pet deposit if applicable, and length of tenancy.
- How much is the damage deposit?
 - One half of the month's rent. A move in inspection report will be done with you and the property manager just prior to move in and this report is signed to confirm the condition of the property.
- Are pets allowed? If so do I pay a pet deposit?
 - This varies from property to property if the owner allows pets. If yes then a pet deposit is required. Deposit can vary from \$250 to one half a month's rent, depending on the number of pets and size of the pets.
- Am I allowed to smoke in the property I have rented?
 - Smoking inside the home is prohibited in all rental properties managed by Royal LePage Property Management. Failure to comply constitutes a breach in the terms of your tenancy.
- When is the rent due?
 - The rent is due on or before the 1st day of the month.
- How can I pay my rent?
 - You can pay your rent in person at our office by bank draft, money order or cash. E-transfer is a preferred alternative and can be set up at the start of the tenancy.
- When do I set up utilities?
 - Once you know your move in date, contact BC Hydro and Fortis BC to arrange for electricity and gas.
- When do I get keys for the property?
 - Once all the required paperwork is filled out, the inspection report is completed and the rent is paid in full.
- How do I report any maintenance issues once I take possession?
 - Non-emergency issues can be reported to the Property Manager by phone 250-997-6773, email mack2025rlp@telus.net or in person at our office during business hours. For emergency issues during business hours call 250-997-6773, after hours please call the same number for the property manager and follow the directions to be forwarded to a cell phone for assistance.

Please note: As recommended by the RCMP, if you intend to use this property for any illegal activities, we are committed to protecting the properties we manage from any possible damage that may occur due to marijuana grow operations. We can and will do spot inspections with 24 hours notice.

For approval of this application, I/WE the applicant(s) hereby consent for Royal LePage Mackenzie to obtain personal/credit information and further authorize reporting agencies and individuals to disclose information as requested. I/WE acknowledge having read all the information provided.

Applicant: _____

Date: _____

Co-Applicant: _____

Date: _____

Date Rental Property Needed: _____

Please ensure the application is complete to enhance your chances at success. Thank you for taking the time to fill out our Application for Tenancy.