



PROPERTY AND STRATA MANAGEMENT  
 9823-100 Street  
 Fort St John BC V1J 3Y2  
 Phone: 250-787-7177  
 Fax: 250-787-7141  
 reception@actionproperty.ca

## APPLICATION TO RENT FORM

Please complete one application for **EACH** person not related by **LEGAL** marriage  
*You will be required to show two pieces of identification.*

Date premises required: \_\_\_\_\_ Premises applied for: \_\_\_\_\_

Rental Rate: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Number of adults to occupy rental unit: \_\_\_\_\_ Number of children under 18 to occupy rental unit: \_\_\_\_\_

Please list all occupants: \_\_\_\_\_

Number of pets: \_\_\_\_\_ Type/ Breed of pets: \_\_\_\_\_ Proof of Dog City License is required # \_\_\_\_\_

### 1. Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth (y/m/d): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Contact Phone # \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Province: \_\_\_\_\_ Valid – Yes: \_\_\_\_\_ No: \_\_\_\_\_

### 2. Rental History

**Current Address:** (number/street) \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

How long residing at this address: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**Previous Address:** (if above less than 3 years) \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

How long residing at this address: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**Have you ever rented from another rental company?** \_\_\_\_\_ **If so, whom?** \_\_\_\_\_

**What was the address** \_\_\_\_\_

**3. Employment History**

Current Employer (name): \_\_\_\_\_ Supervisor name: \_\_\_\_\_  
Phone: (\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ How Long: \_\_\_\_\_ Salary or Annual Income: \_\_\_\_\_

Previous Employer (name): \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Phone: (\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ How Long: \_\_\_\_\_ Salary or Annual Income: \_\_\_\_\_

**4. Spouse Information:(by legal marriage only)**

Spouse's Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
Date of Birth (y/m/d): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone # \_\_\_\_\_  
Social Insurance Number: \_\_\_\_\_ DL # \_\_\_\_\_  
Current Employer: \_\_\_\_\_ Supervisor Name \_\_\_\_\_ How Long: \_\_\_\_\_  
Phone: (\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Salary or Annual Income \_\_\_\_\_

**5. Vehicle Information**

Vehicle Information (y/make/model/color 1.): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Vehicle Information (y/make/model/color 2.): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Vehicle License Plate Number 1: \_\_\_\_\_ Province: \_\_\_\_\_  
Vehicle License Plate Number 2: \_\_\_\_\_ Province: \_\_\_\_\_

**6. Credit History**

Credit References (list bank, credit union, charge accounts, or other credit references.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**7. Personal References** (list 2 personal references not related to you)

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Relationship \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Relationship \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Are there or has there been any court actions pending, or any judgements or writs or execution, registered or filed against you? **Past or Present** Yes \_\_\_ No \_\_\_ (If yes, for what) \_\_\_\_\_  
(If information provided is found false, it is grounds for immediate denial of tenancy)

In case of an emergency please notify: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_

**TENANCY WILL BE DENIED IF you misrepresent ANY information on the application.** If misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.

I declare the above information to be true and correct to the best of my knowledge. I give my consent to any background checks necessary to verify this information and to obtain my credit history for the purposes of this rental application in accordance with Provincial Legislation.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ALL INFORMATION HEREIN IS DEEMED CONFIDENTIAL

**AUTHORIZATION TO RELEASE PERSONAL INFORMATION  
(PRINT CLEARLY)**

This is to advise that I, the undersigned hereby authorize ACTION PROPERTY MANAGEMENT GROUP the Landlord, which term shall also include any landlord of any premises of which I/We may become tenants as a result of this application, to obtain a consumer credit report, to conduct a criminal record search, an eviction search and to make any other inquiries as deemed necessary in determining eligibility for tenancy and assessing credit worthiness.

1. The Landlord, which term shall also include any landlord of any premises of which I/We may become tenants as a result of this application, including any successor to such landlord is hereby authorized to obtain whatever personal information about me/us as it may reasonably require, including but not limited to, employment history and income, tenant history and credit information from;
  - a. current and former employers
  - b. current and former landlords
  - c. current and former suppliers, creditors and financial services
  - d. credit agencies
  - e. All Utility Companies

This Consent shall be sufficient authorization for such parties to disclose to Action Property Management any personal information relating to me/us.

2. The Landlord is hereby authorized to disclose personal information about me/us gained from my/our application and personal information about me/us relating to an obtained in connection with any tenancy that may result from this application to any person who bona fide purports to be a prospective or current employer or landlord of me/us without obtaining any further consent from me/us.
3. The landlord is hereby authorized to retain personal information about me/us as follows:
  - a. Where a tenancy results from this application, during any such tenancy and for up to 7 years after cessation of such tenancy, provided that the landlord shall be entitled to retain information about performance or default of any tenant obligations indefinitely; and
  - b. Where no tenancy results from this application, for up to 5 years for the purpose of considering it in connection with possible future vacancies and/or subsequent application I/we may make.

I understand that the information set out in the rental application form may be used for purposes of responding to emergencies, ensuring the orderly management of the tenancy, complying with legal requirements and for credit reporting and collection purposes should rent be left owing or rental property damaged at termination of lease or end of tenancy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Renting Residential Property: What Tenants Need to Know

Real estate professionals have a regulatory requirement to present you with this consumer information before providing services to you.

This information from the Real Estate Council of BC explains the role of a real estate professional when you are considering renting a property.

### The real estate professional who gave you this form represents the owner of this residential rental property.

While this real estate professional can provide some limited services to you as a prospective tenant of this rental property, they owe a duty of loyalty to the owner, and are working for the owner's best interests.

The Real Estate Council of BC is the legislated regulatory agency that works to ensure real estate professionals have the skills and knowledge to provide you with a high standard of service. All real estate professionals must follow rules that help protect consumers, like you.

We're here to help you understand your rights as a real estate consumer.

**Keep this information page for your reference and scan the QR code or visit [recbc.ca](http://recbc.ca) for more information about real estate transactions.**



### This form sets out what this real estate professional can and cannot do for you as a prospective tenant in relation to this rental property.

#### They cannot:

- give you advice on terms and conditions to include in a tenancy agreement
- negotiate on your behalf
- share any of the owner's confidential information with you

Because this real estate professional is working in the owner's best interests, they have a duty to share important information with the owner if disclosed by you including, for example: your motivations, your financial qualifications, and your preferred terms and conditions.

#### They can:

- share statistics and general information about the rental property market
- provide you with standard forms and contracts such as a rental application and/or tenancy agreement
- show the property
- assist you to fill out a tenancy agreement
- communicate your messages and present your offers to their client

### Find information about the rights and responsibilities of tenants and landlords from:

- BC Residential Tenancy Branch: [gov.bc.ca/landlordtenant](http://gov.bc.ca/landlordtenant)
- Tenant Resource & Advisory Centre: [tenants.bc.ca](http://tenants.bc.ca)



As a prospective tenant you should consider seeking independent professional advice about renting property.



# Renting Residential Property: What Tenants Need to Know

This is a required disclosure form in compliance with sections 5-10 and 5-10.1 of the Rules under the *Real Estate Services Act*. Your real estate professional must present the *Renting Residential Property: What Tenants Need to Know* information page to you along with this disclosure form.

## Real Estate Professional Disclosure Details

I disclose that I represent the owner of this rental property. I cannot represent you or act on your behalf.

WANDA SMOOK

Name

Team name and members. The duties of a real estate professional as outlined in this form apply to all team members.

Action Property Management

Brokerage

Wanda Smook

Signature

Date

Rental property address

Notes:

## Consumer Acknowledgment **This is NOT a contract**

I acknowledge that I have received the *Renting Residential Property: What Tenants Need to Know* consumer information page and this disclosure form. I understand that the real estate professional named above is not representing me as a client or acting on my behalf in this transaction.

Name (optional)

Initials (optional)

Date

Name (optional)

Initials (optional)

Date



**Mandatory Real Estate Professional Confirmation**

I confirm that I have:

- given the unrepresented party information about the duties and responsibilities I owe my client.
- given the unrepresented party information about the risks of being unrepresented in a real estate transaction.
- given the unrepresented party information about the limited assistance I can provide them.
- advised the unrepresented party to seek independent professional advice.

Name: WANDA SMOOK

Brokerage: Action Property Management Group Ltd

Signature: Wanda Smoock Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Optional Consumer Confirmation**

I confirm that the real estate professional:

- gave me information about the duties and responsibilities they owe their client.
- gave me information about the risks of being an unrepresented party in a real estate transaction.
- gave me information about the limited assistance they can provide me.
- advised me to seek independent professional advice.

Consumer Name: \_\_\_\_\_

Consumer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Consumer Name: \_\_\_\_\_

Consumer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Section 8-4(a) of the Rules made under the Real Estate Services Act requires a brokerage to maintain a copy of all written disclosures and any related acknowledgements under Division 2 Part 5 of the Rules.*

**CONSUMER PRIVACY NOTICE**

A real estate professional is providing you with this form because they are required to do so by the Rules made under the *Real Estate Services Act* (the "Rules"). **You are not required to provide your name or signature on this form.** However, the real estate professional you are dealing with may ask you to do so in order to document that they have provided you with this form as required by the Rules. The real estate professional will provide a copy of this form (including any personal information you have provided such as your name or signature) to their brokerage. The Real Estate Council of BC, the provincial body responsible for regulating real estate professionals, may review this form for the purpose of monitoring compliance with the Rules.

If you have any questions regarding the Real Estate Council of BC's collection and use of your personal information, please contact:

Privacy Officer, Real Estate Council of BC, 900-750 West Pender Street, Vancouver, BC, V6C 2T8; telephone: 604.683.9664 or toll-free at 1.877.683.9664; email: [privacy@recbc.ca](mailto:privacy@recbc.ca)

A COPY OF THIS DISCLOSURE IS NOT REQUIRED TO BE PROVIDED TO THE REAL ESTATE COUNCIL OF BC UNLESS IT IS SPECIFICALLY REQUESTED.

Please keep this page

## 5 Myths about Tenant Insurance

### **Myth 1: I'm covered by my landlord's policy.**

Reality: This is, perhaps, the most commonly held misconception about tenant insurance.

But your landlord's policy covers damage to the building — not tenants' personal possessions. If you're properly insured, you're covered. However, if you're uninsured, those costs come out of your own pocket.

### **Myth 2: I don't need tenant insurance because I don't have much stuff.**

Reality: Most people don't realize the value of the things they actually own. Clothing, electronics, furniture, dishes, sheets, towels, bikes, skis, sporting equipment...the cost of replacing this list will be much larger than you think. And once you start tallying the costs to buy it new, the numbers add up quickly.

### **Myth 3: I already have basic coverage. I don't need to pay a premium.**

Reality: Some tenants do have insurance — the cheapest they can find online. But even if you have coverage, do you have enough?

You probably don't have an itemized list of everything you own (and, let's face it, you probably won't start keeping an itemized list just because you've read this). But a broker can provide resources to help you calculate the value of your possessions and figure out how much money you'd need to replace or repair everything.

If \$10,000 sounds like a lot of money, consider how much you pay for a pair of jeans and how many pairs of jeans you currently own. That \$10,000 won't last long if you were to lose everything in a fire.

### **Myth 4: I'm just a renter. Damage to the unit isn't my responsibility.**

Reality: Another common misconception is that, as a renter, you're not responsible for any damage to the unit or unintentional harm to someone who visits your home. After all, you're not the owner, right?

"If you were to accidentally cause major damage to your unit, you do have a responsibility to the landlord, and damage deposits are not designed for that,"

### **Myth 5: It's not going to happen to me. And if it does, I'll stay with family and friends.**

Reality: No one thinks it's going to happen to them — until it does. But if you lost everything in a fire, you'd be temporarily homeless.

Where would you go? What if your friends and family also had to evacuate? Could you afford to live in a hotel or a temporary furnished rental suite for several months? How would that affect your ability to work? Your kids? Your dog?

**It's fair to say that every renter should have tenant insurance, but not all tenant insurance is created equal. That's why taking the time to meet with one of our ladies in personal lines to customize the right policy for your needs is time well spent — so if the worst-case scenario does happen, they've got your back.**



Roxann Daunes  
Insurance Advisor

5, 10230 - 100 Street  
Fort St. John, BC V1J 3Y9

Tel: 250-785-2225 Fax: 250-785-2256



Trylan Miller  
Insurance Advisor

5, 10230 - 100 Street  
Fort St. John, BC V1J 3Y9

Tel: 250-785-2225 Fax: 250-785-2256