



Fort St. John Head Office
9823-100 Street
Ft. St John, BC
V1J 3Y2
(250)787-7177
reception@actionproperty.ca

Dawson Creek Office
1016-102 Avenue, Unit B
Dawson Creek, BC V1G 2B8
(250)782-9800
dcrentals@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 License is required _____

1. Personal Information

Last Name: _____ First Name: _____ Middle Name: _____

Date of Birth (y/m/d): ____ / ____ / ____ Contact Phone # _____

Email Address _____ SIN: _____

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: _____



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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(Business) : _____ Occupation: _____

Supervisor name: _____ Phone: (_____) - _____ - _____

Address: _____

How Long: _____ Salary or Annual Income: _____

Previous Employer (Business): _____ Occupation: _____

Supervisor name: _____ Phone: (_____) - _____ - _____

Address: _____

How Long: _____ Salary or Annual Income: _____

4. Spouse Information

Spouse's Last Name: _____ First: _____ Middle: _____

Date of Birth (y/m/d): ____ / ____ / ____ Social Insurance Number: _____ DL # _____

Current Employer: _____ Supervisor Name _____ How Long: _____

Phone: (_____) - _____ - _____ Salary or Annual Income _____

5. Vehicle Information

Vehicle Information #1 (y/make/model/color 1.): _____ / _____ / _____ / _____

Vehicle Information #2 (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. _____



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

1. Name: _____ Phone: (_____) - ____ - ____ Relationship _____

Address: _____ City: _____ Province: _____

2. Name: _____ Phone: (_____) - ____ - ____ Relationship _____

Address: _____ City: _____ Province: _____

Are there any court actions pending, or any judgements or writs or executions, registered or filed against you, either PAST OR PRESENT? Yes___ No___ (If yes, of what)

(If information provided is found false, it is grounds for immediate disapproval.)

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.



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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: _____



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BC Financial Services Authority 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.

Real estate professionals have a regulatory requirement to present you with this consumer information before providing services to you. We're here to help you understand your rights as a real estate consumer.

Keep this information page for your reference.

Renting Residential Property: What Tenants Need To Know

This information from BC Financial Services Authority 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.

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:

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

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

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.



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

- BC Residential Tenancy Branch: gov.bc.ca/landlordtenant
- Tenant Resource & Advisory Centre: tenants.bc.ca

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

DISCLOSURE FOR RESIDENTIAL TENANCIES

This is a required disclosure form in compliance with sections 54 and 55 of the Real Estate Services Rules. The 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.

Action Property Management Group Ltd.

Wanda Smook, Broker, Fort St John

Shelley Smith, Property Manager, Dawson Creek

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

Brokerage: 9823-100 Street. Fort St. John, BC (250)787-7177

Dawson Creek Office: B-916-102 Avenue, Dawson Creek, BC (250)782-9800

Rental property address: All properties represented by Action Property Management Group in Fort St John & Dawson Creek, BC

A copy of this disclosure is not required to be provided to BC Financial Services Authority unless it is specifically requested.

CONSUMER ACKNOWLEDGEMENT: *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: _____

Date: _____

Initials: _____

Name: _____

Date: _____

Initials: _____