

#3 – 3078 Portage Avenue  
Winnipeg, Manitoba  
R3K 0Y2



**ELITE PROPERTY MANAGEMENT INC.**

Phone 204-783-5483

Fax 204-233-5483

www.elitepropertymanagementwpg.com

**SHORT FORM OF RENTAL APPLICATION**

**(Everyone over 18 must fill out an application and be on lease)**

Today's Date \_\_\_\_\_ Date of anticipated move in \_\_\_\_\_

Address applying for \_\_\_\_\_

Monthly Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_ Pet Deposit \_\_\_\_\_

**APPLICANT:**

Full name of applicant \_\_\_\_\_

Present address \_\_\_\_\_

Telephone number (home) \_\_\_\_\_ (work) \_\_\_\_\_

Social Insurance Number \_\_\_\_\_ Email \_\_\_\_\_

Drivers License Number \_\_\_\_\_

**APPLICANT'S WORKER:**

Name of Worker: \_\_\_\_\_

Address of Office: \_\_\_\_\_ Fax #: \_\_\_\_\_

Telephone number \_\_\_\_\_ Case Number \_\_\_\_\_

Email Address \_\_\_\_\_

**SPOUSE**

Full name of spouse \_\_\_\_\_

Present address \_\_\_\_\_

Telephone number (home) \_\_\_\_\_ (work) \_\_\_\_\_

Social Insurance Number \_\_\_\_\_ Email \_\_\_\_\_

Drivers License Number \_\_\_\_\_

**SPOUSE'S WORKER:**

Name of Worker: \_\_\_\_\_

Address of Office \_\_\_\_\_ Fax #: \_\_\_\_\_

Telephone number \_\_\_\_\_ Case Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you previously applied for Manitoba Housing? \_\_\_\_\_

Are you currently on their waiting list? \_\_\_\_\_

**PRESENT LANDLORD:**

Name of present landlord \_\_\_\_\_

Telephone number (home) \_\_\_\_\_ (work) \_\_\_\_\_

Monthly rent \_\_\_\_\_

Date of move in \_\_\_\_\_ Date of move out \_\_\_\_\_

**PREVIOUS LANDLORD:**

Name of present landlord \_\_\_\_\_

Telephone number (home) \_\_\_\_\_ (work) \_\_\_\_\_

Monthly rent \_\_\_\_\_

Date of move in \_\_\_\_\_ Date of move out \_\_\_\_\_

PERSONAL REFERENCES:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

EMERGENCY CONTACT:

In case of emergency contact \_\_\_\_\_  
Telephone number (home) \_\_\_\_\_ (work) \_\_\_\_\_  
Relationship to you? \_\_\_\_\_

OCCUPANTS:

List all occupants (and ages) of who will reside in home with you.

\_\_\_\_\_  
\_\_\_\_\_

VEHICLES:

List all vehicles to be parked at premises:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
License # \_\_\_\_\_

PETS:

Type of Animal \_\_\_\_\_ Breed \_\_\_\_\_ Sex \_\_\_\_\_ Spayed/Neutered \_\_\_\_\_  
Size \_\_\_\_\_ Age \_\_\_\_\_ Valid License \_\_\_\_\_

CREDIT/CRIMINAL HISTORY:

Bank name \_\_\_\_\_  
Telephone number \_\_\_\_\_ Address \_\_\_\_\_  
Bank account number \_\_\_\_\_  
List all credit obligations with minimum monthly payment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HAVE ANY OF THE OCCUPANTS LISTED ABOVE EVER BEEN:

Found guilty in court of a crime? \_\_\_\_\_  
Received deferred adjudication for a crime? \_\_\_\_\_  
Been evicted? \_\_\_\_\_ Broke a lease? \_\_\_\_\_  
Declared bankruptcy? \_\_\_\_\_

The above listed applicant(s) declare that all statements made in this application are true and complete.

Applicant hereby authorizes Elite Property Management Inc. to verify all the information in this application and obtain a credit report on the above listed applicant(s). If applicant or applicant's spouse has given any false information to the Landlord, they are entitled to reject the application.

**ALL QUESTIONS MUST BE ANSWERED IN ORDER TO PROCEED WITH PROCESSING THIS APPLICATION. PICTURE I.D. IS REQUIRED.**

Signature of applicant \_\_\_\_\_  
Signature of spouse \_\_\_\_\_  
Signature of Property Manager \_\_\_\_\_ Date \_\_\_\_\_

If you are on a government program you will be required to have a Guarantor on the lease with you. The Guarantor must be willing to go on the lease with you. The Guarantor must own a home in Winnipeg and must also stay on the lease for all the time you are renting with us. The Guarantor must fill out an application and be approved.

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To Whom It May Concern:

I, \_\_\_\_\_, hereby irrevocably authorize and permit Elite Property Management Inc. to perform background checks and obtain information about me from credit reporting sources, current and past landlords, personal and professional references, employers, financial institutions, government agencies, and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose and information requested about me to Elite Property Management Inc.

I further irrevocably authorize and permit Elite Property Management Inc. to obtain updated information from all credit reporting sources, current and past landlords, personal and professional references, employers, financial institutions, government agencies, and law enforcement agencies for the purpose of renewal of leases and for collection purposes should that be deemed necessary.

Thanks to all parties for your co-operation with this matter.

Rental Applicant (signature): \_\_\_\_\_


Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

**WHERE FRIENDS SEND FRIENDS FOR ALL THEIR REAL ESTATE NEEDS!**

<b>#3-3078 Portage Avenue Winnipeg, Manitoba R3K 0Y2</b>		<b>Elite Property Management Inc.</b> Phone 204-783-5483 Fax 204-233-5483 <a href="http://www.elitepropertymanagementwpg.com">www.elitepropertymanagementwpg.com</a>
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**RENT DIRECT**

This is your full and sufficient authority to withdraw my/our rent directly from my/our bank account each month.

**For verification purposes please attach a personal cheque marked “VOID”**

Each payment shall be treated the same as if I/we had personally issued a written direction authorizing Elite Property Management Inc. (Elite) to debit the amount specified to my/our account.

This authorization is to remain in effect until the end of my/our signed lease. Upon signed acceptance of a renewal lease I/we agree that an increase in the monthly payments to the amount stipulated in the lease is authorized.

I/we acknowledge that all rent payments will be withdrawn from my/our account on the first (1<sup>st</sup>) of each month. If payment is returned for any reason (N.S.F./Stop Payment, etc.) Elite may (at their discretion) attempt to pull rent once more during the month. There will be a \$20.00 convenience fee charged for this plus returned item and late fees. If there are still no funds, I/we agree that I/we will bring in cash to Elite’s office a sufficient amount to cover the rent along with applicable late fees and returned item fees according to Residential Tenancies Branch (RTB) allowable charges.

I/we waive any and all requirements for pre-notification of debiting, including, without limitation, any charges in the amount due to increases in rent a per lease renewals.

If a dispute arises out of the withdrawal of funds I/we will approach Elite about it and if it cannot be resolved, may direct the dispute to Residential Tenancies Branch.

I/we warrant and guarantee that all person whose signatures are required to sign on this account have signed this agreement below and by signing have agreed to the terms/conditions stated above.

Date at Winnipeg, Manitoba this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

First Payment to start \_\_\_\_\_ for the property know as

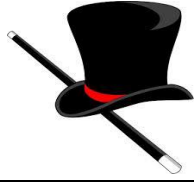
\_\_\_\_\_.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

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### EMAIL CORRESPONDENCE AUTHORIZATION

Date: \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_, from \_\_\_\_\_ hereby authorize and  
(Print Name) (Address)

permit Elite Property Management Inc. to send me newsletters and general information

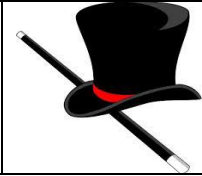
correspondence to the following email address \_\_\_\_\_.

\_\_\_\_\_  
(Tenant Signature)

\_\_\_\_\_  
(Birth month)

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## **Notice to all tenants Regarding the use of Cannabis and Smoking or Vaping in our Properties.**

**Date:** October 18, 2018

We understand that this month Cannabis is scheduled to become legal to smoke or consume. We would like to take this opportunity to remind you that all our properties are smoke free at this time.

- **Cannabis smoking is NOT allowed inside/or on the premises of any of our properties.**
- **Growing or cultivating Cannabis or related products is NOT allowed inside/or on the premises of any of our properties.**
- **We do not allow vaping inside any of our properties.**
- **We do not allow Smoking of any kind inside any of our properties.**

As per the rules the Government has set out, regarding the use of Cannabis, people who live in a rental unit need the permission of the owner/property manager to smoke Cannabis in their unit or on the property.

**We do not give anyone permission to Vape, Smoke Cigarettes or Cigars inside of the property (must smoke or vape outside).**

**We also do not give anyone permission to Grow, Cultivate or Smoke Cannabis or related products inside or on the premises of any of our properties.**

Yours truly,

Jim Van Wyk  
Owner/Manager  
Elite Property Management Inc.

**WHERE FRIENDS SEND FRIENDS FOR ALL THEIR REAL ESTATE NEEDS!**

## RENTAL INFORMATION FORM

THIS FORM IS TO GATHER INFORMATION REGARDING THE RENTAL ARRANGEMENTS BETWEEN THE TENANT AND THE PROPERTY MANAGER

### SECTION (A): TO BE COMPLETED IN FULL BY THE PROPERTY MANAGER / REGISTERED PROPERTY OWNER

NAME OF TENANT: \_\_\_\_\_ OCCUPANCY DATE: \_\_\_\_\_  
RENTAL ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
CITY / TOWN: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
TENANT MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_

#### TYPE OF ACCOMMODATION: (PLEASE CHECK ✓ ALL THAT APPLY)

APARTMENT  HOUSE (ROW HOUSE, TOWNHOUSE, DUPLEX, TRIPLEX, FOURPLEX)  
 TRAILER/MOBILE HOME: PLEASE INDICATE THE MONTHLY LOT FEE (IF IN ADDITION TO THE RENT ON THE TRAILER) \$ \_\_\_\_\_  
IS THE ACCOMMODATION SUBSIDIZED BY GOVERNMENT OR AN AGENCY?  YES  NO  
HOW MANY PEOPLE ARE LIVING IN THE TENANT'S UNIT? \_\_\_\_\_ ADULTS AND \_\_\_\_\_ CHILDREN  
IS THE TENANT REQUIRED TO PAY RENT OR ROOM AND BOARD?  RENT  ROOM AND BOARD (INCLUDES MEALS)  
IS THE PERSON TO WHOM ROOM AND BOARD IS PAID A RELATIVE OF THE TENANT?  YES  NO  
FULL MONTHLY RENT AMOUNT FOR THE UNIT: \$ \_\_\_\_\_ DATE RENT IS PAID UP TO: \_\_\_\_\_  
HAS A SECURITY DEPOSIT ALREADY BEEN PAID?  YES  NO. INDICATE AMOUNT PAID \$ \_\_\_\_\_  
PLEASE INDICATE THE TOTAL AMOUNT OF THE SECURITY DEPOSIT REQUIRED: \$ \_\_\_\_\_

#### DOES THE RENT INCLUDE:

HYDRO  WATER  HEAT  FREE ON-SITE LAUNDRY  
TYPE OF HEATING:  GAS  OIL  ELECTRIC  WOOD  PROPANE  
HOW MANY METERS SERVICE THE BUILDING FOR: HYDRO \_\_\_\_\_ WATER \_\_\_\_\_ GAS \_\_\_\_\_  
NAME OF PROPERTY MANAGER: Elite Property Management Inc. TELEPHONE: (204) 783-5483  
NAME OF REGISTERED PROPERTY OWNER: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
MAILING ADDRESS OF PROPERTY MANAGER: #3 - 3078 Portage Avenue, Winnipeg, MB, R3K 0Y2  
SIGNATURE OF PROPERTY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

### SECTION (B): TO BE COMPLETED BY CLIENT (TENANT)

DO YOU REQUEST FOR YOUR RENT TO BE PAID DIRECTLY TO YOUR PROPERTY MANAGER:  YES  NO AMOUNT: \$ \_\_\_\_\_  
IF THE AMOUNT EXCEEDS THE ALLOWABLE RENT DO YOU GIVE PERMISSION TO PROVIDE THE ADDITIONAL AMOUNT FROM YOUR BASIC NEEDS:  YES  NO **\*PLEASE NOTE THAT THE ABOVE REQUESTS MAY NOT BE POSSIBLE WITH EVERY CASE\***  
SIGNATURE OF CLIENT: \_\_\_\_\_  
DATE: \_\_\_\_\_ CASE #: \_\_\_\_\_

PLEASE SEE IMPORTANT INFORMATION ON LANDLORD AND TENANT RESPONSIBILITIES ON THE BACK OF THE FORM



INFORMATION FOR LANDLORDS AND TENANTS  
PLEASE READ CAREFULLY

When EIA is paying rent on behalf of the tenant, it is a matter of convenience only.

EIA is not responsible for any of the tenant's obligations under the Tenancy Agreement, including the obligation to pay rent.

If there is a dispute involving the tenant, the landlord has the same rights and responsibilities as they do with a tenant who does not receive EIA.

Tenants should:

- Take proper care of the rental unit: If tenants cause damage, they must repair it or pay the landlord the cost of the repair: EIA will not pay for any damage caused by the tenant.
- Tell the landlord of any changes in their rental situation.
- Take all their belongings from the rental unit when they move. EIA will not remove or store any items tenants leave behind. If tenants do not remove all their belongings, the landlord should contact the Residential Tenancies Branch for information.
- Give proper notice to end their tenancy: EIA does not pay one month's rent if tenants leave without proper notice.

Landlords are responsible to tell tenants in writing, of any changes to tenancy agreements. This would include providing three months notice for rent increases and proper notice to end the tenancy. Rent increases must comply with the rent increase guidelines set annually by the government, if applicable.

EIA has the right to cancel rent payments at any time without notice to the landlord.

FOR INFORMATION REGARDING LANDLORD AND TENANT RIGHTS AND RESPONSIBILITIES PLEASE CONTACT:

RESIDENTIAL TENANCIES BRANCH  
WINNIPEG  
TELEPHONE: 204-945-2476  
TOLL-FREE IN MB: 1-800-782-8403  
FAX: 204-945-6273  
EMAIL: [RTB@GOV.MB.CA](mailto:RTB@GOV.MB.CA)

RESIDENTIAL TENANCIES BRANCH  
BRANDON  
TELEPHONE: 204-726-6230  
TOLL-FREE IN MB: 1-800-656-8481  
FAX: 204-726-6589  
EMAIL: [RTBRANDON@GOV.MB.CA](mailto:RTBRANDON@GOV.MB.CA)

RESIDENTIAL TENANCIES BRANCH  
THOMPSON  
TELEPHONE: 204-677-6496  
TOLL-FREE IN MB: 1-800-229-0639  
FAX: 204-677-6415  
EMAIL: [RTBTHOMPSON@GOV.MB.CA](mailto:RTBTHOMPSON@GOV.MB.CA)