

**RENTAL CHECKLIST:**

**Interested in Renting After the Viewing:**

Our rental agent / caretaker will spend some time with the serious applicant to go through and collect items in the initial application stage as listed in items 1-9 in below table. Upon acceptance of the application, the rental agent / caretaker will meet with the tenant to go through and collect the reminder items as listed in items 10-13.

| <b>Initial Application:</b>          |  |  |
|--------------------------------------|--|--|
| 1. <input type="checkbox"/>          | <b>Application to Rent form</b>  | <i>Applicant will complete the form along with landlord and employment references</i>  |
| 2. <input type="checkbox"/>          | <b>Tenancy Agreement</b><br><i>(Must be signed within one week upon acceptable of application)</i> | <i>Applicant will sign the Tenancy Agreement, understanding that the Agreement is only binding upon acceptance of his/her application. The advantage of getting this step done in the early stage is that once the application is approved, the tenant will be able to book the elevator right away without waiting for the rental agent to make another appointment at a later date to sign the agreement</i> |
| 3. <input type="checkbox"/>          | <b>Security Deposit Cheque</b>   | <i>One half a month's rent is required</i>   |
| 4. <input type="checkbox"/>          | <b>Pet Agreement</b>   | <i>If applicable</i>   |
| 5. <input type="checkbox"/>          | <b>Pet Deposit Cheque</b>  | <i>One half a month's rent is required (if applicable)</i>   |
| 6. <input type="checkbox"/>          | <b>1<sup>st</sup> Month's Rent Cheque</b>  |  |
| 7. <input type="checkbox"/>          | <b>Form K</b>  | <i>If applicable in strata buildings</i>   |
| 8. <input type="checkbox"/>          | <b>Byalws / Rules</b>  | <i>If applicable in strata buildings. The tenant will be given a copy of the strata bylaws/rules</i>   |
| 9. <input type="checkbox"/>          | <b>Utility Applications</b>  | <i>To ensure there are no interruptions to services for the new tenant</i><br><i>Account Opening Forms for:</i><br><a href="#">BC Hydro (online form)</a><br><a href="#">City of New Westminster Utilities (online form)</a><br><a href="#">FortisBC (online form)</a>   |
| <b>When Application is Accepted:</b> |  |  |
| 10. <input type="checkbox"/>         | <b>Condition Inspection Report</b>   | <i>The rental agent / caretaker will perform a walk-through of the unit with the tenant to complete the report</i>   |
| 11. <input type="checkbox"/>         | <b>Post-Dated Cheque OR Pre-authorized Debit Agreement</b>   | <i>The tenant is required to either provide post-dated cheques to cover the rent for the whole tenancy OR to complete the PAD agreement to have the rental payment automatically withdrawn from his/her bank account</i>   |
| 12. <input type="checkbox"/>         | <b>Cheque for Move-in Fee</b>  | <i>If applicable in strata buildings with bylaws in place</i>  |
| 13. <input type="checkbox"/>         | <b>Keys</b>  | <i>Keys will be pass over to the tenant upon completion of above steps</i>   |

All cheques should be made payable to FirstService Residential, in trust.