

**BAYSIDE PROPERTY SERVICES LTD.
APPLICATION FOR TENANCY**

I/We, the undersigned, herein also known as the Applicant , Co-Applciant , hereby offer to rent residential premises in British Columbia known as:

A. Suite No. _____ Building Address _____
If the application is accepted, a security deposit of \$_____ will be required before possession, as well as a fully signed and completed Residential Tenancy Agreement. It is agreed that rent is payable promptly in advance by the first day of every month.

B. Monthly rent is \$_____ plus parking \$_____ TOTAL: \$_____ Date occupancy desired: _____

C. Full names of all OTHER ADULT persons (age 19 or older) to occupy the premises are: _____

Full names of all MINOR tenants (under age 19, including infants). Include full names of each and every minor to occupy the premises and their ages. PLEASE PRINT CLEARLY. _____

TOTAL NUMBER OF ALL PERSONS IN THIS TENANCY WILL BE: _____.

D. PETS, BARBEQUES AND WATERBEDS are not allowed without written permission of the Landlord or the Landlord's Authorized Agent. Please see clauses in the Residential Tenancy Agreement on these subjects. Initial.

E.

APPLICANT'S FULL NAME			DATE OF BIRTH Day: Month: Year:		
PRESENT ADDRESS			PHONE		
HOW LONG	RENT/OWN	REASON FOR LEAVING			
BUILDING MANAGER/LANDLORD			PHONE		
PREVIOUS ADDRESS					
HOW LONG	RENT/OWN	REASON FOR LEAVING			
BUILDING MANAGER/LANDLORD			PHONE		

EMPLOYER	POSITION	HOW LONG
ADDRESS	PHONE	SALARY RANGE
PREVIOUS EMPLOYER	HOW LONG	SALARY RANGE
ADDRESS		PHONE

SOCIAL INSURANCE NUMBER	MARITAL STATUS	DRIVER'S LIC. NO.
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NAME OF BANK	BRANCH & ADDRESS			
PHONE	TYPES OF ACCOUNTS	ACCOUNT NUMBERS		
PLEASE GIVE THREE CREDIT REFERENCES AND ACCOUNT NUMBERS (CREDIT CARDS OR FINANCE HOUSES)				
COMPANY	ACCOUNT NUMBER			
COMPANY	ACCOUNT NUMBER			
COMPANY	ACCOUNT NUMBER			
PLEASE GIVE NEXT OF KIN / AND ONE OTHER FAMILY MEMBER / FOR PERSONAL REFERENCE FOR EMERGENCY CONTACT				
NAME	PHONE NUMBER			
FULL ADDRESS				
NAME	PHONE NUMBER			
FULL ADDRESS				
AUTOMOBILE	MAKE	MODEL	LICENSE #	COLOUR

FOR SOCIAL ASSISTANCE APPLICANTS ONLY:

NAME OF SOCIAL WORKER: _____ PHONE: _____

F. INSURANCE. Do you presently insure your personal belongings and third party liability? YES _____ NO _____

G. **CONSENT.** FOR THE PURPOSE OF DETERMINING WHETHER MY/OUR APPLICATION FOR TENANCY IS ACCEPTABLE, I/WE HEREBY CONSENT TO THE LANDLORD OBTAINING A CREDIT/PERSONAL/MEDICAL (DELETE TERM WHICH DOES NOT APPLY) INFORMATION REPORTS ON ME/US (INCLUDING A SPOUSE) FROM ONE OR MORE CONSUMER REPORTING AGENCIES OR FROM OTHER SOURCES OF SUCH INFORMATION. I/WE AUTHORIZED THE REPORTING AGENCIES AND OTHER PERSONS TO DISCLOSE INFORMATION ON ME/US TO THE LANDLORD OR LANDLORD'S AUTHORIZED AGENT.

H. DATED at: _____ B.C. this ____ day of _____ 20____.

Signed Adult Applicant Signed Adult Applicant

I. **ACCEPTANCE.** The above applicant(s) are accepted for tenancy, providing all adult applicants sign the Residential Tenancy Agreement presented by the Landlord or Landlord's Authorized Agent.

DATED at: _____ B.C. this ____ day of _____ 20____.

BAYSIDE PROPERTY SERVICES LTD.

Landlord or Landlord's Authorized Agent Signed Resident Manager's Phone No.

Application and Deposit Received by: _____ Cash ____ Cheque ____ Amount \$ _____

Personal Information Consent Form (*Tenant Applications*)

Name of Tenant Applicant _____

I hereby consent to ***Bayside Property Services Ltd.*** collecting, using and disclosing my personal information for purposes of identifying me, communicating with me, determining my eligibility for the tenancy, assessing my credit worthiness, processing payments, responding to emergencies, ensuring the orderly management of the tenancy and complying with legal requirements. And in that regard I further consent to ***Bayside Property Services Ltd.*** obtaining further personal information from my employer, my present and former landlord or property managers and one or more consumer agencies and authorize those persons to provide such information to ***Bayside Property Services Ltd.***

Signature _____

Date _____

(Note: This form is to be affixed to the Application for Tenancy and an additional copy to the Residential Tenancy Agreement upon approval of the applicant for tenancy.)

Privacy Policy

Our Commitment

Bayside Property Services Ltd. is committed to protecting personal information.

Why We Collect Personal Information

We collect personal information for the following purposes:

- To ensure the orderly management of the rental and strata properties we manage
- To identify and communicate with our tenants and strata property owners
- To process payments of strata property owners and tenants
- To determine eligibility for a tenancy
- To assess credit worthiness of tenants
- To respond to emergencies
- To comply with legal requirements
- To manage our relationship with our employees/contractors and suppliers

Except where authorized or required by law, we will not collect, use or disclose personal information unless you have provided us with your consent.

You may withdraw your consent to our collection, use or disclosure of your personal information on reasonable notice. However, any withdrawal is subject to contractual and legal restrictions.

Protecting Your Information

We are committed to ensuring the security of your personal information and in that regard we will review and upgrade our security systems on a regular basis. Access to your personal information will be limited to selected employees within our organization. Where information must be provided to others, that information will be limited to that which is specifically required for a particular task.

We will do our best to ensure that your information is accurate and up-to-date. It is important that you contact us with changes to your information.

Bayside Property Services Ltd. will only retain your personal information as long as is necessary, including updating. When we destroy the information, we will use safeguards to prevent unauthorized parties from gaining access to the information.

Access to Your Information

You may request access to your personal information and the ways in which that information has been used and disclosed. Any request you make should be sufficiently detailed so that we may properly respond to your request. When you make a request, we will insist on verification of your identity, either with a photo or signature. We will charge a minimum fee when an access request is made and you should verify the amount at the time of making the request.

When providing your personal information we will edit out certain information as required or authorized by law, including the personal information of other individuals, information that is subject to an investigation and confidential commercial information.

Privacy Inquiries

To make an access request or if you have questions regarding our privacy practices, please contact our Privacy Officer by phone or in writing by addressing your correspondence to:

*The Privacy Officer, **Bayside Property Services Ltd.***