



# APPLICATION TO LEASE

485 BANK ST., STE 200, OTTAWA, ONTARIO K2P 1Z2  
 Tel.: (613) 728-2000 Fax: (613) 728-2978  
 Email: info@clvgroup.com www.clvgroup.com

I/We, the named applicants, apply to lease through **CLV GROUP** (as agent for the owner)

Unit # \_\_\_\_\_ Address: \_\_\_\_\_

At a monthly rent of \$ \_\_\_\_\_ and a monthly parking rate of \$ \_\_\_\_\_ Parking spot # \_\_\_\_\_

commencing (Date) \_\_\_\_\_ and expiring on the last day of \_\_\_\_\_

which rent includes:  
 Heat  Hydro  Water  Fridge  Stove  Washer  Dryer  HWT  A/C  Other \_\_\_\_\_

Attached to this application is a certified cheque/money order/debit transaction in the amount of: \_\_\_\_\_  
 made payable to **CLV GROUP** as a deposit to be applied against the last months  
 rent and parking, should this application be accepted. First month rent must be paid by certified  
 cheque/money order/debit transaction at lease signing. \$ \_\_\_\_\_

I/We understand and agree that:

- The occupants of the premises, other than the tenant will be \_\_\_\_\_ and that no other person(s) will be allowed to occupy the premises unless WRITTEN CONSENT is given by the Landlord.
- The rent will be paid on or before the first of the month to head office at 485 Bank Street, Suite 200, Ottawa, Ontario K2P 1Z2 or as designated.
- Upon acceptance of this application, and before occupancy, the Applicant(s) agree that there will arise a tenancy agreement in our standard form of Agreement. If the Applicant(s) fails to sign such Tenancy Agreement Form, the Landlord may take it as conclusive evidence that the Applicant(s) is rescinding the agreement. In such instance, the Landlord will seek to re-rent the unit and will credit the amount of the deposit to the Applicant(s) against any damages incurred as a result of the Applicant(s) termination of the agreement which may be greater than the deposit.
- It is agreed that the resident(s) will provide CLV GROUP with **Proof of personal/content Insurance** on or before the lease is signed.

I/We understand and agree that: If this application is rejected by CLV GROUP, the deposit will be returned without interest and that CLV GROUP is not obliged to give any reason for its refusal. This application will not be returned. Cancellation of this application must be in writing. A Consumer Report containing personal information and inquiries to verify the information may be referred to in connection with this application including previous landlord references and court/credit history. CLV GROUP undertakes to treat the information obtained and that provided in the application in a confidential manner.

PROSPECTIVE: <input type="checkbox"/> TENANT OR <input type="checkbox"/> GUARANTOR	PROSPECTIVE: <input type="checkbox"/> TENANT OR <input type="checkbox"/> GUARANTOR
First Name: _____ Last Name: _____	First Name: _____ Last Name: _____
Date of Birth: (m/d/y) _____ S.I.N. _____	Date of Birth: (m/d/y) _____ S.I.N. _____
Address: (Include Postal Code) _____ How Long? _____	Address: (Include Postal Code) _____ How Long? _____
Home Phone: _____ Work Phone: _____ E-Mail address _____	Home Phone: _____ Work Phone: _____ E-Mail address _____
Own? Rent? Parents? Other? If rent, how much? \$ _____	Own? Rent? Parents? Other? If rent, how much? \$ _____
Present Landlord/Telephone _____	Present Landlord/Telephone _____
Previous Address: (Include Postal Code) _____ How Long? _____	Previous Address: (Include Postal Code) _____ How Long? _____
Previous Address: (Include Postal Code) _____ How Long? _____	Previous Address: (Include Postal Code) _____ How Long? _____
Driver's License No. _____	Driver's License No. _____
Current Employer: _____ How Long? _____ Phone#: _____	Current Employer: _____ How Long? _____ Phone#: _____
Occupation: _____ Gross Income: \$ _____	Occupation: _____ Gross Income: \$ _____
Attached is Proof of Source and Amount of Incomes _____	Attached is Proof of Source and Amount of Incomes _____
Previous Employer: _____ How Long? _____ Phone#: _____	Previous Employer: _____ How Long? _____ Phone#: _____
Occupation: _____ Gross Income: \$ _____	Occupation: _____ Gross Income: \$ _____
Loan: _____ Monthly Payments: \$ _____	Loan: _____ Monthly Payments: \$ _____
Person to Notify In Case of Emergency: (Name/Relation) _____	Person to Notify In Case of Emergency: (Name/Relation) _____
Address/Phone Number: _____	Address/Phone Number: _____

How did you hear about this unit? (Please Circle)  
 Citizen Ad? Tenant Referral? Flyer? Internet? Renters News? Bike Rack Ad? For Rent Sign? Billboards? Bus? Other? \_\_\_\_\_

I/We certify that the information contained in this application is true and agree to abide by the terms mentioned herein

Dated \_\_\_\_\_ Signed \_\_\_\_\_ Dated \_\_\_\_\_ Signed \_\_\_\_\_

FOR OFFICE USE ONLY:  
 ACCEPTED / REJECTED Date \_\_\_\_\_ By \_\_\_\_\_

# CLV GROUP

## Privacy Clause for the Rental Application Form

The Applicant understands that to assess the Applicant's suitability for the premises, the Landlord will collect some personal information about the Applicant (e.g. past tenancy history, employment history, references and conduct history, financial means and credit history, automobile information and intended use of the premises. The Applicant also understands that additional personal information will be collected if the Applicant is accepted as a tenant (e.g. contact information, compliance with the tenancy agreement and rules and regulations, payment information). The Applicant has reviewed the Landlord's Privacy Policy about the collection, use and disclosure of personal information, steps taken to protect the information and the right to review personal information. The Applicant understands how the Privacy Policy applies to the Applicant.

In particular, the Applicant understands and consents to the Landlord:

- collecting personal information about the Applicant from and providing personal information to a credit agency and/or a consumer reporting service, and the Applicant agrees to fill out and sign any special consent forms necessary for the purpose;
- collecting information from employers, previous landlords, references and persons identified by them as having relevant information for assessing the Applicant's suitability to be a tenant for the premises; and
- enforcing the terms of any tenancy agreement and the rules and regulations made under it.

The Applicant has been given a chance to ask any questions the Applicant has about the Privacy Policies and they have been answered to the Applicant's satisfaction. The Applicant understands that, as explained in the Privacy Policy, there are some rare exceptions to these commitments. The Applicant agrees to the Landlord collecting, using and disclosing personal information about the Applicant as set out above and in its Privacy Policy.

I have read and understood this Privacy Policy:

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

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

## 48 Hours

Please be reminded that once an application is submitted, there is a 48 hour time frame to provide CLV GROUP with ANY remaining information that is pertinent to our processing of the application. If the information has not been provided within the 48 hour time frame, the application will not be processed, and we will continue our attempts in re-renting the unit.

We wish to further remind that any repairs required to the unit (cleaning and/or painting) will be done within a 30 day time frame.

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

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

ATTACH  
VOID CHEQUE  
HERE

Please attach voided cheque to the application for Pre-Authorized Payment (PAP). The applicant authorizes CLV Group to collect monthly rent via PAP upon satisfactory approval of this application. The PAP will commence on the 1st day of the 2nd month of tenancy.

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