



DROPBOX: 1569 DRESDEN ROW, 2<sup>ND</sup> FLOOR  
 HALIFAX, NS | B3J 2K4  
 902.877.7466  
 STERLINGPROPERTIESHFX@GMAIL.COM

## RENTAL APPLICATION – BUILDING INFO

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_  
 Occupancy Date: \_\_\_\_\_ # of Tenants: \_\_\_\_\_ Parking (Shirley St. Only): Yes No

## PERSONAL INFO

Name (first, middle, last) \_\_\_\_\_ Pronouns \_\_\_\_\_

Current Address \_\_\_\_\_

Date of Birth (month, day, year) \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

ONLY FILL OUT THE TWO LINE ITEMS BELOW IF YOU REQUIRE PARKING (SHIRLEY ST ONLY)

Driver's License Master Number \_\_\_\_\_

Make, Model, Year & License Plate \_\_\_\_\_

## FINANCIAL INFO | PART 1

Current Employer (company name) \_\_\_\_\_

Address of where you work (street #, street name, city, province)  
 \_\_\_\_\_

Job Position Title \_\_\_\_\_

Manager or Contact Person (first and last name) \_\_\_\_\_

Phone Number for Contact Person \_\_\_\_\_

Email for Contact Person \_\_\_\_\_

Start Date \_\_\_\_\_ Full Time or Part Time \_\_\_\_\_

Salary or Wage \$ \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

## STUDENT INFORMATION

Are you a Student: Yes No Expected Date of Graduation: \_\_\_\_\_

School Name: \_\_\_\_\_ Program: \_\_\_\_\_

## FINANCIAL INFO | PART 2 | IF LESS THAN 2 YRS AT CURRENT EMPLOYER

Previous Employer Name (company name) \_\_\_\_\_

Address of where you worked (street #, street name, city, province)  
 \_\_\_\_\_

Previous Job Position Title \_\_\_\_\_

Previous Manager or Contact Person (first and last name) \_\_\_\_\_

Phone Number for Contact Person \_\_\_\_\_

Email for Contact Person \_\_\_\_\_

Time Employed \_\_\_\_\_ to \_\_\_\_\_

Salary or Wage \$ \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

## FINANCIAL INFO | PART 3

Do you have a Line of Credit?  YES  NO If yes, how much is available to use \$ \_\_\_\_\_

Do you pay a Mortgage or Loan each month  YES  NO If yes, how much \$ \_\_\_\_\_

Do you have a Student Loan?  YES  NO If yes, what is the balance owing? \$ \_\_\_\_\_

Are you currently paying back your Student Loan?  YES  NO If no, when? \_\_\_\_\_

If required, do you have someone who could Co-Sign?  YES  NO (Students require a Co-Signer)

A Co-signer is someone who agrees to pay for your rental obligations in the event you are unable to.

Credit Card Balances Owing: ex: TD Visa \$ X . XX  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

## RESIDENTIAL HISTORY | PART 1

Current Landlord (company name) \_\_\_\_\_

Landlord or Property Manager Name (first & last) \_\_\_\_\_

Phone Number for Landlord or Property Manager \_\_\_\_\_

Email for Landlord or Property Manager \_\_\_\_\_

Address Where you Live (street #, apartment #, street name, city, province)  
\_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_ Are you a subletter:  YES  NO

Move in Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## RESIDENTIAL HISTORY | PART 2

Previous Landlord (company name) \_\_\_\_\_

Landlord or Property Manager Name (first & last) \_\_\_\_\_

Phone Number for Landlord or Property Manager \_\_\_\_\_

Email for Landlord or Property Manager \_\_\_\_\_

Address Where you Lived (civic #, apartment #, street name, city, province, postal code)  
\_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_ Time Lived There \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## PET CONSIDERATIONS | (NOTE: NOT ALL PROPERTIES ARE DOG FRIENDLY)

Pet Type (cat, dog, rabbit, etc.) \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

Breed \_\_\_\_\_ How long owned \_\_\_\_\_

Pet Type (cat, dog, rabbit, etc.) \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

Breed \_\_\_\_\_ How long owned \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Name (first and last name) \_\_\_\_\_

Phone (cell) \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Relationship to You \_\_\_\_\_

## GENERAL TERMS & CONDITIONS TO RENT | PLEASE INITIAL EACH LINE

One completed application is required per adult who will occupy the unit. \_\_\_\_\_

Post-Dated Cheques are required for monthly rent payments. PAD and EFT are not accepted. \_\_\_\_\_

Proof of Tenant Liability Insurance must be produced before keys are issued. \_\_\_\_\_

Proof of Utility connection must be produced before keys are issued (if not included in rent). \_\_\_\_\_

A Security Deposit is required upon written approval of your application and is to be paid by e-transfer only. \_\_\_\_\_

Our properties are smoke-free. Smoking will not be tolerated and will result in immediate termination. \_\_\_\_\_

I have included a photocopy of a government issued photo ID (Driver's License / Passport / ID Card). \_\_\_\_\_

You will only be contacted if you have been selected for the rental unit. Please allow 3-5 business days. \_\_\_\_\_

I understand that visiting and/or unauthorized pets are not permitted on the premises. \_\_\_\_\_

I hereby offer to lease from Sterling Properties the aforementioned unit and if my application is accepted, I will undertake to execute a fixed term lease of no less than one year unless otherwise agreed to in writing. I confirm that the information provided in this application is truthful accurate.

I fully understand that a security deposit will be required upon approval and that until it is received, Sterling Properties will continue to show and actively accept and process rental applications from other applicants for the unit. Once received, the security deposit will be held until the termination of the lease, at which time it will be returned to me provided that all covenants of the lease agreement have been adhered to and that the unit is left in a proper state of cleanliness and repair.

I give permission to Sterling Properties or their agent(s) to obtain at any time a consumer/credit report about me and to contact the aforementioned references to obtain information about my employment and tenancies, and to take any other reasonable steps necessary to process this rental application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## BELL ALIANT CONSENT FOR TELECOMMUNICATIONS DISCOUNT

I hereby give permission to Sterling Properties to provide contact information to Bell Aliant to assist with telecommunication requirements and to advise of incentives and discounts available to Sterling Properties tenants.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Are you applying with a roommate? If so, indicate name(s) \_\_\_\_\_

How did you hear about us?  Sign  Kijiji Ad  Website  Google  Current Tenant  Other

Please email your completed application(s) to: [SterlingPropertiesHFX@gmail.com](mailto: SterlingPropertiesHFX@gmail.com)