



DROPBOX: 1569 DRESDEN ROW, 2ND FLOOR
HALIFAX, NS | B3J 2K4
902.877.7466
STERLINGPROPERTIESHF@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 of 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, amount available to use \$ _____ If yes, what is the balance owing \$ _____

Do you pay a Mortgage/Loan each month YES NO

If yes, balance owing \$ _____ If yes, monthly payment amount \$ _____

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 yes, how much do you pay per month? \$ _____

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. They must reside in N.S.

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 _____

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Breed _____ How long owned _____

Is there any other information you'd like to include in your submission that hasn't been covered in the above questions:

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. We've selected Duuo by Co-operators as our tenant insurance partner, which allows our tenants a preferred rate on coverage. To learn more click [HERE](#). Don't forget to look out for the "Duuo Partner" tag when purchasing. _____

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

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

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

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

Please include a clear, close-up photo of your government issued ID here:

ACKNOWLEDGEMENT

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)