



100-261 1st Avenue North
Fax 306.664.1940

OFFER TO LEASE RESIDENT APPLICATION

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|---|-------------------------------------|
| THIS SECTION FOR OFFICE USE ONLY | New Lease: ___ Transfer: ___ |
| Suite: _____ Bedrooms: _____ Building: _____ | |
| Move-In Date: _____ City: _____ Leased By: _____ | |
| Rent: _____ Pet Fee: _____ Parking: _____ Monthly Total: _____ | |
| I/We, _____ hereby apply for the following address _____ | |
| for _____, from the first day of _____ to the last day of _____ | |
| APPLICANT #1 _____ Birthday: (____) (____) (____) Phone Number: (____) (____-____) Email: _____ Present Address: _____ How Long: _____ Present Landlord: _____ Phone: (____) (____-____) Previous Address: _____ How Long: _____ Previous Landlord: _____ Phone: (____) (____-____) Occupation: _____ Employer: _____ Income: _____ How Long: _____ Contact Name: _____ Phone: (____) (____-____) Social Worker: _____ Phone: (____) (____-____) <small>(TEA/SAP/SAID)</small> Program Type: _____ Housing Allowance \$: _____ Emergency Contact: _____ Phone: (____) (____-____) | |
| APPLICANT #2 _____ Birthday: (____) (____) (____) Phone Number: (____) (____-____) Email: _____ Present Address: _____ How Long: _____ Present Landlord: _____ Phone: (____) (____-____) Previous Address: _____ How Long: _____ Previous Landlord: _____ Phone: (____) (____-____) Occupation: _____ Employer: _____ Income: _____ How Long: _____ Contact Name: _____ Phone: (____) (____-____) Social Worker: _____ Phone: (____) (____-____) <small>(TEA/SAP/SAID)</small> Program Type: _____ Housing Allowance \$: _____ Emergency Contact: _____ Phone: (____) (____-____) | |
| Other Occupants _____ Relationship: _____ (under the age of 18) _____ Relationship: _____ | |
| <p>I/We hereby certify that all statements made in this application are true and I/we hereby authorize ICR Commercial Real Estate. to conduct a personal investigation credit check and any person identified in this Rental Application The failure to obtain an accurate and satisfactory credit report may, in ICR Commercial Real Estate's sole discretion, adversely affect your application. I/We understand and acknowledge that if the application information provided is incorrect. ICR Commercial Real Estate may at its option elect to terminate my/our tenancy agreement upon thirty days written notice.</p> <p>I/We hereby acknowledge that there are no pets allowed on their premises without written authorization from ICR Commercial Real Estate. In order for ICR Commercial Real Estate to comply with federal and or provincial privacy legislation, I/We understand that all personal information collected from me/us may be collected, used and disclosed by ICR Commercial Real Estate for the purpose of my/our application assessment, for the purpose of debt collection, to uphold and maintain the rules and regulations of the property, to evaluate my/our tenancy, to comply with applicable law and in the ordinary course of ICR Commercial Real Estate business, including, but not limited to any refinancing or potential sale of the property.</p> | |
| ICR Commercial Real Estate hereby acknowledges receipt of the sum of \$ _____ as deposit to be considered as a rental deposit, forfeitable, in the event that the applicant does not take occupancy on the commencement date at agreed upon or fails to execute the standard lease agreement when presented for execution. Upon the applicant taking possession of the apartment, the deposit shall be deemed to be a Rental Deposit as defined in the Province of Saskatchewan under the Residential Tenancies Act. 2016 Dated this _____ day of the _____ month _____ Year Applicant #1 _____ Applicant #2 _____ | |

ICR COMMERCIAL REAL ESTATE
Required Documentation for Lease Applicants



The following is required with a completed Offer to Lease to be considered a *complete application*. Once the documents on this checklist are provided along with the Application form, ICR will begin processing your application.

****Note: incomplete applications will not begin being processed until all information is received. Incomplete applications will be discarded after 5 business days.**

- Proof of income (For each applicant over the age of 18)
 - a. Copy of paystub for the most recent 2 months **OR**
 - b. Benefit stub from social assistance, employment insurance, disability, WCB receipts or Student Loan disbursement schedule.
- Two years of rental history, complete with landlord name and phone number.
- Photo ID (For each applicant over the age of 18)
- Received applications will be subject to reference and credit checks.

When an application is approved, the Security Deposit will be required as well Lease signed in order to hold the unit.