

APPLICATION FOR TENANCY

THIS FORMS A PART OF THE LEASE AS AN ATTACHED ADDENDUM.

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

A. Suite No. _____ Building Address _____

A deposit of \$ _____ will be ultimately required with this **Application for Tenancy**. If the application is **accepted**, the deposit must be received within 24 hours and will be held by Prompton Real Estate Services Inc., who will hold it in a trust account as a security deposit until the tenancy ends. If for any reason the **Application for Tenancy is not accepted**, and a deposit was taken then it will be returned in full. I/We further agree that when this offer is accepted, it becomes a binding agreement **unless either the Prospective Tenant(s) or the Landlord withdraws**.

B. Monthly rent of \$ _____ Plus parking \$ _____ Total \$ _____ **DATE OCCUPANCY DESIRED** _____

Prompton Real Estate Services Inc. is located at **Suite #201 – 179 Davie Street, Vancouver, BC V6Z 2Y1**. If accepted, you will enter into the Residential Tenancy Agreement, which I/we will have had an opportunity to examine. This offer is subject to the acceptance by Prompton Real Estate Services Inc., as The Landlord's.

Authorized Agent, and is open for acceptance for FIVE business days, ending at 6 p.m. following the date herein, or until _____. If the applicant fails to proceed with the Residential Tenancy Agreement (the lease) after the lease has been executed, the applicant may be liable for payment of the equivalent of one month's rent to the Landlord. It is agreed that rent is payable promptly in advance by the first of every month. I/We agree to duly execute a lease immediately after acceptance of this **Application for Tenancy**. **The lease must be executed within 3 business days of acceptance or the application will be deemed withdrawn. Twelve post-dated cheques will be required at point of lease signing.**

C. **Full names of all OTHER ADULTS OR MINORS to occupy the premises are:**

LAST NAME FIRST NAME INITIALS LAST NAME FIRST NAME INITIALS LAST NAME FIRST NAME INITIALS
 TOTAL NUMBER OF ALL PERSONS IN THIS TENANCY WILL BE _____

D. **Pets and Smoking** will not be allowed without written permission from Prompton Real Estate Services Inc. and/or the Strata Corporation. See clauses in the Residential Tenancy Agreement on these subjects.

E.

APPLICANTS FULL NAME			DATE OF BIRTH		
LAST NAME	FIRST NAME	MIDDLE NAME	MONTH	DAY	YEAR
PRESENT ADDRESS			PHONE/CELL		
HOW LONG	RENT/OWN	REASON FOR LEAVING	POSTAL CODE		
BUILDING MANAGER/LANDLORD			PHONE	DRIVER'S LICENSE	
PREVIOUS ADDRESS			SECONDARY ID		
HOW LONG	RENT/OWN	REASON FOR LEAVING			
BUILDING MANAGER/LANDLORD			PHONE		
EMPLOYER	POSITION			HOW LONG	
ADDRESS	PERSON TO CONTACT:		PHONE	SALARY RANGE	
PREVIOUS EMPLOYER			HOW LONG	SALARY RANGE	
ADDRESS			PHONE		
BANK	TYPE OF ACCOUNT	ACCOUNT NUMBER			
PLEASE GIVE TWO CREDIT REFERENCES AND ACCOUNT NUMBERS (CREDIT CARDS OR FINANCIAL INSTITUTIONS)					
CREDIT CARD / FINANCIAL INST.			ACCOUNT #		
CREDIT CARD / FINANCIAL INST.			ACCOUNT #		
PLEASE GIVE TWO PERSONAL/FAMILY REFERENCES (FOR EMERGENCY CONTACT)					
PERSONAL REFERENCE		RELATIONSHIP	PHONE		
NEXT OF KIN		RELATIONSHIP	PHONE		
AUTOMOBILE MAKE	MODEL	LICENSE PLATE	COLOUR		

F. **CONSENT.** FOR THE PURPOSE OF DETERMINING WHETHER MY/OUR APPLICATION FOR TENANCY IS ACCEPTABLE, I/WE HEREBY CONSENT TO THE LANDLORD OBTAINING CREDIT/PERSONAL INFORMATION REPORTS ON I/WE (INCLUDING A SPOUSE) FROM ONE OR MORE CONSUMER REPORTING AGENCIES OR FROM OTHER SOURCES OF SUCH INFORMATION. I/WE AUTHORIZE THE REPORTING AGENCIES OR ANY OTHER PERSONS TO DISCLOSE INFORMATION ON I/WE TO THE LANDLORD OR LANDLORD'S AUTHORIZED AGENT.
APPLICANT HEREBY ACKNOWLEDGES HAVING RECEIVED AND READ THE "WORKING WITH A PROPERTY MANAGER" BROCHURE.

G. DATED at: _____ BC, this _____ day of _____ 20_____

Signed _____ Adult _____ Applicant _____ Signed _____ Adult _____ Applicant _____

H. ACCEPTANCE. The above applicant(s) are accepted for tenancy, providing all adult applicants sign the Residential Tenancy Agreement (the lease) presented by Prompton Real Estate Services Inc. **within 3 business days of acceptance.**

DATED at: _____ BC, this _____ day of _____ 20_____

Landlord/Landlord's Authorized Agent _____ Signed _____ Resident Manager/Concierge Phone Number _____

IN ACCORDANCE WITH THE PERSONAL INFORMATION PROTECTION ACT, ALL INFORMATION WILL BE KEPT CONFIDENTIAL AND ADEQUATELY PROTECTED, UNLESS OTHERWISE ORDERED BY A GOVERNMENT AGENCY.

PROMPTON

Real Estate Services Inc

NOTICE TO CUSTOMERS RE: PERSONAL INFORMATION PROTECTION

This notice concerning the collection, use and disclosure of personal information is directed to all past and present customers of Prompton Real Estate Services Inc. ('Prompton'). This notice addresses personal information about individuals and does not apply to information collected, used or disclosed with respect to corporate or (a) commercial entities.

On January 1, 2004, British Columbia's *Personal Information Protection Act* will apply to 'Prompton's' collection, use and disclosure of your personal information.

'Prompton' is committed to maintaining the security, confidentiality and privacy of your personal information. This notice documents our ongoing commitment to you and has been developed in compliance with the *Personal Information Protection Act*.

As a result of our previous or current business relationship with you, we hold some personal information about you. Most of this personal information was collected directly from you through the various contracts and other documents you completed, or through discussions with your Property Manager. Some information may have been collected from other sources such as government departments and agencies.

This information has been or will be used for the following purposes:

Allowing members of 'Prompton' to:

- Evaluate your property.
- List managed properties on 'Prompton's' web site and daily availability sheets.
- Market property for lease through any other media (both print & electronic).
- Complying with legal requirements and acting pursuant to legal authorizations.
- Complying with codes of professional conduct and ethics for members of Real

Estate Boards & other Professional Associations.

- Obtain & retain credit/personal information to assess suitability of tenancy & will continue to retain information allowable under the Act.

Other uses:

- Allowing 'Prompton' to communicate with you to determine whether you require additional real estate services.
- Allowing 'Prompton' to communicate with you to provide information about other products or services which may interest you.

If you have questions about the use and disclosure of your personal information, or if you do not want your personal information used or disclosed for the two purposes described above under "other uses", please contact the Prompton's Privacy Officer:

Prompton Real Estate Services Inc.
Attention: Privacy Officer
#201 - 179 Davie Street
Vancouver, BC V6Z 2Y1
Phone 604-899-2333
Fax 604-899-2338
E-mail info@prompton.bc.ca:

For further details regarding 'Prompton's' privacy practices and the collection, use and disclosure of personal information, please consult the 'Prompton Privacy Policy'. This policy is available on our website at www.prompton.com. If you prefer to receive the policy by mail, please contact the Privacy Officer.

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E-mail: info@prompton.bc.ca:

PROMPTON

Real Estate Services Inc

**WORKING
WITH A
PROPERTY
MANAGER**

AN EXPLANATION OF THE
RELATIONSHIP BETWEEN
YOU AND PROMPTON
REAL ESTATE SERVICES
INC. AND OF THE
COLLECTION, USE AND
DISCLOSURE OF
PERSONAL INFORMATION

**YOUR RELATIONSHIP WITH A
PROPERTY MANAGER.**

Prompton Real Estate Services Inc. needs to collect, use and disclose some personal information to help carry out some of our business duties.

I acknowledge having received and read the brochure, '*Working with a Property Manager*'. I understand the various types of relationships that may occur between myself and Prompton Real Estate Services Inc.

I consent to 'Prompton' collecting, using and disclosing personal information for the purposes (and to the recipients) described in the brochure.

I further understand that I will be signing additional documentation acknowledging the type of agency that I receive and consenting to the collection, use and disclosure of personal information.

SIGNATURE

NAME (PRINT)

SIGNATURE

NAME (PRINT)

_____, yr _____

ACKNOWLEDGED BY:

PROMPTON REAL ESTATE SERVICES INC.
AGENT (PRINT)

PROPERTY MANAGER'S SIGNATURE

PROPERTY MANAGER (PRINT)

**THE AGENCY RELATIONSHIP
WITH THE LANDLORD.**

PROMPTON REAL ESTATE SERVICES INC. WORKS WITHIN A LEGAL RELATIONSHIP CALLED AGENCY. THE AGENCY RELATIONSHIP EXISTS BETWEEN THE LANDLORD AND AS THE PROPERTY MANAGER, WHO IS REPRESENTING YOU THE PRINCIPAL LANDLORD, IS LICENSED. THE ESSENCE OF THE AGENCY RELATIONSHIP IS THAT THE AGENT HAS THE AUTHORITY TO REPRESENT THE PRINCIPAL IN DEALING WITH OTHERS.

'PROMPTON' AND THEIR PROPERTY MANAGERS ARE LEGALLY OBLIGATED TO PROTECT AND PROMOTE THE INTERESTS OF THEIR PRINCIPALS AS THEY WOULD THEIR OWN. SPECIFICALLY, 'PROMPTON' HAS THE FOLLOWING DUTIES:

1) **UNDIVIDED LOYALTY.** THE AGENT MUST PROTECT THE PRINCIPAL'S NEGOTIATING POSITION AT ALL TIMES, AND DISCLOSE ALL KNOWN FACTS WHICH MAY AFFECT OR INFLUENCE THE PRINCIPAL'S DECISION.

2) **TO OBEY ALL LAWFUL INSTRUCTIONS OF THE PRINCIPAL.**

3) **AN OBLIGATION TO KEEP THE CONFIDENCES OF THE PRINCIPAL.**

4) **TO EXERCISE REASONABLE CARE AND SKILL IN PERFORMING ALL ASSIGNED DUTIES.**

5) **TO ACCOUNT FOR ALL MONEY AND PROPERTY PLACED IN AN AGENT'S HANDS WHILE ACTING FOR THE PRINCIPAL.**

YOU CAN EXPECT COMPETENT SERVICE FROM YOUR PROPERTY MANAGER, KNOWING THAT THE COMPANY IS BOUND BY ETHICS AND THE LAW TO BE HONEST AND THOROUGH IN REPRESENTING YOU THE LANDLORD.

**AGENCY
ACKNOWLEDGEMENT**

Prompton Real Estate Services Inc. will be signing documents on behalf of the landlord or principal.

Members of the public are aware that in most cases properties offered for Lease by 'Prompton' have a owner commission or fee that the owner has agreed to pay to 'Prompton'

'PROMPTON' DOES NOT AFFORD AN AGENCY RELATIONSHIP WITH A TENANT.

'PROMPTON' HAS A LEGAL AND ETHICAL DUTY TO PROVIDE YOU WITH ACCURATE, HONEST ANSWERS TO YOUR QUESTIONS AND CAN PROVIDE ALL THESE SERVICES.

- EXPLAIN REAL ESTATE TERMS AND PRACTICES
- PROVIDE AND EXPLAIN FORMS USED.
- ASSIST YOU IN SCREENING AND VIEWING PROPERTIES.
- IDENTIFY AND ESTIMATE COSTS INVOLVED IN LEASING.
- ASSIST YOU IN COMPLETING ALL "FORMS".
- PREPARE ALL DOCUMENTS IN A TIMELY MANNER.

'PROMPTON' AND THE PROPERTY MANAGER CAN NOT:

- DISCLOSE ANY CONFIDENTIAL INFORMATION ABOUT HIS/HER PRINCIPAL UNLESS OTHERWISE AUTHORIZED.

YOU SHOULD NOT PROVIDE 'PROMPTON' OR THE PROPERTY MANAGER WITH ANY INFORMATION THAT YOU WOULD NOT PROVIDE DIRECTLY TO THE LANDLORD.

PROMPTON

Real Estate Services Inc

**WORKING
WITH A
PROPERTY
MANAGER**

**AN EXPLANATION OF THE
RELATIONSHIP BETWEEN
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REAL ESTATE SERVICES
INC. AND OF THE
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