



# RENTAL APPLICATION

<b>Personal Information</b>	Last Name: _____ First Name: _____ Middle Initial(s): _____
	SIN: _____ DOB: _____ Email Address: _____
	Phone: (H) _____ (W) _____ (C) _____

<b>Landlord Information</b>	Present Address: _____
	Landlord Name: _____ Phone: _____
	Monthly Payment: \$ _____ Length at Present Address: _____ Years _____ Months
	Previous Address: _____

<b>Employment Information</b>	Present Employer: _____ Since: _____
	Workplace Address: _____
	Annual Salary: \$ _____ Occupation: _____
	Supervisor Name: _____ Phone: _____
	Other Income Source: _____ Amount: _____

<b>Emergency Contact</b>	Name: _____ Phone: _____
	Relationship to Applicant: _____

<b>Additional Occupants</b>	First Name: _____ Last Name: _____ DOB: _____
	First Name: _____ Last Name: _____ DOB: _____
	First Name: _____ Last Name: _____ DOB: _____

<b>Offer Information</b>	Rental Address: _____
	Move in Date: _____ Storage: \$ _____ Parking: \$ _____
	Base Rent: \$ _____ Storage: \$ _____ Parking: \$ _____
	Storage: \$ _____ Parking: \$ _____

The Applicant(s) shall pay to the Landlord an Application Fee in the amount of \$ \_\_\_\_\_ refundable only if the Landlord does not accept this application within seven (7) business days. Upon the Tenant taking possession of the Rented Premises, the Application Fee shall be applied towards the Security Deposit as set out in the Tenancy Agreement, bearing interest at the legislated rate.

In the event that I a) fail to execute the Landlord's Tenancy Agreement for the Rented Premises, or b) notify Minto in writing of our intention not to take occupancy, or c) provide an invalid cheque, the premises will be placed on the available to rent list and a cancellation charge equal to the Application Fee will be immediately payable.

By signing this application, I hereby consent that Minto conduct and/or cause to be conducted, a credit investigation including confirmation of employment, income and previous tenancies and I further agree that such information may be shared with any other party with whom I have, or propose to have, a financial relationship, including, where applicable, guarantor(s).

By providing personal information on this application, I consent to the collection, use and disclosure for the purpose of applying for rental accommodations with Minto. I consent to this information being shared with related Minto companies to cross promote products and services that you believe will be of interest to me and with third parties that assist in providing service to me relation to my tenancy. If I wish to withdraw my consent for one or more purposes, I must notify the Minto office serving me in writing. I consent to the retention of this form by Minto until my account is closed.

I hereby acknowledge receipt of a copy of this application.

I have reviewed the above information and confirm that it is complete and correct to the best of my knowledge. I further affirm that all representations I have made in relation to this application, including my attached income and employment verification, are true, accurate and complete to the best of my knowledge.

IDENTIFICATION: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Minto  
We hereby accept the above application

\_\_\_\_\_  
Dated



## Minto's Commitment to Privacy and the Personal Information Protection Act (PIPA)

Dear Minto Customer,

Your privacy is very important to us. The Minto Group, which includes Minto Communities Inc., Minto Properties Inc., and Minto Corporate Services Inc., is dedicated to providing you with superior service while protecting your privacy and safeguarding your personal information.

When you become a Minto customer in any one of our lines of business, you will be providing us with personal information relating to the lease of property, rental of a suite or purchase of a property, along with the ensuing delivery of services such as repairs and maintenance / correction of deficiencies, etc. You may also be providing us with information regarding your financial and employment status to facilitate financing or approval of an application or information about your purchase patterns, personal preferences and demographics.

As part of our established relationship with you, we will use and retain your personal information for the following purposes:

- To respond to your requests for product information.
- To complete business transactions with you and to provide appropriate levels of service following the completion of a transaction, such as a suite rental, lease or sale.
- To share personal information that we collect with other service providers, such as utilities, insurance companies, banking institutions and credit agencies, as well as trades and contractors, etc. who perform various functions to assist in our delivery of service to you.
- We may also be required to provide personal information to third parties for legal or regulatory purposes or to the owners of properties we are providing management services to.
- From time to time, we will provide personal information to a third party in order to conduct customer satisfaction surveys.
- We will use personal information at an aggregate level to improve the quality and efficiency of our products and services and to enhance our marketing efforts.
- We may share your personal information within the Minto group of companies to cross promote products and services which we believe will be of interest to you.

We prohibit the sale, transfer or sharing of personal information with third parties for any other purposes than those identified, without your consent, unless it is required by law.

When we collect personal information from you we will make you aware of the purpose(s) for collecting, using or disclosing the information and obtain your consent in an appropriate fashion consistent with the sensitivity of the information. This may include the use of cameras, either video or stills, to document deficiencies or repairs pertaining to the rental of a suite or the lease or purchase of a property.

If you wish to withdraw your consent for one or more purposes, please notify the Minto customer service office serving you. Please note that this may limit our ability or prevent us from providing you with the products or services you desire.

We will rely on you to keep us informed of any changes in your personal information. If you believe that the personal information that we hold is incorrect, please contact the Minto customer service office serving you to request a correction or to view your file.

Appropriate measures are in place to protect the privacy of your personal information against loss, misuse or unauthorized access. Our staff members are sensitive to the nature of the personal information you have entrusted them with.

If you need further information on Minto's privacy practices or you feel that your personal information has not been handled appropriately, please advise your Resident Services Centre. If you do not feel your privacy concern has been properly addressed, then please contact Minto's Chief Privacy Officer.

### Contact Information:

Chief Privacy Officer

180 Kent Street, Suite 200 Ottawa ON K1P 0B6

Email: [privacy@minto.com](mailto:privacy@minto.com)