



**APPELT MANAGEMENT**  
**AGENT FOR THE LANDLORD**  
 #218, 3477 LAKESHORE ROAD, KELOWNA, BC, V1W 0A7  
 TEL 250-980-3577 FAX 778-940-6590  
**APPLICATION OF TENANCY**

I, the undersigned, herein also known as the applicant, hereby offer to rent residential premises in Kelowna, BC known as Suite # \_\_\_\_\_, 3499 Lakeshore Rd, at a rental rate of \$\_\_\_\_\_ per month plus parking of \$\_\_\_\_\_ per month commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. If the application is accepted, a suite security deposit of \$\_\_\_\_\_, a pet security deposit (if applicable) of \$\_\_\_\_\_, will be required within 24 hours of approval. This security deposit(s) will be held By Appelt Management in accordance with the Residential Tenancy Act of BC.

**Note: Each applicant age 18 and up is required to fill out a separate form.**

Co-Signer's full Name: <input type="checkbox"/> or Applicant's full Name: <input type="checkbox"/>		Date of Birth	
S.I.N (optional)	Marital Status	D.L. Number	Tel #:
Cell #:	Email address:		
Full Names of all Minor Tenants:			
Own a Pet? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes Size and Type		Total # of Adults _____ Total # of Children _____	
Vehicle: Make/ Model Year	License Plate # Province	Colour	

<b>Present Address:</b> (write your address in this space →)	
City, Province:	Postal Code
Reason for Leaving?	
Rent <input type="checkbox"/> Own <input type="checkbox"/>	Monthly Rent / Mortgage Payment \$ _____ How Long? _____
Building Mgr/ Landlord	Tel #: _____ Email Address: _____

<b>Employer:</b>	Position:	How Long?
Address:	Tel #:	Gross Monthly Salary: \$ _____
Contact person:	Email:	
<b>Former Employer (if less than 3 yrs)</b>	Position:	How Long?
Address:	Tel #:	Gross Monthly Salary: \$ _____
Contact person:	Email:	

Character Reference	Name:	Tel:
Character Reference	Name:	Tel:
Bank	Name:	Tel:

The Applicant(s) certifies that all statement herein is true and correct and by submitting this form in person, electronically or by fax, authorizes the owners, their representatives or duly authorized agents (the Landlord) to contact any references given herein. Should the Applicant(s) provide false information, the Landlord reserves the right to terminate the Tenancy with 30 days' notice. It is further understood that all information herein remains confidential and will not be released to anyone other than lawful authorities without prior consent of the Applicant(s) unless for the following: That all information collected may be used for the purpose of application approval, for the purpose of debt collection, to uphold and maintain the rules and regulations of the property and/or to evaluate tenancy. Applicant(s) understand that no representations, promises, or agreements as to occupancy, lease or date of possession have been made. The Landlord shall not be liable for any loss or damage occurring due to the inability to deliver possession of the premises applied for. If the Applicant(s) withdraw this application, or upon acceptance does not take occupancy of the premises, all sums deposited will be retained by the Landlord as liquidated damages and the applicant shall not acquire any right in, or to said premises for any reason.

**Note: I, the Applicant, hereby consent by submitting this form in person, electronically or by fax, to the Landlord or it's duly authorized agent or representative, obtaining a credit information report on myself from a consumer reporting agency. I authorize the agencies and other persons to disclose information on me/us to the Landlord or its duly authorized agent or representative. The Landlord has the right to reject this application at its sole discretion.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Applicant/Co-signer Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Landlord Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

The Following summary of some of our tenancy rules should be considered before submitting this application. The lease will provide further detail of these terms or the tenancy, and other applicable rules, upon application approval:

- Rent is due on or before the first of the month
- All buildings are non-smoking;
- Not allowed to grow Cannabis plants anywhere on property
- No illegal activities
- Storage not permitted on balconies or outside suite, including waste and recycling
- No barbeques, waterbeds or live Christmas Trees
- Quiet hours between 11 pm and 7 am
- No automobile repairs anywhere on the property. All Vehicles must be roadworthy and insured
- Bicycles permitted only within storage areas designated

Applicant initials:

**Security and Pet Deposits**

- At the start of tenancy, a Landlord can ask for a security deposit (and pet deposit if applicable). Each deposit can be no more than ½ month's rent
- If the tenant doesn't move into the rental unit, they are responsible for all obligations under the tenancy agreement. This includes paying rent or repairing damages
- A landlord may ask to keep a portion of security deposit for:
  - Damage the tenant, guests or pets caused to the rental unit beyond normal wear and tear
  - Unpaid bills or rent
  - Changing locks if keys/fobs are not returned
  - Costs incurred if the tenant moves out without giving proper notice
  - Any costs as outlined in the Residential Tenancy Act and Regulations

Applicant initials:

As the applicant, I acknowledge I have read and understand the above:

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Renting Residential Property: What Tenants Need to Know

**BC Financial Services Authority** is the legislated regulatory agency that works to ensure real estate professionals have the skills and knowledge to provide you with a high standard of service. All real estate professionals must follow rules that help protect consumers, like you. We're here to help you understand your rights as a real estate consumer.

**Keep this information page for your reference.**

**Real estate professionals have a regulatory requirement to present you with this consumer information before providing services to you.**

This information from BC Financial Services Authority explains the role of a real estate professional when you are considering renting a property.

**The real estate professional who gave you this form represents the owner of this residential rental property.**

While this real estate professional can provide some limited services to you as a prospective tenant of this rental property, they owe a duty of loyalty to the owner, and are working for the owner's best interests.

**This form sets out what this real estate professional can and cannot do for you as a prospective tenant in relation to this rental property.**

## **THEY CANNOT:**

- ✗ give you advice on terms and conditions to include in a tenancy agreement
- ✗ negotiate on your behalf
- ✗ share any of the owner's confidential information with you

## **THEY CAN:**

- ✓ share statistics and general information about the rental property market
- ✓ provide you with standard forms and contracts such as a rental application and/or tenancy agreement
- ✓ show the property
- ✓ assist you to fill out a tenancy agreement
- ✓ communicate your messages and present your offers to their client

Because this real estate professional is working in the owner's best interests, they have a duty to share important information with the owner if disclosed by you including, for example: your motivations, your financial qualifications, and your preferred terms and conditions.

**Find information about the rights and responsibilities of tenants and landlords from:**

- BC Residential Tenancy Branch: [gov.bc.ca/landlordtenant](http://gov.bc.ca/landlordtenant)
- Tenant Resource & Advisory Centre: [tenants.bc.ca](http://tenants.bc.ca)

As a prospective tenant you should consider seeking independent professional advice about renting property.

# Renting Residential Property: What Tenants Need to Know

## DISCLOSURE FOR RESIDENTIAL TENANCIES

**This is a required disclosure form in compliance with sections 54 and 55 of the Real Estate Services Rules. The real estate professional must present the Renting Residential Property: What Tenants Need to Know information page to you along with this disclosure form.**

## REAL ESTATE PROFESSIONAL DISCLOSURE DETAILS

I disclose that I represent the owner of this rental property. I cannot represent you or act on your behalf.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Team name and members. *The duties of a real estate professional as outlined in this form apply to all team members.*

\_\_\_\_\_  
Brokerage

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rental property address

Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONSUMER ACKNOWLEDGMENT:

**This is NOT a contract**

I acknowledge that I have received the **Renting Residential Property: What Tenants Need to Know** consumer information page and this disclosure form.

I understand that the real estate professional named above is not representing me as a client or acting on my behalf in this transaction.

\_\_\_\_\_  
Name (optional)

\_\_\_\_\_  
Name (optional)

\_\_\_\_\_  
Initials (optional)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials (optional)

\_\_\_\_\_  
Date

A copy of this disclosure is not required to be provided to BC Financial Services Authority unless it is specifically requested.

**NOTE:** By signing and giving a copy of this form to the other party(s), you understand and agree:

- You can be given or served documents related to your tenancy at the email address you provide.
  - You are aware that, depending on the type of document you are given or served, there may be legislated time frames within which you must act upon receiving a document. You should only agree to using email for service if you are able to monitor your email address on a regular basis.
  - You must give the other party a copy of this form as soon as possible, and if your email address changes or you no longer want to be given or served documents at the email address you provided for that purpose, you must notify the other party, in writing, as soon as possible. Failure to do so may result in important documents not coming to your attention.
- This form does not have to be filed with the Residential Tenancy Branch. If you have any questions about your rights and responsibilities under the Residential Tenancy Act or the Manufactured Home Park Tenancy Act, contact the Residential Tenancy Branch by using the contact information at the bottom of this form.

**Landlord Information: (Use last name field to enter a business name if applicable)**

first and middle name(s)	Last name(s)
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**Landlord's Address:**

site/unit #	street # and name	city	province	postal code
main phone		other phone		
email address for service				

**Tenant Information:**

first and middle name(s)	Last name(s)			
site/unit #	street # and name	city	province	postal code
main phone		other phone		
email address for service				

**Signature:**

DD/MM/YYYY	
signature of landlord	signature of tenant(s)

**FOR MORE INFORMATION:**

[www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant)

Phone: 1-800-665-8779 (toll-free) Greater Vancouver: 604-660-1020 Victoria: 250-387-1602