



HOW TO COMPLETE THE RENTAL APPLICATION

You may fill in your application on-line, or drop it off at our office. Please follow the instructions listed below. The processing of an application will not begin without a deposit and ALL information required, as listed below.

1. FILL IN THE APPLICATION FOR EACH APPLICANT:

Section 1

Complete your name, address, and phone number.

Section 2

Fill in the address you are applying for;

If you do not have pets, place your signature on the NO PETS ALLOWED line;

If you DO have pets, please state what animals you have on the same line.

Section 3

Fill in the names and birth date of occupants (not including the applicant) who will be living at this property.

Second Page – Applicant's Particulars

To be fully completed by each applicant

PLEASE HAVE ALL APPLICANTS SIGN WHERE INDICATED AT THE BOTTOM OF BOTH PAGES

2. TO BE INCLUDED WITH YOUR APPLICATION FOR EACH APPLICANT:

- Copy of Government Photo ID (Driver's License / Passport)
- Copy of current employment pay stub is preferred. If you have a new position, please include a letter of employment or a copy of your contract. Include your most recent tax assessment if you are self-employed.
- Deposit of one month's rent, payable to Vantage Property Management in form of:
 - Money Order
 - E-Transfer to rentals@vantageproperty.ca with a separate email to indicate the password.
 - With a separate email, sending the security answer is essential.

(If the security answer is NOT included, the application will not be processed until we are in receipt of the answer.)

NOTE: The deposit will NOT be cashed until the application is accepted

- a) To **EMAIL YOUR APPLICATION** - Please forward the application and other required documentation to vantage@vantageproperty.ca. If you email your application, please ensure you have included your contact information including a daytime telephone number.
and/or
- b) To **DROP YOUR APPLICATION TO OUR OFFICE** – Our address is:
301 Consortium Court, London, ON N6E 2S8
Office Hours are **8:30am to 4:30pm** Telephone: 519-642-4343 ext 120
The office is closed **Saturday, Sunday and all Statutory Holidays**
There is a mail slot at the front door, for drop offs. (Please enclose all documents in an envelope)

Thank you for choosing Vantage Property Management Ltd