



NO OBLIGATION, NO COST APPLICATION PROCESS!

YOUR APPLICATION: IMPORTANT DOCUMENTS

We want to make your application experience with Renter's Choice as smooth as possible.

To expedite your application, it is recommended to submit the following documentation. Our application clerk having all the documentation will speed up the application process.

PROOF OF IDENTITY

We require one piece of government-issued photo ID, which include:

- Driver's License, Provincial Identification Card, Indian Status Card, or Passport.

PROOF OF INCOME

Check out the scenarios below and submit the documentation that matches your current situation:

Employment Information

If you're currently employed (hourly or salaried, full or part-time), please provide the following:

- **A letter from your employer**, which must be on company letterhead and signed by either the hiring manager or human resources representative. The letter must confirm your start date, guaranteed hours and wage.

Self-Employed

If you're self-employed, we will need a copy of your business license and a copy of your previous year's tax return.

Income Support Program Documentation

If you're on income support, please provide a copy of documentation from the supporting program or agency (on agency letterhead) with your name clearly stated. The letter must state how much funding you're entitled to each month and outline how long you're entitled to remain on the program.

Retirement Income

If you are receiving retirement income, please provide documentation outlining how much you'll receive during the upcoming year from retirement benefits, which could include.

- **Canada Pension Plan (CPP) or Old Age Security (OAS):** Include your schedule of payments from the Canada Revenue Agency (CRA). This is mailed out each year or can be downloaded from the CRA My Account website, or send your most recent bank statement including your name, the date and the deposits in your account.

Proof of Student Loans

If you're a student, please provide the following:

- Documentation indicating the total amount of student loans you will be receiving for the current or upcoming year

Statement of Savings

If you're planning to access savings for your application, please provide a copy of a bank or investment statement, on the financial institution's letterhead, with your name and a summary of holdings.

OUR SPECIAL PET PROGRAM

Dogs, Cats, Caged/Tanked Pets:

If the rental property you are applying for is part of our special Pet Program, your pet must qualify before they can be considered. This ensures us that pets aren't going to cause any damage, disturbances, etc.

Pet Applications:

We will need you to complete our special pet applications for each of your pets, please see below for the applicable pet applications!

[Dog Application](#)

[Cat Application](#)

[Caged/Tanked Pet Application](#)

References:

For your pet(s) to qualify for our special pet program, at least 2 of your references must be able to speak on behalf of your pet(s). References cannot be friends, family or family-friends. References can include your current landlord, previous landlords, neighbors, pet-sitters, etc.

Supporting Documents To Help Lower Your Monthly Fee:

Once qualified, supporting documents such as vet records, proof of spay/neuter, microchip, license, pet insurance, etc. can be submitted to help lower each pet's monthly fee. Please click [here](#) to read more on our special Pet Program!

How Can You Bump Up Your Pet's Paw Rating?

- Proof of Registration with Community (bonus is a letter/call from Animal Control/Bylaw)
- Copy of Pet's Obedience Training Certificate
- Proof of Spay / Neuter
- Copy of Vaccination Record
- Proof of Microchip / Tattoo
- Copy of Adoption Contract from Rescue or Breeder

REFERENCES

Check out the scenarios below and submit the documentation that matches your current situation:

First-time tenant

Three character references who can speak to your ability to meet timelines and keep obligations examples are a previous employer, a coach or group leader, a neighbor.

Homeowner

Three references who can speak to your ability to meet financial obligations and maintain the property. If you own your home, we will need a letter from your mortgage lender verifying that payments were made on time. A reference from the listing realtor, the selling realtor, the appraiser, the home inspector or a neighbor.

Long-time tenant

A minimum of 2 years of landlord references:

- Current landlord
- Previous landlord

If you have rented from your current landlord 2 or more years you do not need to provide a second landlord reference.

If you have less than 2 years of landlord references you will need to provide a character reference like a previous employer, a coach or group leader, a neighbor, etc.

If you have any questions throughout your application process, please reach out to the application clerk by texting 403-915-2348 or email applications@renterschoiceab.com