**CORNERSTONE LANDING RENTAL APPLICATION**

**Please Print Clearly**

1. **Applicant Information**

*List yourself, then all other household members. If required, attach separate sheet for more names*

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name(s)** | **Relationship to Applicant** | **Date of Birth (dd/mm/yyyy)** |
|  |  | self |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Contact Information**

|  |  |
| --- | --- |
| **Primary Phone#** | **Alternate Phone #** |
| **Work Phone #** | **Email:** |

1. **Residence History**

*Details on where you and your co-applicant (if applicable) have lived for a minimum of the last 5 years.*

**First Applicant:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address** (full address with postal code) | **Rent or own** | **How long?** (months/years) | **Monthly Rent** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Co-Applicant (if applicable)** *only list if different*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address** (full address with postal code) | **Rent or own** | **How long?** (months/years) | **Monthly Rent** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***NOTE:*** *If being considered for an available unit, additional details on past landlords will be required to complete reference checks.*

1. **Income Information**

Do you work in Maple Ridge or a neighboring community?  No  Yes

If Yes: In what community do you work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Preference will be given to residents who live and/or work in Maple Ridge or a neighboring community.*

*In the table below, list yourself first and then all others who would be living in the unit with you.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Current Income Source (**employer name, Employment Insurance, Pensions, other) | **Current Gross Monthly Income** | **Annual Income** |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  | **Total Gross Household Income** | $ |  |

*Note: If being considered for an available unit, proof of income will be required to confirm eligibility.*

1. **Assets**

Please list the current value of all assets held by you and members of your household.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cash/ Bank Balances** | $ | **Stocks/Bonds/Term Deposits** | $ | **Value of Real Estate owned** | $ |

Other assets: (e.g. RRSPs, Annuities, Mortgages held by household members). Please list below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | $ |  | $ |
|  | $ |  | $ |

1. **Preferences**

Cornerstone Landing will be matching applicants to available units. The answers below will be taken into consideration, however, there is no guarantee that all requests can be met.

**6a. What size unit are you interested in?**

Studio  one bedroom  two bedroom  three bedroom

**6b. Do you have a preference for floor?**

No floor preference  2nd floor  3rd floor  4th floor  5th floor  6th floor

**6c. Are you interested in a parking spot?  YES  NO**

**Note:** One parking stall is an additional charge of $30.00 per month. Cornerstone Landing reserves the right to assign parking as required.

1. **Applicant Statements**

**7a. I/We are willing to sign a non-smoking/vaping agreement?  YES  NO**

**7b. I/We are willing to sign a crime free addendum  YES  NO**

**7c. I/We presently insure our belongings and have third party liability  YES  NO**

**Note:** Landlords are not responsible for tenant’s possessions. If accepted, you MUST carry tenants’ insurance covering your possessions and protecting you against liability. Proof will be required.

**7d. Animals**

**I/We have a registered Seeing Eye Dog:  YES  NO I/We have pets?  YES  NO**

Please provide the following information for all household pets (do not include registered Seeing Eye dogs).

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **How Many** | **Willing to Rehome?** | **Describe** |
| **Dog** |  |  |  |
| **Cat** |  |  |  |

**Note:** Limit of one, 4 legged pet, cat or dog NOT one of each. Pets MUST be registered, and proof of spay/neuter and vaccinations will be required. A pet deposit of $250.00 will apply.

1. **Declaration Please read and sign this statement**

**I declare:**

This is my application; and all the information in it is correct and complete to the best of my knowledge and belief.

**I authorize:**

Pursuant to the Freedom of Information and Protection of Privacy Act (FOIPPA), Maple Ridge/Pitt Meadows Community Services to make any inquiries that are necessary to verify the information given in this application; and

Pursuant to the FOIPPA, any person, corporation, or social agency to release to Maple Ridge/Pitt Meadows Community Services any information pertinent to the assessment of my application; and

Maple Ridge/Pitt Meadows Community Services to receive and exchange with credit bureaus and my previous landlords credit and other information about me, to be used in the decision making process to provide me with rental accommodation.

**I understand:**

That, in accordance with section 33 (c) of the FOIPPA, the information on this application may be shared with other affordable housing providers in order to increase my opportunities for rent-geared-to-income housing; and

That this application does not constitute any agreement on the part of Maple Ridge/Pitt Meadows Community Services to provide me with rental accommodation; and

That this is my responsibility to advise Maple Ridge/Pitt Meadows Community Services of any changes to the information given in this application and to provide and supporting materials required for my application.

|  |  |  |
| --- | --- | --- |
| Print Name of Applicant | Signature of Applicant | Date |
| Print Name of Additional Applicant | Signature of Additional Applicant | Date |
| Print Name of Additional Applicant | Signature of Additional Applicant | Date |
| Print Name of Additional Applicant | Signature of Additional Applicant | Date |

**NOTE: This application must be signed by all household members age 19 and older.**

Submit completed and signed applications via email to [**pm@cornerstonerentals.ca**](mailto:pm@cornerstonerentals.ca)In the event that you do not have email, please drop your completed application in the ***front door mail drop box located at Maple Ridge/Pitt Meadows Community Services 22768 119 Avenue, Maple Ridge, BC V2X4L2.***

Cornerstone Landing will be contacting applicants who are considered for a unit. Those applicants will be required to provide additional information, including proof of income, name and contact details for current and previous landlords or other references and consent for a credit check. If an offer is made, an appointment will be scheduled to sign a tenancy agreement and for payment of Damage Deposit and Pet Deposit (if applicable). At that point there may be an opportunity to view a sample unit if Cornerstone Landing can accommodate. There is no guarantee that applicants will be able to view the unit they are being offered. Please save a copy of the completed application form.

**Purpose of this form:** This form collects personal information for contact purposes and to determine eligibility for an Affordable Market rent unit at Cornerstone Landing in Maple Ridge, BC. This information is collected in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your information, please call 604-467-6911 and ask to speak to the Property Manager, or write to MR/PM Community Services, 22768 – 119 Avenue, Maple Ridge, BC V2X4L2.

**Are you registered with BC Housing?  YES  NO**

**If YES, what is your BC Housing Application Number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**