



## **HOW TO COMPLETE A RENTAL APPLICATION**

1. Fill out the application: Complete your name, address, and phone number. 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. Please note, this is a generic application. We have properties that do accept pets. In section 3, place the names of proposed occupants (not the applicant names) who will also be living at this property.
2. If a co-signer is required, please fill in the same details as the applicant. If there are more than two applicants, please use a separate application for the co-signer.
3. Please have signatures from ALL applicants and co-signer placed on BOTH PAGES of the application.
4. We will require a copy of government photo ID (i.e. Driver's License or Passport), proof of income such as a recent pay stub, letter of employment, or if self-employed, a recent tax assessment. If you have another source of income (i.e. Ontario Works or ODSP), please include a copy of the most recent pay stub.
5. We require a current dated cheque (no post-dated cheques will be accepted) or money-order payable to Vantage Property Management Ltd. for the contract deposit. You may also make a deposit by an e-transfer to [payment@vantageproperty.ca](mailto:payment@vantageproperty.ca). If you choose this option, 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. Please note, we **DO NOT** accept cash.
6. Please forward the application and other documentation to [vantage@vantageproperty.ca](mailto:vantage@vantageproperty.ca).
7. You may also bring your application to the office located at: 301 Consortium Court, London, ON. The office hours are Monday to Friday 8:30 a.m. to 4:30 p.m. There is a mail slot in the front door if you drop your application off after hours. The office is closed Saturday, Sunday, and Holidays.

**PLEASE NOTE: We require all information, deposit, and security answer before we can process your application. If there is a delay, we will contact you. Please ensure you have provided your contact information and a daytime phone number.**

If you require assistance with your application, feel free to contact 519-642-4343 ext. 120 or email [vantage@vantageproperty.ca](mailto:vantage@vantageproperty.ca).

Thank you for choosing Vantage Property Management Ltd.