



## **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 birthdate 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, letter of employment or tax assessment
- Deposit of one month's rent, payable to Vantage Property Management in form of:
  - Current dated cheque (no postdated cheques will be accepted)
  - Money Order
  - E-Transfer to [payment@vantageproperty.ca](mailto:payment@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**

3. a) To **EMAIL YOUR APPLICATION** - Please forward the application and other required documentation to [vantage@vantageproperty.ca](mailto:vantage@vantageproperty.ca). If you email your application, please ensure you include 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.!*