

THE REQUIREMENTS

To be eligible to rent a property, *Property Management Solutions* requires the following items to be supplied by the prospective tenant. For specific details, see “The Process” below.

FOR INITIAL APPLICATION:

1. A Completed and Signed Rental Application
2. A Letter of Employment and Proof of Income
3. A Credit and Reference Check that is Judged to be ‘Satisfactory’
4. A Copy of your Driver’s License and Passport

AFTER APPLICATION APPROVAL:

5. A Signed Lease
6. A Deposit (First and Last Month’s Rent) via Email Transfer, Bank Draft or Certified Cheque

AFTER LEASE/DEPOSIT (Move-In Day):

7. Proof of Tenant’s Insurance (Mandatory)
8. Utility Account Numbers

THE PROCESS

To rent a property to a prospective tenant, *Property Management Solutions* follows a sequential five-step process.

1. FOR INITIAL APPLICATION: A rental application, letter of employment and proof of income and a copy of your driver’s license and passport must be submitted to *Property Management Solutions*.
2. A credit check will then be performed, and your references will be contacted.
3. Upon ‘satisfactory’ standing of your credit check and references, a lease agreement will be sent to you for your consideration.
4. AFTER APPLICATION APPROVAL: If you choose to proceed with the rental, you must submit a signed copy of the lease agreement and a deposit to *Property Management Solutions*. Please note that until a deposit is received, the property will remain on the market.
5. AFTER LEASE/DEPOSIT (Move-In Day): Once your lease and deposit are accepted, you may begin the rest of the moving process. A move-in time/date will be scheduled with one of our coordinators. Prior to move-in, *Property Management Solutions* must receive first month’s rent, proof of tenant’s insurance and confirmation of utility transfer. To receive the keys for the property, these conditions must be met.

Although there are a number of requirements to renting a property, these have been developed in your best interest. Following these steps can eliminate many of the annoyances and frustrations that come with moving into a property.