



311 Richmond Rd. Suite 218 Ottawa, ON K1Z 6X3
Phone 613-729-2086 Ext. 114 Fax 613-722-5557

TENANCY APPLICATION
(Each Applicant Must Complete a Separate Form)

First then Last Name _____ SIN (Optional) _____

D.O.B. _____ Daytime Tel No. () _____ Evening Tel No. () _____
mm/dd/yy

Starting with your current address list at least 2 prior addresses going back to a maximum of 7 years

Address	City	Postal Code	# of years	Landlord's name & phone number
1. _____				
2. _____				

Drivers License # _____ Make of Car _____ Year _____ Plate _____

Employers Name _____ Occupation _____

Address _____ Business Phone # _____

Previous Employer _____ Business Phone # _____

Bank Name & Branch _____

Chequing Acc. # _____ Savings Acct # _____ Bank Tel. _____

Credit Card Type _____ Card # _____ Expiry Date _____

Have you ever declared bankruptcy or been party to a Landlord and Tenant Court Action? Yes ___ No ___

SPOUSE OR OCCUPANT (Complete separate Application for Spouse or if other person is to be co-tenant)

Name of Spouse _____ Occupation _____

Persons who intend to occupy the premise in addition to the Applicant:

1 Name _____ Relationship _____

2. Name _____ Relationship _____

3. Name _____ Relationship _____

REFERENCES (Must be completed with full first and last name)

Name	Address	Telephone	Employers Name & Phone
1. _____			
2. _____			

EMERGENCY CONTACTS: please provide full names and phone numbers for family and friends

1. Name _____ Phone # _____

2 Name _____ Phone # _____

Where did you learn about the vacancy? Marklyn website: _____ Citizen Newspaper _____

Renter's News _____ Other website _____ Referral _____ Flyer _____ Site signage _____

Marklyn Management requires 30 days from the execution of the Lease to complete Landlord work that may be required in the Leased Premises .

There are administrative fees charged to Tenants on all non-sufficient funds cheques, lease amendments, and any situation above the normal course of business where administration fees are incurred by the Management Co. for items beyond the regular scope of the Lease

AUTHORIZATION FOR BACKGROUND CHECKS _____

You may obtain credit, personal information or criminal records about me from any credit bureau, my employer or any person, in connection with the premises applied for the tenancy agreement if entered into, or any extension or renewal of such tenancy agreement. You may disclose (automatically or upon request) credit, personal or criminal information about me to a credit bureau, and to persons with whom I have or propose to have financial dealings, or if you believe disclosure is required by law. I verify that all statements on this application are true and I authorize verification of all references given.

Date: _____ Signature: _____