

Thank you for your interest in one of our properties as your next place to call “**HOME**”. We welcome any questions about the application process or about any of our properties. Contact information can be found on the front of this application. Please don’t hesitate to get in touch with us.

Please ensure that you have the following documents when applying. This will help to get your application approved quickly.

**\*Completed Application form.** (All people over the age of 18 and occupying the suite must fill out a portion of the application and provide necessary documents)

**\*Proof of income** – current paystubs (2-3) or a budget letter if your income is through EIA.

**\*Rental history** for the last two years with contact information of current and past landlords.

If there is no rental history, a **qualified guarantor** may be required to continue with the application process. Please inform us if you need the required form.

*A guarantor is someone (usually a family member) who is in a financial position to cover the entire monthly rent or payment for damages caused by the tenant in the event the tenant cannot pay these amounts. It is a legal and binding agreement and proof of income will be required.*

**\*Photo Identification**

**\*Security deposit** (half of the payable monthly rent) must accompany the application and needs to be paid in guaranteed funds. Payment can be made by cash, money order, bank draft, or e-transfer ([corol@onyxproperty.ca](mailto:corol@onyxproperty.ca) Use YOUR last name as the security answer).

***Applications will not be processed without a paid security deposit.***

Please note: Any applicable Rent Forms are not filled out until **AFTER** the application is approved.

**All pets must be approved by Management.** The required pet deposit must be paid by lease signing.

Applications and all required information are to be brought to our office at **209 Furby Street**, where one of our property managers will review your application. **No appointment is necessary.** Our office is open **Monday to Friday 9 am to 4 pm**. Please dial **buzz code 99** on the intercom and we will grant you entry to the property and direct you to our office.

We look forward to meeting you and hope we can assist you in your search for new housing.

ONYX Property Management