



RESIDENTIAL RENTAL APPLICATION (PRE-LEASE)

98 Market Avenue  
Winnipeg, Manitoba R3B 0W2

Information is used for application only and remains confidential  
NO PETS ARE ALLOWED

APPLICANT GENERAL INFORMATION (1)

Name	E-mail
Telephone number:	Cellular Number
Birthdate (day/ month/year)	Social insurance number (SIN)
Emergency contact name	Emergency contact number:
Unit # interested in	Type of unit: studio <input type="checkbox"/> 1 bedroom <input type="checkbox"/> 2 bedroom <input type="checkbox"/>
Number of occupants living in suite:	
Name of occupant:	
Name of occupant:	
Name of occupant:	
Lease date (move in)	
Parking required:    yes <input type="checkbox"/> no <input type="checkbox"/>	
Number of vehicles _____ Make, model and license for each vehicle	

(1) Each applicant over the age of 18 will be required to fill out a separate application form

APPLICANT HISTORY (2)

Current Address			
Street		City	
Province		Postal Code	
Occupied since:	Until:	Rent <input type="checkbox"/>	Own <input type="checkbox"/>
Monthly payment or rent:			
Landlord name:		Landlord telephone	
Previous Address			
Street		City	
Province		Postal Code	
Occupied since	Until	Rent <input type="checkbox"/>	Own <input type="checkbox"/>
Monthly payment or rent			
Landlord name:		Landlord telephone	

(2) Must provide landlord information if you are renting

EMPLOYMENT HISTORY(3)

Current employer:	Length of employment:
Address:	Occupation (title)
Supervisor (to verify information)	Telephone:
Title of supervisor	Gross annual income:
If self-employed, what is your monthly income?	
Previous employer:	Length of employment:
Address:	Occupation (title)
Supervisor (to verify information)	Telephone:
Title of supervisor	Gross annual income:
If self-employed, what is your monthly income?	

(3) You will be required to provide a letter of employment from your employer, or a paystub or your annual income return for the year of your application. If self-employed, you will be required to provide your most recent income tax assessment as well as the name and telephone number of your accountant.

REFERENCES (4)

Name	E-mail
Telephone number	Title
Name	E-mail
Telephone number	Title

(4) Applicant must provide two references

RESIDENTIAL RENTAL APPLICATION PRE-LEASE PRIVACY CONSENT FORM

CFH Inc. (the "Landlord") understands the importance of maintaining your privacy and the sensitivity of the personal information you may provide to us and we are committed to respecting all personal information that has been given to us during our communications. In consideration for the Landlord considering you as a potential tenant and entering into a tenancy agreement with you, we want to ensure you understand how we intend to manage your personal information.

WHAT IS PERSONAL INFORMATION?

Personal Information means information about an identifiable individual. Personal information includes information such as an individual's name, age, gender, income, date of birth, current home address, phone number, marital status, rental history, involvement in legal proceedings, social background, monthly or annual income, debts, assets, liabilities, monthly living expenses, credit card information and credit rating. Personal information is all information that defines you as an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT AND WHY?

CFH Inc. is only interested in personal information that is relevant to assist us in determining your suitability as a tenant. More specifically, in this Application, we collect personal information from you in order to conduct a credit check with Equifax and other possible sources. The personal information you provide to us will allow us to obtain a Credit Report and will help us determine your suitability as a tenant. In addition, the personal information we collect will assist us in conducting a Residential Tenancies Search to determine your reputation as a tenant and to determine if you have ever been evicted and your previous history of monthly rental payments (if applicable).

We may, from time-to-time conduct a search on your social media accounts, such as, but not limited to, Facebook, Instagram, LinkedIn. The information collected from these searches may be required by the Landlord to assist in obtaining additional information from you.

CONSENT

In order to effectively conduct our searches, we need to obtain your consent to allow us to collect, use or disclosure your personal information. This information will remain strictly confidential and will be secured at all times by the Landlord or agents who have been appointed and entrusted by the Landlord.

DISCLOSURE OF PERSONAL INFORMATION

By consenting to providing us with your personal information, you understand that your personal information will be provided to Equifax and/or other entities pursuant to and in accordance with the governing laws of Manitoba and the Federal laws of Canada.

Under certain circumstances, we may be required to use or disclose your personal information to third parties such as:

- 1. When we are required or authorized to by law, for example, if a court issues a subpoena;
- 2. Where you have consented to the disclosure;
- 3. When an order to comply with the requirements of the tenancy agreement or regulatory legislation such as The Residential Tenancies Act requires us to do so, your consent will be implied;
- 4. Where it is necessary to enforce the terms of the tenancy agreement, such as collection of rental arrears;
- 5. If we engage a third party to provide collection or enforcement proceedings, such as an authorized officer of the Residential Tenancies Branch, lawyers, bailiffs or collections agencies;
- 6. If the information is already publicly known;
- 7. Any subsequent landlord or owner or mortgagee of the property which you rent, including any assignee or your lease, or to any subsequent property manager of the property which you rent.

SECURING YOUR PERSONAL INFORMATION

Ensuring your personal information is safeguarded is important. As a result, we endeavor to take reasonable precautions to ensure your personal information is kept safe from loss, unauthorized access or modifications. Some of the steps we take to ensure this is done are:

- 1. To allow only designated employees, as selected by the Landlord and who will assist in credit checks to have access to your personal information. Those employees who have been permitted access will only use your personal information to perform their duties as required in conducting credit checks;
- 2. Those employees who do have access to your personal information are required to abide by this policy as well as Manitoba laws and Federal laws of Canada that enforce privacy and protection of personal information.
- 3. If after a credit check is completed, you are determined not to be a suitable candidate for tenancy, we will destroy your personal information.
- 4. If after a credit check is completed, you are determined a suitable candidate for tenancy, we will maintain a record of your personal information during your tenancy. In addition, we will maintain a record of your personal information for three (3) years after your tenancy has been completed. At that time, we will destroy all personal information in our possession.

CHANGES TO THIS PRIVACY POLICY

To ensure we comply with the laws of Manitoba and the Federal laws of Canada, we regularly review this Privacy Policy and, from time to time, make changes to the policy. Once a change has been made to the policy, we intend to update this policy on our website.

DISPUTING DECISION FOR TENANCY

After the completion of the credit check, if the Landlord has determined you are not a suitable candidate for tenancy, you may request access to your personal information. If there is a dispute regarding the accuracy and completeness of your personal information, it is your responsibility to contact the necessary institution with whom you believe the error is with.

\* Please note: your right to access your personal information is not absolute and may be denied when:

- 1. It is authorized or required by law;
- 2. Information elates to existing or anticipated legal proceedings against you;
- 3. When granting access would have an unreasonable impact on another's privacy;
- 4. When the request is frivolous or vexatious

In signing the within application, the undersigned hereby consents to the use of disclosure of the personal information contained in this application for the purpose stated herein. I (WE) hereby declare that the foregoing information is true and complete. I agree to allow CFH Inc. to perform a credit check and personal investigation.

_____ Applicant's Signature	) ) )	_____ Co-Applicant's Signature
	)	
_____ Print Name	) ) )	_____ Print Name
	)	
_____ Date	) ) )	_____ Date