



Westside Stories III  
 1580 Bath Road, Kingston, ON  
 (613)548-7136 Fax: (613)548-3182  
[www.martingroup.ca](http://www.martingroup.ca) [mg@martingroup.ca](mailto:mg@martingroup.ca)

**RENTAL APPLICATION FORM (Please Print)**

Unit # Applied for:  Size: 1 bedrm/2 bedrm Address: 1580 Bath Road

Desired move in date: \_\_\_\_\_

**Rent due and payable in advance on the first of each and every month.**

Monthly Rent includes: Hot Water, Cold Water, Heat, A/C during July & August, Fridge, Stove and Dishwasher

Do you have other appliances? \_\_\_\_\_  
(please specify)  
(please note washing machines, clothes dryers, air conditioners, and freezers over 7 cubic feet will **not** be permitted on the premises).

**Applicant Information:**

	<b>Applicant 1</b>	<b>Applicant 2</b>
<b>First Name</b>		
<b>Last Name</b>		
<b>Date of Birth (YYYY/MM/DD)</b>		
<b>Age</b>		
<b>Marital status</b>		
<b>Home Phone</b>		
<b>Work Phone</b>		
<b>Cell Phone</b>		
<b>Email Address</b>		
<b>Social Insurance Number</b>		
<b>Drivers License Number</b>		

**Proposed Occupants (do not include above Applicants):**

	<b>Occupant 1</b>	<b>Occupant 2</b>
<b>First Name</b>		
<b>Last Name</b>		
<b>Age</b>		
<b>Relationship</b>		

NOTES: It is understood that ONLY the above will occupy the premises. Assigned parking privileges for ONE vehicle only at a monthly cost of \$65.00. If required, 2<sup>nd</sup> Parking Spots are on a first come, first serve basis at a monthly cost of \$85.00

<b>Present Address</b>	<b>Applicant 1</b>	<b>Applicant 2</b>
<b>Street Address</b>		
<b>City</b>		
<b>Province</b>		
<b>Country</b>		
<b>Postal Code</b>		
<b>Length of Tenancy</b>		
<b>Rent Paid</b>		
<b>Landlord's Name</b>		
<b>Landlord's Phone</b>		
<b>Reason for Leaving</b>		

<b>Previous Address</b>	<b>Applicant 1</b>	<b>Applicant 2</b>
<b>Street Address</b>		
<b>City</b>		
<b>Province</b>		
<b>Country</b>		
<b>Postal Code</b>		
<b>Length of Tenancy</b>		
<b>Rent Paid</b>		
<b>Landlord's Name</b>		
<b>Landlord's Phone</b>		
<b>Reason for Leaving</b>		

<b>Employment &amp; Income Information</b>	<b>Applicant 1</b>		<b>Applicant 2</b>
<b>Employment Status</b>	Employed	Retired	
<b>Occupation</b>			
<b>Length of Employment</b>			
<b>Employer</b>			
<b>Supervisor Name</b>			
<b>Supervisor Work Phone</b>			
<b>Salary (\$/Year)</b>			
<b>Other income (pension, etc)</b>			

<b>Vehicle Information: Number</b>	<b>Make/Model/Year of Vehicle</b>	<b>License Plate</b>
<b>Vehicle 1</b>		
<b>Vehicle 2</b>		

**IN CASE OF EMERGENCY CONTACT:**

<b>Name</b>	<b>Address (street, city and postal code)</b>	<b>Phone #</b>	<b>Relationship</b>

### Guarantor Information *(if required):*

*When a Guarantor is provided, the Guarantor covenants with the Landlord that the Guarantor is jointly and severally bound with the Tenant under the Lease.*

	Guarantor 1	Guarantor 2
<b>First Name</b>		
<b>Last Name</b>		
<b>Relationship to Applicant</b>		
<b>Date of Birth (YYYY/MM/DD)</b>		
<b>Home Phone</b>		
<b>Work Phone</b>		
<b>Cell Phone</b>		
<b>Email Address</b>		
<b>Social Insurance Number</b>		
<b>Drivers License Number</b>		

#### Present Address

<b>Street Address</b>		
<b>City</b>		
<b>Province</b>		
<b>Country</b>		
<b>Postal Code</b>		
<b>Length of Tenancy</b>		
<b>Rent Paid</b>		
<b>Landlord's Name</b>		
<b>Landlord's Phone</b>		

#### Employment Information

<b>Employment Status</b>		
<b>Occupation</b>		
<b>Length of Employment</b>		
<b>Employer</b>		
<b>Supervisor Name</b>		
<b>Supervisor Work Phone</b>		
<b>Salary (\$/Year)</b>		
<b>Other income</b>		

**We understand and agree to the following:**

- The last month's rent of \$ \_\_\_\_\_ is required within 48 hours of the application being approved.
- **Income verification must accompany this application including most recent Notice of Assessment and current paystub** (subject to income limitation if applying for an affordable housing unit)
- **Non-smoking building:** the applicant(s) acknowledges that the rental unit and residential complex are "NO SMOKING" premises. In the event a tenancy agreement is entered into between the applicant(s) and the landlord, it shall be a term of the tenancy that smoking by the tenants, occupants of the rental unit, or anyone permitted on the premises by any of them is prohibited in the rental unit or at the residential complex. Such tenancy agreement shall further provide and acknowledge that violation of this provision shall constitute interference with the reasonable enjoyment of the rental unit and residential complex for all usual purposes by the landlord and other tenants and shall be grounds for termination of the tenancy.
- THIS APPLICATION SHALL FORM PART OF THE LEASE AGREEMENT.
- Before keys are given out, the lease must be signed by all applicants/guarantors and a unit inspection completed with the building superintendent.
- Post dated cheques will be supplied to superintendent for the term of the lease (if paying rent by this method)
- The undersigned consents to the obtaining of such information as the Landlord may deem necessary at any time in connection with the undersigned in conjunction with the premises hereby applied for or any renewal or extension of my/our tenancy agreement, such as credit or character enquiries. The undersigned also consents to the disclosure of any information concerning the undersigned to any credit reporting agency or to any person with whom the undersigned has or proposes to have financial relations.
- I/We certify that to the best of my/our knowledge the information given in this application is true. Any misrepresentation may cause any subsequent lease signed to be null and void.
- Once approval is granted (of this application) I/we understand that should I/we fail to enter into the Landlord tenancy agreement, that the last month's DEPOSIT SHALL BE FORFEITED.
- The applicant acknowledges and agrees that in the event that this application is accepted and in the event that the existing tenant occupying the above-described premises fails to vacate same prior to the commencement of the term of occupancy herein referred to above, the Applicant(s) shall only be entitled to the return of any monies paid with this application, without interest or deduction, and any tenancy or right thereto resulting from the acceptance of this application will be at an end. The intent being that neither the Landlord nor its Agent will be liable or responsible to the Applicant(s) for any loss, damages or costs incurred by the Applicant(s) resulting from the existing tenant's failure to vacate the premises and inability of the Landlord to deliver possession of same to the Applicant(s).
- I/We have received and read a copy of the Rules and Regulations and agree to comply with them.
- I/We acknowledge receiving the "Information for New Tenants" Form from the Landlord and Tenant Board.

Dated at Kingston this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Representative of PMC

\_\_\_\_\_  
Applicant 1

\_\_\_\_\_  
Representative of PMC

\_\_\_\_\_  
Applicant 2

\_\_\_\_\_  
Representative of PMC

\_\_\_\_\_  
Guarantor 1

\_\_\_\_\_  
Representative of PMC

\_\_\_\_\_  
Guarantor 2

<b>FOR OFFICE USE ONLY</b>
<b>Superintendent's Remarks:</b>
<b>Superintendent Signature:</b>
<b>Management Remarks:</b>
Proof of income provided? <input type="checkbox"/> Yes <input type="checkbox"/> No    Proof of income needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Guarantor required ? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>APPROVED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Management Signature:</b>

**Inspired Living**  
At  
**Westside Stories 3**  
*Love where you live!*

## APARTMENT RULES & REGULATIONS

IT IS AGREED AND UNDERSTOOD THAT:

1. Any person under the age of TWENTY-ONE applying for an apartment is required to have his/her lease CO-SIGNED under "Guarantor of Tenant Covenants" by a parent or guardian.
2. Before undertaking occupancy of the said premises, I will sign the Landlord's usual form of Tenancy Agreement, which I have read and understood.
3. Should the applicant default in signing the Lease within four (4) working days of being notified of the approval of the application, possession of the premises shall not be granted and the Lessor may retain the advance payment in its entirety to be applied to rent for reserving the premises.
4. After signing the lease, should the Lessee fail to take possession within five (5) days of the first day of the term thereof, the Lessor may deem the premises to have been abandoned and in addition to all other rights reserved under the Lease, may retain all advance payments.
5. The Lessee is advised to secure insurance coverage against fire, theft, and water damage to furniture and personal belongings plus tenant's legal liability.
6. The Lessor will provide parking space for one (1) automobile only. Extra spaces available shall be rented at a cost of \$85.00 per space per month, payable in advance for the term of the lease.
7. No person(s) shall use any outside parking space for any purpose whatsoever except for parking the vehicle. (i.e no washing or repairing to be done in the parking lot).
8. Air conditioning will only be available during July and August each year.
9. 1580 Bath Road is within 300 metres of the adjacent CN right-of-way. Prospective tenants should be cognizant of the existence of the Railway's right-of-way, the possibility of alteration to, or expansion of these facilities in the future and the possibility that the Railway's operation may effect the living environment of the residents despite the inclusion of noise and vibration attenuating measures in the design of the subdivision and individual units, and that the Railway and Landlord will not be responsible for complaints or claims arising from its facilities and/or operations.
10. No patching, painting or wallpapering is to be done by tenants.
11. No satellite dishes or other communication devices shall be permitted.
12. No awnings or shades shall be erected over and outside of the windows or balconies.
13. **NO BARBECUING** or any open fire is permitted on the rented premises balconies or environs of the buildings. **NO DRYING OR AIRING OF CLOTHING OR BEDDING ON THE BALCONIES IS ALLOWED.**
14. No storage of coal, gasoline, oil or any other combustible material or offensive goods, provisions or material shall be kept on the property.
15. Nothing shall be thrown out of the windows or doors or over the balconies of the building.
16. No mops, brooms, dusters, rugs or bedding shall be hung on the balcony or shaken or beaten from any window, door or balcony.
17. The Lessee shall not overload existing electrical circuits.
18. **NO NOISE OF ANY KIND, WHICH MAY DISTURB THE COMFORT OF ANY OTHER OCCUPANT, SHALL BE PERMITTED, NOR SHALL ANY NOISE BE PERSISTED AFTER REQUEST TO DISCONTINUE HAS BEEN MADE BY THE LANDLORD OR HIS REPRESENTATIVES.** This shall be deemed to include the playing of musical instruments, radios, stereos, televisions, and all parties disorderly or otherwise.
19. As a means of convenience, the tenant is suggested to supply POST DATED CHEQUES for the term of the lease.
20. If a cheque or automatic withdrawal is not honored at or by the Tenant's bank, an additional amount of \$20.00 over and above the monthly rent will be charged.

- 21. A lockout fee of \$35.00 will be charged if required. The charge shall increase to \$50.00 on weekends and holidays.
- 22. A charge of \$50.00 shall be paid for each key not returned to the Landlord.
- 23. Upon vacating, the Tenant shall leave the rented premises fit for immediate occupancy by the new tenant. Clean, undamaged and with all furniture and refuse removed. The appliances: stove and refrigerator shall be left immaculately clean inside and out. Failure to leave the premises ready for the new tenant will result in a cleaning fee in accordance with the condition of the premises.
- 24. Regulations for Pets: (please choose 1 from the following 2 options)

- Tenant does not intend on bringing a pet into the building  
Should this change, the tenant must provide the landlord a minimum of 45 days notice prior to bringing a pet into the building and must sign the rules and regulations pertaining to pet ownership. The same applies to all guests and/or occupants for which the Tenant is responsible
- Tenant intends to bring a pet into the building and understands in doing so, the tenant must adhere to the rules and regulations attached hereto forming part of the application

\_\_\_\_\_  
Applicant 1

\_\_\_\_\_  
Applicant 2

\_\_\_\_\_  
Guarantor 1

\_\_\_\_\_  
Guarantor 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**R. Paul Martin Construction Co. Ltd.**

**PERMISSION TO ACQUIRE and/or RELEASE RENTAL and  
EMPLOYMENT INFORMATION**

I, \_\_\_\_\_  
Print Applicant 1's Name

\_\_\_\_\_  
Print Applicant 2's Name/ Guarantor's Name

Hereby grant permission to R. Paul Martin Construction Co. Ltd.. to acquire any information relative to my tenancy or employment with any current or past landlord(s), employer(s), financial institution (s), government agency (s) and utility (s) in accordance with the privacy policy.

I further grant R. Paul Martin Construction Co. Ltd.. permission to release any information relative to my tenancy or employment with R. Paul Martin Construction Co. Ltd.. to any landlord, utility, government agency or employer requesting a rental or employment reference in accordance with the privacy policy.

Therefore, this document shall serve as my authorization to any landlord, employer, financial institution, government agency and utility to release my personal information as noted above.

\_\_\_\_\_  
Applicant 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant 2 Signature

\_\_\_\_\_  
Date

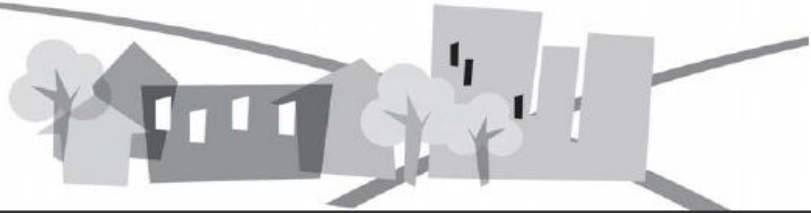
\_\_\_\_\_  
Guarantor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date





## Information for New Tenants

*Landlords must provide this information to new tenants on or before the date the tenancy begins.*

### The Law

Most residential tenancies are covered by the *Residential Tenancies Act* (the Act). This law:

- gives landlords and tenants specific rights and responsibilities,
- provides rules for increasing the rent and for evicting a tenant, and
- creates the Landlord and Tenant Board (the Board).

### The role of the Landlord and Tenant Board is to:

- inform landlords and tenants about their rights and responsibilities under the Act, and
- resolve disputes between landlords and tenants through **mediation** or **adjudication**, or by providing information.

## Tenant Rights and Responsibilities

### You have the right to:

- **security of tenancy** - You can continue to live in your rental unit until you give your landlord proper notice that you intend to move out, you and your landlord agree that you can move, or your landlord gives you a notice to end your tenancy for a reason allowed by the Act.

**Important:** If your landlord gives you a notice to end your tenancy, you do not have to move out. Your landlord must apply to the Board to get an order to evict you and you will have the right to go to a hearing and explain why your tenancy should not end.

- **privacy** – Your landlord can only enter your rental unit for the reasons allowed by the Act. In most cases, before entering your unit, your landlord must give you 24 hours written notice. There are some exceptions, however, such as in the case of an emergency or if you agree to allow the landlord to enter.

### You are responsible for:

- **paying your rent** on time.
- **keeping your unit clean**, up to the standard that most people would consider ordinary or normal cleanliness.
- **repairing any damage** to the rental property caused by you or your guests – whether on purpose or by not being careful enough.

### You are not allowed to:

- **change the locking system** on a door that gives entry to your rental unit unless you get your landlord’s permission.

This form has been approved by the Landlord and Tenant Board for the purpose of section 11 of the *Residential Tenancies Act*. Ce document renferme des renseignements importants à l’intention des nouveaux locataires et est disponible en français. Pour obtenir la version française, vous pouvez communiquer avec la Commission au 416-645-8080 ou sans frais au 1-888-332-3234.

## Landlord Rights and Responsibilities

**Your landlord has the right to:**

- **collect a rent deposit** – It cannot be more than one month's rent, or if rent is paid weekly, one week's rent. This deposit must be used as the rent payment for the last month or week of your tenancy. It cannot be used for any other reason, such as to pay for damages. A landlord must pay interest on the deposit every year.
- **increase the rent** – There are special rules that limit how often your landlord can increase the rent and by how much. In most cases, a landlord can increase the rent only once a year by the guideline that is set by the Minister of Municipal Affairs and Housing. A landlord must give a tenant at least 90 days notice in writing of any rent increase and this notice must be on the proper form. **Exceptions:** New units, non-profit and public housing units, residences at schools, colleges and universities, and certain other accommodation are not covered by all the rent rules.

**Your landlord is responsible for:**

- **keeping the rental property in a good state of repair** and obeying health, safety and maintenance standards.
- **providing you with a copy of your written tenancy agreement** within 21 days after the day you signed it and gave it to your landlord. If your tenancy agreement is not in writing, your landlord must give you written notice of their legal name and address within 21 days after your tenancy begins.

**Your landlord is not allowed to:**

- **shut off or deliberately interfere with the supply of a vital service** (heat, electricity, fuel, gas, or hot or cold water), care service or food that your landlord must provide under your tenancy agreement. However, your landlord is allowed to shut-off services temporarily if this is necessary to make repairs.
- **take your personal property** if you don't pay your rent and you are still living in your rental unit.
- **lock you out of your rental unit** unless your landlord has an eviction order from the Board and the Sheriff comes to your rental unit to enforce it.
- **insist that you pay your rent by post-dated cheque or automatic debit.** These ways of paying your rent can be suggested, but you cannot be refused a rental unit or evicted for refusing to give them.

## For More Information

**Contact the Landlord and Tenant Board**

This brochure provides you with some general information about the rights and responsibilities of landlords and tenants. For more detailed information about your rights and responsibilities or how to resolve a dispute with your landlord, you may:

- visit the Landlord and Tenant Board's website at [www.LTB.gov.on.ca](http://www.LTB.gov.on.ca) or the Landlord and Tenant Board office in your area.
- call the Board at (416) 645-8080 or toll-free at 1-888-332-3234. You can get information from these numbers 24 hours a day. You can talk to a Customer Service Representative, Monday to Friday, from 8:30 a.m. to 5:00 p.m.