



GLOBE PROPERTY MANAGEMENT

500 ST. JAMES STREET
WINNIPEG, MB R3G 3J4

TEL 204-956-2233
FAX 204-956-5956

EMAIL: info@globepm.ca
WEBSITE: globepm.ca

New Lease:

Assignment:

Add to Lease:

☐☐☐

APPLICATION FOR RESIDENTIAL TENANCY

- PLEASE NOTE:**
- (1) New lease agreements are for the full term of **TWELVE (12) MONTHS** and may not be cancelled short term.

(2) **A separate application is required for each individual residing in the suite that is 18 years and older.**

(3) Fields marked mandatory **must** be filled in, failure to do so will result in **delays** in your application process.

I/WE HEREBY OFFER TO RENT FROM THE LESSOR THE PREMISES KNOWN AS:

Suite #: _____ # of Bedrooms: _____ Building: _____ Address: _____

WITH THE FOLLOWING FIXED TERM:

Commencing on: _____ Terminating on: _____
(month) (day) (year) (month) (day) (year)

Base Rent: \$ _____ Parking: \$ _____ Locker: \$ _____ Discount: \$ _____ TOTAL MONTHLY RENTAL: \$ _____

RENT INCREASE INFORMATION WITHIN THIS LEASE TERM (if applicable):

Increase date: _____
(month) (day) (year)

Base Rent: \$ _____ Parking: \$ _____ Locker: \$ _____ Discount: \$ _____ TOTAL MONTHLY RENTAL: \$ _____

A deposit of half of the Base Rent is required WITH the application(s), payable by cheque, bank draft, or money order. It is understood by the applicant(s) that the sum of \$ _____ herewithin given by the applicant(s) to the landlord or his agent is to be held as a deposit bearing interest at a rate prescribed from time to time by regulation, compounded annually. Upon acceptance of this application by the landlord or his agent, the applicant(s) agrees to execute a tenancy agreement in the landlord's standard form. In the event the applicant(s) do not execute the said tenancy agreement within seven days from the date of acceptance and before the applicant(s) take possession, the deposit paid hereunder shall be subject to forfeit in whole or part and all rights of the applicant(s) hereunder and under the said tenancy agreement may be terminated by the landlord. It is further understood by the applicant(s) that it is their responsibility to communicate with the resident manager or the office of the landlord as to the status of the application.

THE FOLLOWING INFORMATION IS STRICTLY CONFIDENTIAL

Name of Applicant _____ Present E-mail _____

Birthdate (month/day/year) _____ S.I.N. _____ Phone # _____ Cell # _____

For present and previous addresses, if you rented we must contact your landlord to confirm the information.

Present Address _____ Postal Code _____ From _____ Until _____

Rent / Own _____ Name of Landlord _____ Landlord Phone # _____

Previous Address _____ Postal Code _____ From _____ Until _____

Rent / Own _____ Name of Landlord _____ Landlord Phone # _____

For present employer(s), we must contact a supervisor, receive a letter of employment, or be given your most recent paystub.

Self-employed or retired? We must receive a copy of your most recent Income Tax Notice of Assessment or contact your accountant.

Present Employer _____ Length of Employment _____

Address _____ Occupation (Job Title) _____

Contact to Verify Information (Name) _____ Phone # _____ Gross Annual Income _____

Present Employer 2 _____ Length of Employment _____

Address _____ Occupation (Job Title) _____

Contact to Verify Information _____ Phone # _____ Gross Annual Income _____

Other Sources of Income (including CPP, EI, pension, etc, or N/A) _____

Vehicle Particulars: Stall # _____

Make _____ Model _____ Color _____ License # _____ Year _____

Make _____ Model _____ Color _____ License # _____ Year _____

Do you own pets? ☐ Yes ☐ No Specify _____

Do you smoke? ☐ Yes ☐ No If Yes please attach the no smoking waver

Other person(s) who will live in the suite (please note that a separate application is required for each individual 18 and older):

Occupant Name _____ Relation _____ Age _____

Occupant Name _____ Relation _____ Age _____

Occupant Name _____ Relation _____ Age _____

Occupant Name _____ Relation _____ Age _____

Emergency contact _____ Relation _____ Phone _____

How did you hear about us? ☐ Kijiji ☐ Website ☐ 4Rent.ca ☐ Home Renter's Guide ☐ Facebook Other _____

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 in the attached Privacy Policy. I (WE) hereby declare that the foregoing information is true and complete. I agree to allow Globe Property Management to perform a credit check and personal investigation.

Dated this _____ day of _____ 20 _____

Applicant Signature

Witness Signature

ABSOLUTELY NO SMOKING ALLOWED



Privacy policy on reverse
Please initial

GLOBE PROPERTY MANAGEMENT PRIVACY POLICY

Globe Property Management understands the importance of your privacy and the sensitivity of your personal information. We are committed to protecting any of your personal information we hold. Our privacy policy outlines how we manage your personal information and safeguard your privacy.

WHAT PERSONAL INFORMATION DE WE COLLECT?

We collect information from you in several ways. Some personal information is gathered when a prospective tenant signs our standard tenant application for a residential or commercial tenancy agreement. Tenants are required to provide credit, rental history, employment information as well as other personal information to be used for identification and qualification purposes. Other information such as emergency contact information may be required in order to respond to medical or other emergencies in connection with a tenant, unit or suite. Also information relating to any vehicles owned by a tenant may be collected to assist in the enforcement of any parking rules or regulations.

We also collect information from any covenantor or guarantor of any lease, including information relating to credit and employment information, present and past living accommodation and other personal information. In addition, personal information may be collected in an application to assign or transfer a lease in respect of the prospective assignee, including any and all personal information referred to in the original application for tenancy.

WHY DO WE NEED PERSONAL INFORMATION?

The personal information collected is used to check prior rental references from all previous landlords, conduct credit checks and to confirm employment with your employer and salary, all of which information is required to determine your suitability and qualification as a tenant.

CONSENT

In most cases, we will ask you to specifically consent if we collect, use or disclose your personal information other than as provided for in our privacy policy as amended from time to time. Normally we would ask your consent in writing or orally. Sometimes your consent may be implied through your conduct with us. In all cases where a tenant application is submitted by you, your consent will be requested in the application itself.

DISCLOSURE OF YOUR PERSONAL INFORMATION

We use the personal information collected only for the purposes outlined above. Under certain circumstances we will disclose your personal information to third parties such as:

- (a) when we are required or authorized by law to do so; for example, if a court issues a subpoena;
- (b) where you have consented to the disclosure;
- (c) 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;
- (d) where it is necessary to enforce the terms of the tenancy agreement, such as collection of rental arrears;
- (e) 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 collection agencies;
- (f) if the information is already publicly known;
- (g) on termination of a tenancy, we may disclose information relating to your tenancy to other landlords upon their request;
- (h) your landlord, where we act as agents only for the landlord;
- (i) 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.

UPDATING YOUR INFORMATION

Since we use your personal information to provide rental accommodation to you, it is important that the information be accurate and up to date. If during the course of your tenancy any of your information changes, please inform us so that we can make any necessary changes.

IS MY PERSONAL INFORMATION SECURE?

We take all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect your information are:

1. Access to your personal information is limited to our employees who require the information to perform their duties and those otherwise authorized by law.
2. All of our employees are required to abide by our commitment to your privacy in the handling of your personal information.
3. Premises security.
4. Your personal information is retained only for the time it is required for the identified purposes and up to a period of five (5) years after the tenancy is terminated or is required by law. Personal information that is no longer required is destroyed.

ACCESS TO YOUR PERSONAL INFORMATION

You may ask for access to any personal information we may have about you. Requests should be submitted in writing and we will reply within thirty (30) days of receipt of your request. You may verify the accuracy and completeness of your personal information and we will take reasonable steps to correct it.

CAN I BE DENIED ACCESS TO MY PERSONAL INFORMATION

Your rights to access your personal information are not absolute. We may deny access when:

- (a) denial of access is required or authorized by law;
- (b) information relates to existing or anticipated legal proceedings against you;
- (c) when granting you access would have an unreasonable impact on other people's privacy;
- (d) when the request is frivolous or vexatious.

If we deny your request for access to or refuse your request to correct information, we shall explain why.

CHANGES TO THIS PRIVACY POLICY

We regularly review all of our policies and procedures and we may change our privacy from time to time. You will be given a copy of any revised privacy policies.

REQUESTS FOR ACCESS

If you have any questions or wish to access your personal information, please write to our privacy officer to Globe Property Management 500 St. James Street, Winnipeg, MB R3G 3J4 Telephone: 204-956-2233 Fax: 204-956-5956 Email: info@globepm.ca Web: globepm.ca

Tenants initial _____ Date _____

GLOBE



PROPERTY MANAGEMENT™

500 St. James Street
Winnipeg, MB R3G 3J4
Tel: 204-956-2233
Fax: 204-956-5956
Email: info@globepm.ca

Fax

To: Globe Property Management

From

Fax: 956-5956

Pages:

Phone: 956-2233 - Ext. No. 2235

Date:

Re: Employment Confirmation

CC:

Building & Suite No. Applied for:

☐ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

Comments: We request that the below information be completed and returned within 24 hours. Thank You

**** Must be filled in by Payroll Administrator****

Attention: Payroll

Please confirm the below:

Name of Employer: _____

Employer Phone No. _____

Position of Applicant: _____

Length of time employed: _____

Wage/Salary: _____

Signature of Employer(s): _____

I, _____ (please print) Authorize my employer to provide the above

information to Globe Property Management.

Signature of Applicant

Date

The above information is strictly confidential and will only be used for the processing of their application for tenancy.

Thank you.

****The delay in the return of this form results in the delay of the applications processing time****

This fax is intended only for the addressee and may contain information that is legally privileged, confidential and/or exempt from disclosure under applicable law. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you have received this communication in error, or are not the named recipient(s), please immediately notify the sender.

Fax

To: Globe Property Management

From

Fax: 956-5956

Pages:

Phone: 956-2233 - Ext. No. 2235

Date:

Re: Rental Confirmation

CC:

Building & Suite No. Applied for:

☐ Urgent

☐ For Review

☐ Please Comment

☒ Please Reply

☐ Please Recycle

Comments: We request that the below information be completed and returned within **24 hours**. Thank You
**** Must be filled in by Landlord****

Name of Landlord: _____ Landlord Phone No. _____

Has He/She been on time with rent? _____

Any NSF cheques? _____

Any noise or disturbances? _____

Is She/He in a lease and when does it end? _____

Would you rent to them again? _____

Signature of Landlord:

I, _____ Authorize my current/past Landlord to provide the above
(please print)

information to Globe Property Management.

Signature of Applicant

Date

The above information is strictly confidential and will only be used for the processing of their application for tenancy.

Thank you.

****The delay in the return of this form results in the delay of the applications processing time****

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THIS AGREEMENT IS BETWEEN LANDLORD & GUARANTOR

LANDLORD:
GLOBE PROPERTY MANAGEMENT
500 St. James Street
Winnipeg, Manitoba R3G 3J4
Ph: 204-956-2233 Fax 204-956-5956
EMAIL: guarantor@globepm.ca

GUARANTEE AGREEMENT

APPLICANT(TENANT) : _____ SUITE: _____

BLDG NAME: _____ ADDRESS: _____
Street Address City Province Postal Code

GUARANTOR: _____ D.O.B: _____ SIN#: _____

WORK PHONE #: _____ HOME PHONE# _____

EMAIL: _____

PRESENT ADDRESS: _____ HOW LONG _____

PRESENT LANDLORD: _____ PHONE # _____

FORMER ADDRESS: _____ HOW LONG _____

EMPLOYER: _____ POSITION _____

ADDRESS OF EMPLOYER: _____ HOW LONG _____ INCOME: _____

I, _____ guarantee to pay any and all amounts owing by _____
(Guarantor Name - please print) (Tenant Name - please print)

for rental arrears and damages caused during the term of the tenancy and subsequent renewals.

I, hereby declare that the foregoing information is true and complete. I agree to allow GLOBE PROPERTY MANAGEMENT to make a credit check and personal investigation.

**** IMPORTANT** Absolutely no alterations/changes can be made to this agreement**

DATE: _____

(Signature of Guarantor)

WITNESS: _____

(Please print Guarantor name)

LANDLORD: _____

(Please print Guarantor street address)

(Please print Guarantor city/town Postal Code)

*** The rules and regulations attached from part of the agreement ***

*** Please read, sign and date the Rules & Regulations on reverse ***

THIS FORMS PART OF THE GUARANTEE AGREEMENT

RULES & REGULATIONS

- (a) The guarantor is responsible for the term of the tenancy agreement including any and all subsequent renewals.
- (b) The guarantor is responsible for the rent, rent increases, parking, lockers and utilities for which the tenant is responsible for throughout the tenancy agreement and subsequent renewals to no maximum amount. The guarantor is responsible for any and all damages caused by the tenant and/or their guests to no maximum amount. Please refer to the applicants Rules & Regulations that form part of the tenancy agreement for additional information.
- (c) The landlord must notify the guarantor of any outstanding rent owing no later than 10 days after the outstanding amount equals the amount payable for two rental payment periods.
- (d) The landlord must notify the guarantor of any outstanding monies pertaining to damages as soon as reasonably practical.
- (e) The landlord must notify the guarantor of receiving or accepting a request to sublet the rental unit.
- (f) The guarantor may terminate the guarantee agreement by giving a minimum of 2 months notice, to be effective no earlier than the end date of the existing tenancy agreement.
- (g) The guarantor must notify the landlord of any changes to the guarantor's name, telephone number, address and any other contact information for giving notices or other documents.
- (h) The landlord must notify the guarantor of any changes to the landlords name, telephone number, address and any other contact information for giving notices or other documents
- (i) When giving notice to the landlord or guarantor notice must be given using the most recent contact information.
- (j) The landlord must provide the guarantor with a copy of the guarantee agreement, and with a copy of the signed tenancy agreement to which the guarantee agreement relates within 21 days after the tenant is entitled to occupy the unit.
- (k) The landlord must provide the guarantor with a copy of any and all renewals no later than three months before the end of the tenancy agreement.
- (l) If the landlord fails to give the guarantor notice of the renewal of the tenancy agreement the guarantee agreement is deemed to be terminated at the end of the existing tenancy agreement.
- (m) The landlord must provide the guarantor notice of any rent increases. If no notice of rent increase is provided the increase is void against the guarantor.
- (n) A landlord, guarantor or prospective guarantors who sign a document at the other parties request is entitled to a copy of it.

I have read and fully understand the obligations of this agreement.

*

Guarantor Signature

Date

* PLEASE SIGN BOTH COPIES OF THIS SIDE OF
THE FORM IN INK

500 St. James Street
Winnipeg, MB R3G 3J4
+1 (204) 956-2233
globepm.ca



NO PETS WAIVER

I, _____,
acknowledge and understand Globe Property Management's
strict **no pets policy**.

Violating the abovementioned policy may put your tenancy with
Globe Property Management at risk.

Name: _____

Date: _____

Signature: _____

500 St. James Street
Winnipeg, MB R3G 3J4
+1 (204) 956-2233
globepm.ca



NO SMOKING WAIVER

I, _____,
acknowledge and understand Globe Property Management's
strict **no smoking policy**.

Violating the abovementioned policy may put your tenancy with
Globe Property Management at risk.

Name: _____

Date: _____

Signature: _____