

# ARMOUR MANAGEMENT

56 MYRTLE STREET  
WINNIPEG, MANITOBA R3E 2R1  
P: 204.515.6411

www.armourmanagement.ca info@armourmanagement.ca

• Rent is due on the 1st • It's late on the 2nd • We'll start eviction proceedings on the 4th • No pets allowed

## OFFER TO LEASE / APPLICATION FOR TENANCY (In order to process application, all information must be completed with security deposit.)

Suite No. \_\_\_\_\_ Address \_\_\_\_\_

**APPLICANT(S):** (please print) **Co-applicants must complete separate rental applications.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Single  Married

S.I.N. # \_\_\_\_\_ Home Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

**CO-APPLICANT:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

**PRESENT ADDRESS:** \_\_\_\_\_ **PRESENT LANDLORD:** \_\_\_\_\_ Phone: \_\_\_\_\_

Postal Code: \_\_\_\_\_

How Long: \_\_\_\_\_ Current Rent: \_\_\_\_\_ Present Lease in Effect Until: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_ **PREVIOUS LANDLORD:** \_\_\_\_\_ Phone: \_\_\_\_\_

How Long: \_\_\_\_\_ Current Rent: \_\_\_\_\_

**PRESENT EMPLOYMENT:**

Company: \_\_\_\_\_ Address: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ How Long? \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS EMPLOYMENT:**

Company: \_\_\_\_\_ Address: \_\_\_\_\_ How Long? \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

**OTHER PERSONS OCCUPYING THE SUITE:**

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_ Age: \_\_\_\_\_

**REFERENCES:**

Bank: \_\_\_\_\_ Address: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Credit Cards: \_\_\_\_\_ Mastercard \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_ Other: \_\_\_\_\_

Reference: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**NEXT OF KIN/EMERGENCY CONTACT (OTHER THAN HUSBAND OR WIFE)**

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**VEHICLE "A" & LICENSE:** \_\_\_\_\_ **VEHICLE "B" & LICENSE:** \_\_\_\_\_

**STAFF USE ONLY:**

**NO CASH PAYMENTS ACCEPTED**

Rental Deposit: \$ \_\_\_\_\_  Money Order  Cheque Monthly Rental: \$ \_\_\_\_\_ Parking: \$ \_\_\_\_\_

Possession Date: \_\_\_\_\_ Present Rent in Effect Until: \_\_\_\_\_

Hydro Paid by: \_\_\_\_\_  Heat Paid by: \_\_\_\_\_  Cable Paid by: \_\_\_\_\_  Water Paid by: \_\_\_\_\_

All other services, including laundry and telephone paid by the tenant if applicable.

I (we) hereby tender the above deposit on account of the first months rent on the above premises. I (we) understand that this application is subject to the approval of Armour Management and that my (our) deposit will be returned in full if this application is not accepted. I (we) also understand that this deposit may be retained by Armour Management, as liquidated damages, should I (we) fail to proceed to lease the above premises.

I (we) acknowledge having viewed the above premises, and agree to lease the premises in their present condition, unless otherwise noted herein. I (we) understand that the above premises are offered for rent by the Landlord and its agent, Armour Management, in good faith and in the belief that the premises will be vacant and in suitable condition on the intended date of possession. I (we) further understand that the Landlord and its agent assumes no responsibility or liability to the applicant, should the premises not be vacated or in suitable condition at the intended date of possession.

I (we) hereby affirm the above information to be true in every respect and I (we) hereby authorize Armour Management to conduct or cause to be conducted a personal investigation with respect to this application.

In signing the within application, the undersigned hereby consents to the use or disclosure of the personal information contained in this application for the purposes stated in the privacy policy printed on the back of this form. All applicants must sign application.

Dated: \_\_\_\_\_ Applicant: \_\_\_\_\_

Deposit received by: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**HOW WERE YOU REFERRED TO US?**

Renters Guide  Newspaper  Drive By  Internet  Other



**ARMOUR MANAGEMENT PRIVACY POLICY**

Armour 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 DO WE COLLECT?**

We collect information from you 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 for your consent in writing or orally. Sometimes your consent may be implied through your conduct with us. In all cases where you submit a tenant application, 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 requirement 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 of 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, owner or mortgage holder of the property which you rent, including any assignee of 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 and use 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 have about you. Requests should be submitted in writing and we will reply within (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.

**CHANCES TO THIS PRIVACY POLICY**

We regularly review all of our policies and procedures and we may change our privacy policy 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 at the following address:

**Armour Management | 56 Myrtle Street | Winnipeg, Manitoba R3E 2R1**  
**Ph: 204.515.6411 | info@armourmanagement.ca | www.armourmanagement.ca**

Name of Applicant <small>(please print)</small>	Signature of Applicant	Date
	Signature of Witness	Date
Name of 2nd Applicant <small>(please print)</small>	Signature of Applicant	Date
	Signature of Witness	Date