

Community Non-Profit Seniors Housing Bonfield

Eric Street, Bonfield, Ontario



TENANT APPLICATION GUIDE



Descon Management Group Ltd.

2023

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1. GENERAL INFORMATION

IN ORDER TO APPLY YOU MUST:

- Be 55 years of age or older.
- Be prepared to sign a 1-year lease term, no exceptions.
- Fully complete all application fields, sign/date your application and provide the required deposit

2. HOW TO APPLY FOR A UNIT

All questions regarding your application must be directed to the **PROPERTY MANAGER** and **NOT to the NON-PROFIT BOARD**. Applications will be processed by the Property Management Company and your application details and confidential personal information will NOT be shared with the municipality for privacy reasons. **The Property Manager will only notify the NON-PROFIT BOARD that an applicant has been accepted or declined.**

STEP ONE

Carefully review all documents and information in the application package.

STEP TWO

Complete the attached rental application forms and fill in all information. Make sure to complete each section and if certain portions do not apply be sure to write "N/A" instead of leaving any boxes blank. Please answer truthfully and keep in mind that false information on the rental application could result in rejection or eviction.

STEP THREE

Sign your completed application form and provide any supporting information or proof of identification. Include your \$100 deposit then submit this information to the Property Manager using one of the methods noted in Section#3 below.

****REFER TO THE CHECKLIST IN THIS PACKAGE TO ENSURE YOU'VE INCLUDED EVERYTHING****

3. WHERE TO SEND YOUR APPLICATION?

Please submit your completed application using one of the following methods:

1. By Email to: admin@bonfieldseniorshousing.ca

You will receive an email notification that your message was received, if you do not receive an email, please phone the number listed below to ensure your application has been received.

You may be required to provide a deposit.

2. By Mail to: **P.O. Box 1015
Station Main
North Bay, Ontario
P1B 8K3**

Cheques are
payable to: **Descon Management Group Ltd.**

3. By In-person appointment by contacting **705-472-8749**. Press 1 for the property Manager or leave a message with your contact details.

Processing requirements – please note that applications which are not fully completed, missing information or not returned with supporting information will be delayed and/or will not be processed. Other applicants will be provided the opportunity to rent the unit applied for.

4. HOW TO GET HELP COMPLETING THE APPLICATION?

We can schedule a telephone conversation, virtual online meeting, or in-person meeting by appointment to help answer questions about completing the application. Please **contact the phone number or email address noted in section # 3** to schedule an appointment.

5. WHAT HAPPENS AFTER SUBMITTING THE APPLICATION?

Someone may contact you about the application.

Once your application has been reviewed you could receive a request from the Property Manager for a brief telephone or virtual interview to go over your application details or ask some questions about the information provided and/or request further details/clarification.

If you have questions about your application status?

Please **DO NOT CONTACT THE NON-PROFIT BOARD** for information. The approval process is managed solely by the Property Manager. If you are uncertain whether your application was received or if it is taking longer than the timelines indicated below, you may contact the Property Manager using the Email or Phone number listed in Section#3 above. Email is the preferred method of communication so we can ensure a more timely reply.

6. HOW LONG TO REVIEW THE APPLICATION?

Application processing will start in June 2023. Applications will be accepted before this date, however, application processing will not commence until June 27, 2023. All applications received before this date will be treated as received on June 27, 2023

Your application can take 7-10 business days to process but typically only requires 3-5 business days depending on how quickly we receive responses on the background information and how many applications are received at the same time.

There has been significant interest in the units, and we anticipate numerous applications so please be patient. You will receive a response as soon as we confirm your information.

7. HOW APPLICATIONS WILL BE REVIEWED/SELECTED

Please note that applicant selection will occur in order of receipt of application subject to the processing start date noted above, and upon successful processing and approval of the information provided. Also note that the approval process is based on unbiased selection criteria including financial and credit scoring, references, and other relevant scoring parameters. Unfortunately, for privacy reasons, we are not permitted to share specific criteria/results with applicants or any credit scoring information.

Applications will be processed by date received and scored according to the information provided. Applications will continue to be accepted and processed until all units are filled, at which time we will provide notification that applications are no longer being accepted.

8. HOW TO KNOW IF YOUR APPLICATION IS APPROVED?

Once approved you will receive a copy of our approval letter/notice which will accompany the acceptance package. Included will be your lease agreement, tenant handbook, pet forms, parking info, and move-in sign-up sheet.

Your **signed lease must be returned within 7 days from issue** of our approval letter along with your last month's rent deposit.

IMPORTANT - If the signed lease and information in the acceptance package is not returned to us along with the required Last Month Rent by the time frame noted above, your unit cannot be held, and it will be offered to the next approved applicant.

Due to the high amount of interest and anticipated volume of applications, approval is not guaranteed. If you are not selected at this time we thank you for applying, and if you wish, you may request to be included on a waitlist in case another applicant backs out or a unit comes available.

If your application is approved or declined, if a deposit was provided it will be refunded or credited against your Last Month Rent

9. LEASE INFORMATION

Lease commencement dates will be available in the near future

Leases will be issued for a one-year term, no exceptions.

10. MOVE-IN DATES/PROCESS

Available move-in dates for the building will be scheduled for **September 1, 2023**, and continue each month accordingly, however, NO MORE than 2 move-ins will be permitted per day which will be split into morning and afternoon move-in times. You must sign up for a move-in time slot with the Property Manager and book your move in advance to ensure the date and time you wish to move is available. These time slots will be booked on a first-come first-served basis.

You will be provided keys on your move-in date and a pre-move-in walk through inspection will be conducted with the Property Manager and documented. You will receive a tour of the building and be provided basic instruction on the various features of the building and your Premises, all of which will be included in your tenant handbook.

You are welcome to ask any questions to help you become familiar with your new home.

11. RENTAL APPLICATION CHECKLIST

Please review and ensure you have provided all the documents and information required to have a fully completed application.

CHECK ALL BOXES TO ENSURE YOU HAVE FULLY COMPLETED YOUR APPLICATION AND INCLUDED ALL NECESSARY ITEMS IN YOUR ENVELOPE OR EMAIL

- ☐ You completed the rental application form with all information filled out on the application pages and no blank fields.
- ☐ ALL applicants have signed the rental application form.
- ☐ ALL applicants have provided a copy of valid identification.
- ☐ ALL applicants have included proof of employment/income.
- ☐ You forwarded all the above completed application items ONLY to the Property Management Company at the email address provided OR the mailing address provided in the application guide.

If you have completed all items on this check list your application is completed and will be reviewed as quickly as possible.

Thank you!

COMMUNITY NON-PROFIT SENIORS HOUSING BONFIELD RENTAL APPLICATION FORM

LANDLORD'S AGENT:
(Hereinafter referred to as the "Landlord")



DESCON MANAGEMENT GROUP LTD
101 Worthington St. E., Suite 321
North Bay, ON, P1B 1G5
PH: 705-472-8749

I/We hereby make an application to rent a unit located at:

Eric street, Bonfield Suite# listed in
Section 'B' below (Hereinafter referred to as
the "Premises")

A. Select your preferred unit type: (only check one)

☐	1 BEDROOM
☐	2 BEDROOM

B. List the suite number(s) you wish to apply for in priority order. If application approved only 1 Suite will be offered based on availability.

First Suite# Option	
Second Suite# Option	
Third Suite# Option	
We will contact you if none of the choices above are available.	

C. The minimum Lease Term is for 1 YEAR – Please check the preferred month you wish to start your Lease and move into the Premises:

☐ September 2023
☐ Future Date

Section #1 – GENERAL APPLICANT QUESTIONS - (circle YES or NO accordingly)		
Is the applicant 55 years of age or older at the time of this application?	YES	NO
Do you intend to reside in the unit all year round?	YES	NO
Do you have mobility issues which requires a wheelchair or walker?	YES	NO
Check only 1 box: ☐ I currently live in Bonfield ☐ Formerly lived in Bonfield ☐ Never lived in Bonfield		
Do you have any pets?	YES	NO
What type/breed of Pet? (dog/Shepherd)	Pet Size in LBS?	
Do you or any co-applicants smoke? <i>Note that the building is Non-Smoking including Suites.</i>	YES	NO
How many parking spaces will you and co-applicants require for owned vehicles?		
Have you declared bankruptcy or filed a consumer proposal in the last 7 years?	YES	NO
Have you ever received an eviction notice, been evicted, or refused to pay rent?	YES	NO
Have you ever been involved in any Landlord and Tenant Board process or hearing?	YES	NO
If yes, please describe:		

I/We acknowledge and agree that no other persons shall occupy the Premises other than those identified below. Co-signers and/or Guarantors must also be listed as an applicant and marked with an "*" at the top of the column.

Section #2 – APPLICATION INFORMATION			
APPLICANT'S INFORMATION	Applicant#1	Applicant#2	Appl#3 / Co-signer
First Name:			
Middle Initial:			
Last Name:			
Email Address:			
SIN (Optional):			
Date of Birth (yyyy/mm/dd):			
Daytime Tel. No.:			
Evening Tel. No.:			
Vehicle Plate Number:			
Make of Vehicle:			
Vehicle Color / Year:			

Section #3 – RENTAL HISTORY			
RENTAL HISTORY Starting with your current address and list 1 previous address (within last 5 years) Please ensure there are no gaps in the rental history. If so, please describe the reason for the missing rental period. If you are the owner of your current home and will be selling it to move into the unit Premises, please complete the address information and number of years owned, and state "OWN MY CURRENT HOME" in the Landlord's Name section.			
CURRENT ADDRESS			
Current Unit Number:			
Street Number and Name:			
City:			
Province / Postal Code:			
No. of Years:			
Landlord's Name:			
Landlord's Tel. Number:			
PREVIOUS ADDRESS			
Previous Unit Number:			
Street Number and Name:			
City:			
Province / Postal Code:			
No. of Years:			
Landlord's Name:			
Landlord's Tel. Number:			
Are you related to any of the previous landlords listed above?		YES	NO
If there is a gap in your rental history, please describe why?			

Section #4 – EMPLOYMENT HISTORY – If you are UNEMPLOYED or RETIRED, please note in the Present Employer's Company Name in this section and then complete Section #5.					
EMPLOYMENT HISTORY	Applicant 1		Applicant 2		Co-Signer
Present Employer's Company Name:					
Position:					
Work Phone:					
Length of Employment:	Yrs.	Mos.	Yrs.	Mos.	Yrs. Mos.
Monthly Income:					
Supervisor/Manager's Name:					
His/Her Contact Tel No:					
Complete Previous Employer section below ONLY if you have been with Present Employer for less than 2 Years:					
Previous Employer's Company Name:					
Position:					
Length of Employment:	Yrs.	Mos.	Yrs.	Mos.	Yrs. Mos.
Monthly Income:					
Supervisor/Manager's Name:					
His/Her Contact Tel No:					
Are you related to any of your previous employers listed above?			YES		NO
If Yes, please state relationship (brother, father, cousin, etc.)					

Section #5 – SOURCE OF ADDITIONAL INCOME –If you are EMPLOYED and completed Section #4 above, write “N/A” in this section.

In order to identify your ability to pay Rent, please list below and provide proof of other income/payment sources with your application (e.g. copy of a slip or statement – Be sure to blank out all account numbers).

Other Income from other sources:	Applicant 1	Applicant 2	Co-Signer
Employment Insurance			
Individual Pension Plan			
Old Age Security			
Canadian Pension Plan			
Workplace Safety and Insurance Board			
Ontario Disability Support Program			
Income from sale of a property or house			
Family member financial support			
Other (e.g. Savings, Investments, etc.)			

Section #6 – REFERENCES

References for each applicant should come from a bank manager, council member, lawyer, employer, doctor, accountant or any other professional reference source in the community. Please do not use friends or family members for references.

Applicant #1			OFFICE USE
Reference First & Last Name:			
Address:			
Relationship:			
How long have you known them:			
Where do they work:			
Daytime Telephone:			
Evening Telephone:			
Cell Phone:			
Applicant #2			
Reference First & Last Name:			
Address:			
Relationship:			
How long have you known them:			
Where do they work:			
Daytime Telephone:			
Evening Telephone:			
Cell Phone:			

CONTACT IN CASE OF EMERGENCY (Closest family member or relative)

	Applicant #1	Applicant #2	Alternate
First & Last Name:			
Address:			
Relationship:			
Daytime Telephone:			
Evening Telephone:			
Cell Phone:			
Evening Telephone:			
Email Address:			

SECTION #7 – Residential Rental Application Terms

I/We hereby apply for rental [Lease] of the residential Premises as indicated on preceding pages of this application form.

I/We give the Landlord, the Landlord's Agent, Representative, and/or Property Manager (herein collectively referred to as the "Landlord") permission to check my credit history, references, and other relevant investigation to determine my residential rental history, legal/criminal, financial history and my ability to pay rent and maintain the rental unit and rental Premises in keeping with industry standards. My signature below, confirms that I agree to and request all credit reporting services including Rent Check Credit Bureau, Single Key Credit Bureau, all financial institutions, banks, courts, tribunals, employers, and personal references to disclose any pertinent information about me.

I/We understand that any intentional omission or deceit on my [our] application will result in denial of our application.

I/We hereby agree to provide to the Landlord a Rent Deposit for the processing of this application. I/We understand and agree that payment of the Deposit, and the Landlord's acceptance of it, does not constitute a tenancy agreement. The Landlord will not process this rental application without payment of the Deposit which will delay your application.

I/We understand that the building is a non-smoking facility and any smoking inside the building is grounds for lease termination/eviction per the Residential Tenancies Act.

I/We clearly understand and agree as evidenced by my [our] signature below that this is an application to rent [lease] and in no way includes an agreement between Landlord and Tenant to rent [lease].

I/We understand and agree that a tenancy agreement or lease will be entered into at the discretion of the Landlord.

In the event that the Landlord accepts this my/our application, I understand that full payment of Last Month's Rent is required at signing of the Lease Agreement and my First Month's Rent is required to be paid in full prior to receiving keys or being provided possession of the rental unit [Premises] by me/us. An installment plan for Last Month's Rent Deposit can be arranged on a case-by-case basis and only as agreed to in writing by the Landlord.

I/We further understand and agree that if the Landlord accepts this [my/our] application and approves my tenancy, a binding offer to rent [lease] said rental unit [Premises] is created and any deposit paid will be allocated to my Last Month Rent.

If this application is approved and accepted by the Landlord, I/We agree to sign a Lease agreement and promptly return said Lease to the Landlord within 7 days of receipt of the document. If I/We fail to return said Lease along with payment for the Last Month Rent Deposit within the time period noted, the Landlord may offer the rental unit [Premises] to another tenant.

In the event that the Landlord does not approve this my/our application, I understand that reasons for refusal may not be divulged, and my deposit will be refunded in full.

I/We have reviewed all relevant information about the rental property/Premises and hereby confirm that said rental unit is acceptable for my intended use as of the date of this tenant application form.

Please provide your consent to the Collection, Use and Disclosure of Information by signing in the appropriate space below:

EXPRESS CONSENT	Applicant 1	Applicant 2	Applicant 3/Co-Signer
	I have read, understand and agree to the terms herein and provide my consent.	I have read, understand and agree to the terms herein and provide my consent.	I have read, understand and agree to the terms herein and provide my consent.
Applicants' signature:			
Print Name:			
Date: (yyyy/mm/dd)			

**APPLICANTS AND GUARANTORS MUST SHOW AND/OR PROVIDE
COPY OF PHOTO ID WITH THEIR APPLICATION**

COMMUNITY NON-PROFIT SENIORS HOUSING BONFIELD

SUITE LAYOUT & DESIGN PACKAGE

2023





