

Rental application checklist

- ☐ **01 Employment letter**

Must be on company letterhead, signed, and state your role, length of employment, and salary. Keep it dated within the last 30 days — landlords want to see current proof of income, not last year's news.
 - ☐ **02 Pay stubs**

Send pay stubs covering the last three months. This backs up your employment letter and shows a landlord a steady, reliable track record of income.
 - ☐ **03 Credit report**

Download a full Equifax or TransUnion report — a complete profile, not a screenshot of a score. Some landlords prefer to pull credit themselves, and your signed application gives them permission to do so without extra forms.
 - ☐ **04 Government photo ID**

A member of our team sends you a private secure link. You upload your government-issued photo ID right there — a simple step that keeps your personal details secure.
 - ☐ **05 Completed rental application**

Fill this out using the direct link our team sends. Provide as much detail as you can — the social insurance number field is optional.
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Also helpful to have ready

Include contact details for a current or previous landlord. Keep your deposit ready — check the steps below for the exact timeline.

Newcomers, students, and self-employed renters

If you have a thin credit file in Canada, a landlord will usually ask for a guarantor or proof of funds to secure the lease. A member of our team will talk through your exact situation with you.

AFTER THE DOCUMENTS · MAKING THE OFFER.

1. We prepare your offer to lease

Our team prepares the formal offer to lease. Your completed rental application is combined with it and packaged alongside your other documents.

3. We present it to the landlord

Once it is signed, we present the offer with your full package. The landlord will accept, counter-offer or decline within a specific time frame.

2. You sign digitally

We send the offer to you for a digital signature. Complete it as soon as you can — and ask us any questions before you sign.

4. If accepted, the deposit

You usually have around 24 hours to provide the deposit — typically first and last month's rent, or whatever was agreed. It is paid by bank draft, wire transfer or the method set by the listing brokerage holding the funds in trust.