



APPLICATION FOR ACCOMMODATION

A. Applicants: (Person(s) seeking accommodation)

Last name:	First name:	Mr. Mrs.	Miss Ms.	Home Ph:
Last name:	First name:	Mr. Mrs.	Miss Ms	Work Ph:
Address: suite, number, street, city, BC, postal code (include mailing address if different)				Message Ph:

B. Household Composition (List yourself on line 1, then list all of the other persons in your household who will be living with you. If there are more than 8 people in your household, attach the extra names on a separate sheet)

Full Name (surname first)	Birthdate d/m/y	Age	Sex	Relationship to Applicant	Type of Disability, if any	Wheelchair Requirements
1				Applicant		<input type="checkbox"/> Yes
2						<input type="checkbox"/> Yes

C. Residency History: (Please list your address(es) for the past 2 years. Use a separate sheet if required)

Address	From Date	To Date	Name of Landlord	Landlord Ph. Num.
Above Address		Present		

D. Income Information: (List Gross Monthly Income [before deductions] for all members of your household, from all sources)

First Name	Source (i.e. employment, EI, pensions(s), GAIN, etc.)	Gross Monthly Income (\$)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total Gross Monthly Income for Household		

E. Reason for Move:

Are you under notice to end your present tenancy? (check, if yes) _____ If yes, a copy of the legal Notice to End a Residential Tenancy from your landlord must be attached.
If you are not under notice, why do you wish to move? (Please be specific. Attach sheet for additional information)

F. References: (List at least three references)

Name	Address & Phone Number	Relationship
1.		
2.		
3.		

G. Suite Preference: (Deposit will be required to hold suite) Location/Floor, Etc. _____ Suite # _____ None

H. Completion of Application Checklist:

Before sending in your 'Application for Accommodation', have you:

- Completed your Application in full?
- Enclosed a copy of "Notice to End a Residential Tenancy", if applicable?
- Indicated your location or suite preference?
- Signed Application in space below?

DECLARATION: Please read and sign this statement.

I/We understand that this application does not constitute any agreement on the part of Oak Tree Manor Ltd. to provide me/us with rental accommodation. I/We declare that the information given in this application is correct and complete. I/We understand that it is my/our responsibility to advise the management of Oak Tree Manor of any changes to the information given in this application and to provide any supporting materials required for my/our application.

Pursuant to the Freedom of Information and Protection of Privacy Act, I/We give Oak Tree Manor Ltd. my/our consent to make any inquiries that are necessary to verify the information given in this application and I/we authorize any person, corporation or social agency to release to Oak Tree Manor Ltd. any information pertinent to the assessment of my/our application.

I/We authorize consent to Oak Tree Manor Ltd. receiving and exchanging, with credit bureaus and my/our previous landlords with whom I/we have had dealings, credit and other information about me/us. I/We understand that such information will be a factor in Oak Tree Manor Ltd.'s decision to provide me/us with rental accommodation.

Signature of Applicant:	Date
Signature of Applicant	Date

Please mail or drop off to: Oak Tree Manor, 325 Hecate Street, Nanaimo, BC V9R 4J9