

## HOW TO APPLY

Dear Potential Tenant,

Thank you for your interest in renting a property managed by Tanys Zelko with RE/MAX First Realty Property Management.

**Please read the following instructions carefully before submitting your application.**

1. Ensure the property you are interested in is managed by TANYS ZELKO. This application does not apply to any other management portfolio under RE/MAX First Realty or any other brokerage.
2. Review the Disclosure of Representation for Tenants. This document explains that though they will do their best to assist the Tenant or Prospective Tenant, the Property Manager represents the Property Owner's interests. Please:
  - 1) Add Property Location, Initial and date page 2.
  - 2) Initial the "opt out" boxes on the "PRIVACY NOTICE AND CONSENT" page.
3. Tenant Rental Application Form: Please provide as much detail as possible including preferred move in date and location of rental property you are applying for. All people intending to occupy the property must be on the application. Their name on the application must match the current government issued photo ID. Sources of income must be verifiable. Previous Landlords will be contacted for reference. If information is missing it may delay the processing your application.
4. Submit the completed pdf form by email to [fristrealtypm@remax-first-bc.ca](mailto:fristrealtypm@remax-first-bc.ca)

Please note, we will try to process your application as promptly as possible. You will receive an automated email reply if it has been submitted to the correct email address.

If you have any questions before filling out the application, please visit our FAQs page on [remax-first-bc.ca](http://remax-first-bc.ca). If the answer is not there, please contact us at the email or phone number shown below.

Kind regards,

Tanys Zelko  
Licensed Property Manager



## Renting Residential Property: What Tenants Need to Know

Real estate professionals have a regulatory requirement to present you with this consumer information before providing services to you.

This information from the Real Estate Council of BC explains the role of a real estate professional when you are considering renting a property.

### The real estate professional who gave you this form represents the owner of this residential rental property.

While this real estate professional can provide some limited services to you as a prospective tenant of this rental property, they owe a duty of loyalty to the owner, and are working for the owner's best interests.

The Real Estate Council of BC is the legislated regulatory agency that works to ensure real estate professionals have the skills and knowledge to provide you with a high standard of service. All real estate professionals must follow rules that help protect consumers, like you.

We're here to help you understand your rights as a real estate consumer.

Keep this information page for your reference and scan the QR code or visit [recbc.ca](http://recbc.ca) for more information about real estate transactions.



This form sets out what this real estate professional can and cannot do for you as a prospective tenant in relation to this rental property.

#### They cannot:

- give you advice on terms and conditions to include in a tenancy agreement
- negotiate on your behalf
- share any of the owner's confidential information with you

Because this real estate professional is working in the owner's best interests, they have a duty to share important information with the owner if disclosed by you including, for example: your motivations, your financial qualifications, and your preferred terms and conditions.

#### They can:

- share statistics and general information about the rental property market
- provide you with standard forms and contracts such as a rental application and/or tenancy agreement
- show the property
- assist you to fill out a tenancy agreement
- communicate your messages and present your offers to their client

Find information about the rights and responsibilities of tenants and landlords from:

- BC Residential Tenancy Branch: [gov.bc.ca/landlordtenant](http://gov.bc.ca/landlordtenant)
- Tenant Resource & Advisory Centre: [tenants.bc.ca](http://tenants.bc.ca)



As a prospective tenant you should consider seeking independent professional advice about renting property.



# Renting Residential Property: What Tenants Need to Know

This is a required disclosure form in compliance with sections 5-10 and 5-10.1 of the Rules under the *Real Estate Services Act*. The real estate professional must present the *Renting Residential Property: What Tenants Need to Know* information page to you along with this disclosure form.

## Real Estate Professional Disclosure Details

I disclose that I represent the owner of this rental property. I cannot represent you or act on your behalf.

TANYS ZELKO

Name

Team name and members. The duties of a real estate professional as outlined in this form apply to all team members.

RE/MAX FIRST REALTY

Brokerage

Signature

Date

Rental property address

Notes:

## Consumer Acknowledgment This is NOT a contract

I acknowledge that I have received the *Renting Residential Property: What Tenants Need to Know* consumer information page and this disclosure form. I understand that the real estate professional named above is not representing me as a client or acting on my behalf in this transaction.

Name (optional)

Initials (optional)

Date

Name (optional)

Initials (optional)

Date



To help you sell, buy or lease real estate, REALTORS®, brokerages and real estate boards need to collect, use and disclose some of your personal information. This brochure provides you with information about, and obtains your consent to, such information handling practices.

## DEFINITIONS

**Personal Information** means any identifiable information about you, including your name, address, phone number, financial information and may include information about your property (such as listing and selling price, lease rate, listing term, etc.).

A **REALTOR®** is a member of a real estate board, the British Columbia Real Estate Association (BCREA) and of The Canadian Real Estate Association (CREA). REALTORS® in BC are licensed under the *Real Estate Services Act*. **Brokerage** refers to the real estate company where your REALTOR® is licensed. The **boards** are the real estate boards of which the brokerage and the REALTOR® are members. REALTORS® provide **MLS®** services, which are professional services to effect the purchase and sale of real estate as part of a co-operative selling system, otherwise known as an **MLS® System**. A **MLS® System** is a member-to-member cooperative selling system for the purchase, sale or lease of real estate that is owned or controlled by a board, includes an inventory of listings of participating REALTORS®, and ensures a certain level of accuracy of information, professionalism, and cooperation amongst REALTOR® members.

### How is my personal information collected?

Most personal information will be collected directly from you through the contracts and other documents you fill out (e.g., Multiple Listing Contract, Contract of Purchase and Sale, Offer to Lease, seller's Property Disclosure Statement) and through discussions you have with the REALTOR® to whom you are giving this consent. Some information may be collected from other sources such as government departments and agencies (e.g., Land Title Offices, BC Assessment), financial institutions and mortgage brokers.

### To whom may my personal information be disclosed?

Your information may be disclosed to (or may be accessible by) the boards and their staff and members, other REALTORS® and their clients, government departments and agencies, financial institutions, legal advisors, service providers, the British Columbia Real Estate Association, the Real Estate Council of British Columbia, The Canadian Real Estate Association and members of the public, for the purposes described below.

Not all of your information will be accessible to each of the above-mentioned entities. For example, once the listing term has ended, the general public will not have access to your information, unless it is otherwise available through public registries (e.g., Land Title Offices, BC Assessment).

## 1. PRIMARY USES

### Why is my personal information collected, used and disclosed?

Your personal information may be collected, used and disclosed for some or all of the primary uses set out below.

- To allow members of real estate boards (including REALTORS® and appraisers) to appraise your property.
- To list/market your property on the MLS® System.
- To market your property through any other media (both print and electronic).
- To help you locate a suitable property to buy or lease.
- To facilitate the purchase and sale or lease transaction (by cooperating with financial institutions, legal advisors and government departments and agencies).
- To allow the boards (including REALTORS®) to compile current and historical statistics on sales and property prices and lease rates, and to conduct comparative market analyses. Information about your

property will be retained in the MLS® System for these purposes after your property has sold or leased or your listing has expired (if you are a seller/landlord) and after you have purchased or leased your property (if you are a buyer/tenant).

- To enforce codes of professional conduct and ethics for REALTORS® (by cooperating with real estate boards, the British Columbia Real Estate Association, the Real Estate Council of British Columbia, The Canadian Real Estate Association and other regulatory bodies).
- To comply with legal requirements and to act pursuant to legal authorizations.

The above-mentioned primary uses are a necessary part of your relationship with the REALTOR® to whom you are giving this consent.

## 2. SECONDARY USES

### Will my personal information be collected, used and disclosed for any other purposes?

Your personal information may also be collected, used and disclosed for the secondary uses set out below. These secondary uses are optional. If you do not want your personal information used or disclosed for any of these secondary uses, you may opt out of granting consent to any of them by initialing the "Opt Out" box(es) to the right of the secondary use(s) to which do you not want to consent.

- |   |   |
|---|---|
|   | <b>Opt Out</b>                                |
| a) The REALTOR® to whom you are giving this consent may communicate with you in future to determine whether you require additional real estate services.    | <input type="checkbox"/>                      |
| b) The REALTOR® to whom you are giving this consent may communicate with you to provide information about other products or services that may interest you. | <input type="checkbox"/>                      |
| c) Other REALTORS® may communicate with you to determine whether you require additional real estate services.   | <input type="checkbox"/>                      |
| d) The boards and REALTORS® (and survey firms on their behalf) may communicate with you to determine if you wish to participate in surveys.                 | <input type="checkbox"/><br><i>(Initials)</i> |

If you do not opt out now, you may also withdraw your consent to these secondary uses, or any of them, in the future by contacting the REALTOR® to whom you are giving this consent or that REALTOR'S® board's privacy officer.

Contact information for all BC real estate boards can be found at the British Columbia Real Estate Association website: [www.bcrea.bc.ca](http://www.bcrea.bc.ca) or telephone 604.683.7702.

## ACKNOWLEDGEMENT

I/We consent to the collection, use and disclosure of personal information as described in this Privacy Disclosure and Consent brochure.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REALTOR®

\_\_\_\_\_  
BROKERAGE

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Property Management Services  
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**Tanys Zelko**  
**Licensed Property Manager**  
www.remax-first-bc.ca  
firstrealtypm@remax-first-bc-ca

**Tenant Rental Application Form**  
Confidential—Personal Information

RENTAL PROPERTY: \_\_\_\_\_  
Preferred Move in date: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Contact: cell) \_\_\_\_\_ home) \_\_\_\_\_  
work) \_\_\_\_\_  
email: \_\_\_\_\_ Birthdate: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Contact: cell) \_\_\_\_\_ home) \_\_\_\_\_  
work) \_\_\_\_\_  
email: \_\_\_\_\_ Birthdate: \_\_\_\_\_

**Children's Names and Ages:** \_\_\_\_\_  
\_\_\_\_\_

Other Intended Occupants

Name	Relationship	Age

**Next of Kin/Contact Information (in case of emergency):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Canadian Resident:** [ ] Yes [ ] No

- If 'No' Please Specify \_\_\_\_\_

**Pets:** [ ] Yes [ ] No

- If 'Yes' Please Specify \_\_\_\_\_

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**Types of Vehicle:** \_\_\_\_\_

**Tenant's Insurance: (To be provided by start of tenancy)**

**Company** \_\_\_\_\_

**Policy #** \_\_\_\_\_ **Effective Date** \_\_\_\_\_

**Residence History**

**Present Address:** \_\_\_\_\_

\_\_\_\_\_ Landlord email: \_\_\_\_\_

Length of Residency (Years): \_\_\_\_\_

Reason for Moving : \_\_\_\_\_

Landlord's Name : \_\_\_\_\_

Landlord's Address : \_\_\_\_\_

Landlord's Phone : \_\_\_\_\_

**Residence History Continued**

If above is less than 3 years previous address(es) required.

Previous Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of Residency (Years): \_\_\_\_\_

Reason for Moving : \_\_\_\_\_

Landlord's Name : \_\_\_\_\_

Landlord's Address : \_\_\_\_\_

Landlord's Phone : \_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of Residency (Years): \_\_\_\_\_

Reason for Moving : \_\_\_\_\_

Landlord's Name : \_\_\_\_\_

Landlord's Address : \_\_\_\_\_

Landlord's Phone : \_\_\_\_\_

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**Employment History**

**APPLICANT** \_\_\_\_\_

Current Employer: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Position: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Length of Employment (Years) \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Employment Length: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_ Employment Length: \_\_\_\_\_

Other Income: \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Current Employer: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Position: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Length of Employment (Years) \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Employment Length: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_ Employment Length: \_\_\_\_\_

Other Income: \_\_\_\_\_

**Financial Information**

Total Income from all sources (per month): \_\_\_\_\_  
Bank & Branch: \_\_\_\_\_  
Bank & Branch: \_\_\_\_\_  
\_\_\_\_\_

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**Non-Relative Personal References:**

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**Credit Information**

Credit Cards: \_\_\_\_\_  
\_\_\_\_\_  
Bank Loans: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Comments**

All information received, and on this form, will be strictly confidential and will only be used  
by the Re/Max First Realty Property Management.

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Would you like to be notified of upcoming rentals by email on our “sneak peak email  
mailout: [ ] Yes [ ] No**

- If ‘Yes’ Please confirm email address and Specify what area you are interested in:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised June 2022