



LIONS HOUSING CENTRES INC. APPLICATION CHECKLIST

PLEASE REVIEW THE FOLLOWING INFORMATION PRIOR TO SUBMITTING YOUR APPLICATION.

ONCE YOU HAVE CHECKED ALL THE APPROPRIATE BOXES AND GATHERED ALL OF THE SUPPORTING DOCUMENTS REQUIRED, YOU ARE READY TO SUBMIT OR DROP OFF YOUR APPLICATION.

*** APPLICATION WILL NOT BE CONSIDERED IF ALL THE REQUIREMENTS BELOW ARE NOT PROVIDED.**

1. APPLICANT REQUIREMENTS

- COPY OF 1 GOVERNMENT ISSUED PHOTO ID (PASSPORT, DRIVER'S LICENSE, MANITOBA ID CARD, STATUS CARD, ETC)
- COPIES OF VALID VISA PERMITS OR PERMANENT RESIDENT CARD FOR NEWCOMERS AND INTERNATIONAL STUDENTS.
- SECURITY DEPOSIT EQUAL TO HALF OF ONE MONTH'S BASIC RENT (CHEQUE).
- CONFIRMATION THAT ALL APPLICANTS MUST BE PRESENT TO VIEW THE APARTMENT.

2. PROOF OF INCOME REQUIREMENTS (*unverifiable income WILL NOT be considered*)

APPLICANT MUST PROVIDE AT LEAST 2 OF THE FOLLOWING DOCUMENTS:

- 3 MOS RECENT CONSECUTIVE PAY PAYSTUBS SHOWING YEAR TO DATE (YTD) EARNINGS.
- 2 MONTHS OF MOST RECENT BANK STATEMENTS SHOWING DEPOSITS AND CURRENT BALANCE.
- NOTICE OF ASSESSMENT (NOA) FROM THE PREVIOUS YEAR.
- EMPLOYMENT INCOME ASSISTANCE (E.I.A) BUDGET LETTER NO OLDER THAN 3 MONTHS.
- CONFORMATION OF EMPLOYMENT ON COMPANY LETTERHEAD FROM YOUR PLACE OF WORK.
- LETTER OF EMPLOYMENT OFFER (IF NOT EMPLOYED FOR 3 MONTHS OR MORE) ALONG WITH EMPLOYER INFORMATION.
- SELF-EMPLOYED APPLICANTS TO PROVIDE MOST RECENT TAX RETURN AND 2 MONTH'S BANK STATEMENTS.

3. APPLICATION

- FILL OUT APPLICATION IN FULL, ALL FIELDS MUST CONTAIN THE MANDATORY INFORMATION.
- APPLICATION MUST BE SIGNED BY THE APPLICANT.
- IF A GUARANTOR IS REQUIRED, GUARANTOR MUST SUBMIT AN APPLICATION WITH THE SAME REQUIREMENTS.

*** SUBMISSION OF YOUR APPLICATION AND DOCUMENTATION DOES NOT GUARANTEE TENANCY.**