

R O B I N W O O D

MANAGEMENT

corporation limited

Dear Prospective Tenant,

We would like to take this opportunity to thank you for applying for an apartment in our building.

Please make sure the following information and/or documentation is enclosed with the application so that we may process your application as quickly as possible.

1. A currently dated personal cheque or money order for your last month's rent deposit and a post dated personal cheque for your first month's rent.
2. An employment letter on company letterhead, if applicable, stating your position, annual income and length of employment. This letter will be confirmed with your employer.
3. A bank reference letter or sufficient credit information to assist in the processing of your rental application. Please ensure that we have the correct spelling of your full name, birth date, current address and former address, and social insurance number (optional).
4. If you feel that your income is insufficient to cover your rental payments, please provide a co-signer and all of his/her information.

Please note that we cannot process the application without the above information and/or documentation. If this application is not accepted, the cheques and/or money orders will be returned to you.

If this application is accepted and we have received verbal confirmation from you of your acceptance of the apartment unit, you are deemed to have entered into a binding agreement. If after this process you decide not to take this unit, your Last Month's Rent deposit shall, subject to the Residential Tenancies Act be forfeited.

Once again, thank you for applying for an apartment in our building and we look forward to hearing from you soon. If you have any comments or questions, please do not hesitate contacting the Superintendent of the building.

Yours very truly,



Rob Herman  
President