

THE CONDO RENTAL PROCESS

STEP 01



SIGN UP

Sign up on [Condos.ca](https://condos.ca).

Set your criteria. Look at units and click book a viewing on anything that you would like to see.

Book a viewing >

Note: Most of the availability dates range from immediate occupancy to 60 days.

 RENTAL PRICE	\$2,250	MLS SIZE	800-899 SQFT	DAYS ON MARKET	3	LOCKER	OWNED
 BEDS	2+1	DATE LISTED	2016-03-25	DATE AVAILABLE	MM-DD-YYYY	EXPOSURE	SE
 BATH	2	BALCONY	OPEN				
 PARKING	YES						

STEP 02

PREPARING DOCUMENTS

Before going out and seeing units there are a few documents you need to provide. These apply to leasing any unit in Toronto and the GTA.

- **Employment Letter** - Must indicate annual/monthly salary and position held
- **References** - Optional but recommended
- **Credit Score and Report** - Obtained from Equifax.ca
- **Rental Application**

https://www.consumer.equifax.ca/compare-products-ca/en_ca



Why do I need to provide these documents *before* viewing a unit?

The reason that these are required ahead of time is because when you place an offer on a unit you like, the documents above are **mandatory** as supporting documents. At Condos.ca we deal with a lot of tenants looking to lease units across the city. Providing us the documents allows us to take you seriously and also know if you are qualified for the units that you want to see. Way too many times we have been in the position where a client had loved a unit and wanted to place an offer, but by the time they had all the supplementary documents ready the unit has been leased.

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STEP 03

MAKE A SCHEDULE

Schedule a time to go out and view units you would like to see.
 We at minimum require [24 hours notice](#) for viewing request.

STEP 04

CHOOSING A UNIT

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- After the showings, decide which unit would be the best fit for you
- Make a pros and cons list of the units that you have seen and imagine yourself living in the unit day in and day out for a year

STEP 05

PLACE AN OFFER

- Once you have decided on a unit, its time to place an offer
- The offer is called an **Agreement to Lease**. Its a standard legal document that contains your name, the landlords name, the monthly rental cost, move in day, and clauses that protect you and the landlord
- Once you have read over the Agreement and signed it accordingly, we submit the offer to the Landlord's representative
- The landlord has 24 hours to respond to the offer. In 24 hours from signing the Agreement to Lease, you will find out if the unit is yours!

STEP 06

CLOSING THE DEAL

Now that the landlord has accepted your offer you need to do the following:

- Within 24 Hours of the offer being accepted a **Certified Cheque or Bank Draft** for First and Last Months rent is required. You will be told who to make it out to at that point of time
- You need to arrange 10 post-dated cheques along with any deposit cheques made out to the landlord's name
- You need to arrange the transfer of Hydro to your name and obtain Tenant Insurance

STEP 07

MOVING IN!

- Congratulations! On the day of the move, you will be given the keys that you will have to pick up from the landlord's representative's office
- Contact the building's concierge or property management in order book elevators ahead of time!