**There are 3 main components to securing a rental property in Ontario:**

1. **Rental Application**
2. **Lease Document**
3. **Deposit**

Please find below a brief outline of documents and information relevant to help you prepare to rent in Ontario. It is recommended that you have these records ready at the beginning of your rental search, so you can move quickly and make an offer on the property of your choice.

**RENTAL APPLICATION**

**Personal Information**

The Landlord will request you fill out a rental application form to demonstrate your suitability as a Tenant. Information requested on the rental application forms for all prospective tenants over 18 years old can include:

* Past places of residence/s
* Past and Present employer/s
* Banking details and financial obligations
* Personal references
* Details of vehicles and pets

**Proof of Identity**

Proof of identity is sometimes requested by a Landlord, such as the photo page of your passport, or a copy of your driver’s licence. This is only provided to your landlord is specifically requested by them.

**Proof of Income**

Landlords require that you demonstrate your ability to pay the rent for the property. This is generally provided in the form of a letter of employment or work contract from your employer. It should state as a minimum your name, title / position and annual salary, in Canadian dollars.

**Credit History**

If you can obtain it, a positive credit report from Canada or your country of origin can be of assistance to support a rental application. This is highly recommended to strengthen your application, but is not mandatory, noting that many countries do not have credit reporting systems similar to those in North America.

**LEASE**

An Agreement to Lease documents the terms and conditions that bind both the Tenant and the Landlord regarding rental of a property. The Lease is required to comply with the Residential Tenancies Act in Ontario.

Website: <http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_06r17_e.htm>

Your Destination Consultant and/or Realtor will prepare and/or review the lease document of your behalf. They will also be available to address any special requests, issues or concerns you may have prior to you signing. If your company is paying the deposit or monthly rent for the property, they will need to review and approve the lease prior to you signing the lease as the Tenant.

**DEPOSIT**

When the Lease document is signed a ‘deposit’ is required to secure the property. The lease for a property is not finalized until this money is received by the Landlord or the Listing Realtor. The deposit is the first and last month of rent (2 months rent) in Canadian dollars.

This money can be provided by:

* Certified Cheque or Bank Draft (preferred method of most Landlords)
* Direct deposit to and from Canadian bank account
* Money Order
* International Wire Transfer

To avoid any delays in providing the deposit and potentially missing out on a property, having the estimated deposit amount available in a Canadian bank account, or being ready to make an immediate electronic transfer payment is encouraged. If your company is paying the deposit on your behalf, your Destination Consultant will work with your company to make the necessary arrangements, with your assistance.

**CUSTOMER CHECKLIST**

* Letter of Employment
* Credit Report (if possible)
* Photo Identification (if requested only)
* Completed Rental Application Form
* Signed Lease Document
* Security Deposit Money

**OTHER CONSIDERATIONS**

After the Lease is signed and upon receipt of the keys, you may also need to:

* Provide Proof of Insurance (Public Liability & Contents Insurance)
* Organise for Utilities and Telecommunications be billed to you, not the Landlord
* Organise with a Condo Board or building management directly to book elevators and loading docks to move your goods into the property
* Organise your ongoing Monthly Rent Payments   
  e.g. post dated cheques, direct deposit arrangements etc.

NOTE: Your Destination Consultant will be able to provide you with information and assistance to complete move in preparation tasks after the lease for the property is finalized, including a Move In Inspection to document the condition of the property at the start of the lease term.