



## HOW TO LEASE WITH US

Interested in applying for an apartment at 515 Ste. Catherine?

*Below you will find answers to your leasing related questions:*

- Call, email or visit our Leasing Office to view our Model Suites
- Once you have viewed our suites online or in person, decide on which suite type you prefer (based on availability).
- If you require a roommate please notify our staff, so they can begin the Roommate Matching process with you. With their help, you will complete a Matching Profile so you can be matched with someone who shares your living habits. Then we arrange for you to connect with your future roommates, either over the phone or online.
- The first piece of paperwork that requires completion is the Offer to Rent form. Both the tenant (the student) and a Guarantor for the student (typically a parent) need to complete this form.
- Once our office has received the Offer to Rent forms for both the Tenant and the Guarantor, we will verify employment for the Guarantor (a letter is preferred) and run a credit check on the Guarantor. For Canadian & American applicants we perform a credit check using Equifax (we do require a Social Insurance Number or Social Security Number). For International applicants we require official written confirmation on bank letterhead of good credit standing.
- Upon approval, we require completion of the Suretyship of Lease form and a deposit in the amount of First Month's Rent. Deposits can be made by debit card, credit card, certified cheques or money orders (provided they are drawn from a Canadian bank). If you choose to pay by credit card our Leasing Staff will email/fax you the credit card payment form. We require the completed form to be faxed or dropped off in person to our office. All forms must be signed correctly for lease to be deemed complete.
- For the final lease signing we can either courier you the documents for your signature and include a self-addressed stamped envelope for you to return the lease to our office, or you may sign the lease in person at the building, either before your move-in or on your move-in day if you arriving from outside of Canada.
- Once your application and lease have been fully completed, you can review our Move In Day Instructions for a detailed list of how Move In Day at 515 Ste. Catherine works. All information is listed in detail on our website, [www.515stecatherine.com](http://www.515stecatherine.com). You will then be required to book a move-in time, which you can also do on our website.
- At any time, should you require assistance completing your application or lease or have extra questions about Move-In Day, our friendly office staff will be happy to help! They can be contacted by phone or email.

*We look forward to your tenancy here at 515 Ste. Catherine W!*