

HOW TO LEASE WITH 515 STE CATHERINE WEST:

Every year, 515 Ste Catherine West houses over 400 students from all around the world. In order to facilitate the leasing process, we have carefully developed a set of procedures to lead you through the process.

1. When applying to 515 Ste Catherine West, you must submit the following forms:
 - a. Offer to rent tenant (completed by the resident)
 - b. Offer to rent guarantor (completed by the parent/guarantor)
 - c. Profile Matching Form (completed by the resident)
 - d. Suretyship Form (completed by the parent/guarantor)
 - e. CC Authorization form (completed by the tenant or parent/guarantor)

Once these documents are received, we will open a file for you. The deposit collected is applied to your first month of rent and is only refunded if we refuse you as a resident.

2. If your guarantor resides outside Canada, he or she will need to receive a 'Letter of Good Standing' from his or her bank and submit a copy with the application.
3. Within 10 days of receiving a completed application, we will process it and begin the roommate matching process. Please note that room assignments and roommates can change up to the day of move-in.
4. Before move-in, the resident will meet with a staff member of 515 Ste Catherine West to complete the following in person:
 - a. Official Quebec Lease
 - b. Other Clauses
 - c. Rules and Regulations of the Building
 - d. Provide a photocopy of a government issued ID (passport for international students).
5. On move-in day, you will receive your keys to the apartment.