

PEKA Professional Property Management: The Application Process

1. Fill out a Tenancy Application:

Prior to being considered for a rental property, all potential tenants must fill out a rental application. Be sure to include the following:

- a. Additional family members or roommates who would be residing in the property (everyone over the age of 18 should fill out their own application and indicate who is to be the main contact)
- b. Contact numbers and/or emails for ALL references (landlord and employment).

The application gives PEKA a general overview of important details such as current and previous residence as well as employment. Applications also provide the contact information necessary to reach out to applicants and continue the process expediently. At the time of submission of the application, it is advantageous for prospective tenants to provide supplementary information such as: letters of reference (employer and landlord) and completion of any tenant certifications. *PEKA's application doubles as an agency disclosure form and it is important for tenants to take note and acknowledge that PEKA only represents the owner of the property.*

2. Screening of the Application:

Once an application is received, it will be screened in full. PEKA will contact employers and landlord references to verify all information prior to the applicant viewing any properties. Additional info may be required such as:

- a. Proof of income: This is particularly important for self-employed people, business owners, or those getting funds from other outlets such as the government. If a person has no declared employment, they might be required to show a proof of savings to ensure they can sustain rental payments.
- b. Employment: If an applicant is moving to the Bow Valley specifically for a new job, they might be required to provide a copy of an employment contract or offer of employment.
- c. Citizenship: Applicants who are in Canada on a Visa should be prepared to supply confirmation of the length and type of the visa.
- d. Home Ownership: If you have never rented and own your own home, please indicate on the application.
- e. First Time Renters: If you have never rented before, you may be required to obtain a guarantor.



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3. Application Approved:

Once an application is approved, PEKA will contact you to arrange a viewing of the interested properties.

4. Property Viewing:

Not only is the property viewing a good way for potential tenants to gain more information on the unit, but it also serves as a “meet and greet” for rental agents and applicants. During a showing it is important to be polite, respectful, and courteous of current tenant’s belongings. The agent will also utilize the individual showing process as a further opportunity to vet the applicant and look for inconsistencies between the application and applicant.

5. Offer to Rent:

Once the tenant makes an offer to lease a home, PEKA will pull the applicant’s respective credit rating (as stated in the application) and send all relevant information, along with our recommendations, to the owners of the home for the final review and approval.

6. Lease Agreement:

A Lease Agreement will subsequently be offered and must be returned in the timelines stated or the lease becomes void. Copy of government issued ID is required along with the Security Deposit payable in certified funds (equal to one months’ rent). The tenant will further need to provide proof of tenant insurance prior to occupancy.

7. Offer not accepted:

PEKA will hold your application for 3 months and then destroy if a lease is not actioned. Just because one offer fell through does not mean you need to start at square one. Tenants applying after three months of the first applications will need to re-submit the application form in full.

Helpful Hints for the application:

1. **MAKE SURE TO FILL OUT THE APPLICATION IN FULL:** Complete all information on the application as specifically as possible, and if there is a section that cannot be answered, then reasoning should be provided. Vague or incomplete answers prompt questions during the screening process, which can lead to delays in setting up a property viewing, or result in the application being discarded. During seasons where we receive a high volume of applications, any that are incomplete will be discarded.
2. **EMPLOYMENT CONTACT INFO:** When supplying contact information for an employer, use the most direct method to reach them, or have them compose a letter stating confirmation of employment beforehand. Reaching employers who are part of a large business or not often available can be difficult, which is why informing them that they will be contacted and providing accurate phone numbers and emails is essential. This same standard should be applied when providing contact information for previous landlords. The faster we can receive confirmation the faster we can process your application.
3. Reading the application carefully, and completing the information correctly shows attention to detail which reflects the care that would be exhibited in a rental property.