

SCHEDULE “A” - Offer to Lease



Housing York considers prospective tenants based on their ability to fulfill their tenancy obligations, including ability to pay the rent. We assess this ability based on verified income, landlord references and credit checks. We do not consider the source of income as part of the assessment.

In order for Housing York to assess your Offer to Lease, we require:

- That you tell us who will live in the unit. The unit can only be used as the home for the people listed in this Offer to Lease.
- Landlord references and your consent for Housing York to contact them. We will consider offers from people who don't have a rental history. If this is your situation, please explain in the space provided.
- Your consent to conduct a credit check
- Documents that confirm that your net monthly income is greater than the total cost of Rent and any related costs such as separately metered utilities and parking if applicable. If you do not have enough income to pay the Rent and will be relying on investments or other assets, you must provide documents confirming the value of your asset(s). Housing York will not accept rent guarantees from people who are not signing the lease and living in the unit.

Examples of acceptable documents include:

- Letter from an employer or pay statement(s) confirming at least 8 weeks of consecutive employment income
- A recent Notice of Assessment from Canada Revenue Agency for self-employment
- Pension statements or bank statements showing pension deposits (please black-out other information on the bank statement)
- Ontario Works or Ontario Disability Support Program benefit statements or bank statements showing benefit deposits (please black-out other information on the bank statement)
- Investment statements for assets

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Please print clearly and fill out all sections

Section 1 –Contact Information

Last Name:	First Name:
Last Name:	First Name:
Telephone number where we can best reach you during business hours:	Alternate telephone number:
Current Mailing Address:	
Email Address:	
By providing an email address you consent to receiving email from us regarding your offer to lease and if your offer is approved, your tenancy with Housing York Inc.	

Section 2 – Household and Income Information

Please list everyone who will live in the Unit and provide income information for the **adults** who will be signing the lease.

Name	Date of Birth D/M/Y	Net Monthly Income * (take-home amount after deductions)
TOTAL NET MONTHLY HOUSEHOLD INCOME:		

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Section 3 – Current Landlord Reference

Name of Landlord:		
Street Address:		Apartment #:
City:	Province:	Postal Code:
Landlord Contact information Email Address:		Telephone Number:
Monthly Rent: \$	Monthly Utilities (gas/hydro/water): \$	Date Moved In:
If you are not currently paying rent, please explain:		

Section 4 – Previous Landlord Reference

Name of Landlord:		
Street Address:		Apartment #:
City:	Province:	Postal Code:
Landlord Email Address:		Telephone Number:
Monthly Rent: \$	Monthly Utilities (gas/hydro/water): \$	How long did you live at this address:

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Section 5 – Consent

USE AND DISTRIBUTION OF PERSONAL INFORMATION: I consent to the collection, use and disclosure of my personal information by Housing York Inc., from time to time, for the purposes set out in the Lease and/or Offer to Lease and for the purpose of: (a) obtaining information about my previous tenancies; (b) contacting agencies that provide landlord information and making enquiries about me; (c) contacting my references; (d) taking any other reasonable steps necessary to assess my creditworthiness for the leasing the unit; and/or (e) making such other use of the personal information as needed in relation to my tenancy.

I authorize Housing York to conduct a credit check on me/us in connection with this transaction. Personal information contained in this form or in any attachments to it is collected by Housing York Inc., pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, **R.S.O. 1990, c.M.56, as applicable** and will be used only as set out in this form.

Questions regarding this collection may be directed to: Housing York Inc. at 1-877- 464-9675 or by email at housingyorkfeedback@york.ca.

My/Our Signatures:

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Name:
(Please Print)

Name:
(Please Print)

SIGNED on theday of, 20.....

Accessible formats or communication supports are available upon request. Please contact Access York at 1-877-464-9675 to make a request.