

ONTARIO

On your way to easy and comfortable living at Vertica!

Thank you for considering a Vertica property for your new home. Our goal is to make living easy and comfortable for you.

The first step in getting started is to complete the *Offer to Lease*, which we will complete with you. As very specific information is required, please bring the following with you:

- **Employment Verification**

A pay stub from the last 30 days or letter of employment on company letterhead from your present employer is required. This letter should include your complete name, position, years of service, annual salary and should be signed by your direct manager. If you are self-employed, we require your *Notice of Assessment* form for the last two years. Other documentation may be required. Please check with your Leasing Consultant.

- **Landlord Reference**

Please have the name and telephone number of your current landlord available so we can call for a reference.

- **Credit Check**

To facilitate this process, please provide a valid piece of government photo identification. This is strictly to ensure identification accuracy and your privacy is always protected. If you have no/limited credit history, we may require a guarantor.

- **First and Last Month's Rent**

For the first month's rent, we require a personal cheque post-dated for move-in date. The last month's rent is a certified cheque or money order. Both first and last month's rent to be payable to "Vertica ITF" or "Property Name."

- **Contents Insurance**

At time of apartment key pick-up, we require a copy of the policy for your contents/apartment insurance.

- **Pre-Authorized Debit (PAD)**

Save time and reduce the cost of recurring rent payments by taking advantage of our PAD service. It's secure, reliable and convenient. Just ask your Leasing Consultant for the *Pre-Authorized Debit* form and we will look after the rest.

Our Privacy Policy

Your privacy is important to us. For information on our privacy guidelines, please visit **vertica.ca**.

Should you require additional information or have other questions, please do not hesitate to ask your Leasing Consultant.