

- **ALBERTA**
- **ONTARIO**
- **QUEBEC (ENGLISH)**
- **QUÉBEC (FRANÇAIS)**

## ALBERTA

# 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 *Rental Application*, 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 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.

- **Deposit**

We require a deposit to confirm your apartment. Please check with your Leasing Consultant for details.

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

### 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.

## 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)**

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## QUEBEC

# 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 *Rental Application*, 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 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 Month's Rent Payment**

A first month's rent payment is required upon lease signing and will be applied against your first month's rent.

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

### Our Privacy Policy

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

## QUÉBEC

### Vivre avec Vertica Services aux Résidants : c'est simple et confortable!

Merci d'avoir pensé à vous installer dans un immeuble Vertica. Notre but est de faciliter votre vie et de la rendre confortable.

La première étape est de remplir le formulaire intitulé Demande de logement; nous vous accompagnerons dans cette démarche. Comme nous avons besoin de renseignements très spécifiques, veuillez avoir les documents suivants en main :

- **Vérification d'emploi**

Un talon de paie ne datant pas de plus de 30 jours ou une preuve d'emploi avec en-tête de compagnie provenant de votre employeur actuel. Cette lettre doit comprendre votre nom au complet, le poste occupé, les années de service et le salaire annuel; elle doit être signée par votre supérieur immédiat. Si vous êtes travailleur autonome, nous exigeons votre formulaire intitulé Avis de cotisation qui couvre les deux dernières années financières. Nous pourrions exiger des documents supplémentaires. Veuillez vérifier auprès du bureau de l'administration.

- **Vérification du propriétaire**

Veuillez avoir en main le nom et le numéro de téléphone de votre propriétaire actuel pour que nous puissions l'appeler à des fins de vérification.

- **Vérification de solvabilité**

Pour accélérer le processus, veuillez fournir une pièce d'identité officielle valide avec photo. Ceci n'a d'autre but que de vérifier la véracité de l'identité; la confidentialité sera assurée en tout temps. Si vous n'avez pas d'antécédents de crédit ou encore des antécédents mineurs, nous pourrions exiger qu'il y ait un répondant.

- **Paiement du premier mois**

Le paiement du premier mois de loyer est exigé lors de la signature du bail.

- **Assurance-habitation**

Au moment où nous vous donnerons les clés de l'appartement, vous devrez nous fournir une copie de la police d'assurance-habitation que vous avez contractée.

- **Paiement préautorisé (PPA)**

Vous pourrez épargner du temps and réduire les frais récurrents liés au paiement de votre loyer en profitant de notre service PPA. C'est sécuritaire, fiable et pratique. Vous n'avez qu'à demander au préposé/à la préposée au logement le formulaire intitulé Paiement préautorisé et nous nous occuperons du reste. Si vous désirez avoir des renseignements supplémentaires ou si vous avez d'autres questions à nous poser, n'hésitez pas à vous adresser au préposé/à la préposée au logement.

#### **Notre politique de confidentialité**

Nous attachons beaucoup d'importance à la confidentialité. Pour toute information sur notre politique de confidentialité, veuillez visiter notre site **vertica.ca**.

Si vous désirez avoir des renseignements supplémentaires ou si vous avez d'autres questions à nous poser, n'hésitez pas à vous adresser au préposé/à la préposée au logement.