

RENTAL INFORMATION FORM

THIS FORM IS TO GATHER INFORMATION REGARDING THE RENTAL ARRANGEMENTS BETWEEN THE TENANT AND THE LANDLORD

SECTION (A): TO BE COMPLETED IN FULL BY THE LANDLORD / REGISTERED PROPERTY OWNER

NAME OF TENANT: _____ OCCUPANCY DATE: _____

RENTAL ADDRESS: _____ POSTAL CODE: _____

CITY / TOWN: _____

TENANT MAILING ADDRESS (IF DIFFERENT): _____

TYPE OF ACCOMMODATION: (PLEASE CHECK ALL THAT APPLY)

APARTMENT HOUSE (ROW HOUSE, TOWNHOUSE, DUPLEX, TRIPLEX, FOURPLEX)

TRAILER/MOBILE HOME: PLEASE INDICATE THE MONTHLY LOT FEE (IF IN ADDITION TO THE RENT ON THE TRAILER) \$ _____

IS THE ACCOMMODATION SUBSIDIZED BY GOVERNMENT OR AN AGENCY? YES NO

HOW MANY PEOPLE ARE LIVING IN THE TENANT'S UNIT? _____ ADULTS AND _____ CHILDREN

IS THE TENANT REQUIRED TO PAY RENT OR ROOM AND BOARD? RENT ROOM AND BOARD (INCLUDES MEALS)

IS THE PERSON TO WHOM ROOM AND BOARD IS PAID A RELATIVE OF THE TENANT? YES NO

FULL MONTHLY RENT AMOUNT FOR THE UNIT: \$ _____ DATE RENT IS PAID UP TO: _____

HAS A SECURITY DEPOSIT ALREADY BEEN PAID? YES NO INDICATE AMOUNT PAID: \$ _____

PLEASE INDICATE THE TOTAL AMOUNT OF THE SECURITY DEPOSIT REQUIRED: \$ _____

DOES THE RENT INCLUDE:

HYDRO WATER HEAT FREE ON-SITE LAUNDRY

TYPE OF HEATING: GAS OIL ELECTRIC WOOD PROPANE

HOW MANY METERS SERVICE THE BUILDING FOR: HYDRO _____ WATER _____ GAS _____

NAME OF LANDLORD / AGENCY: _____ TELEPHONE: _____

NAME OF REGISTERED PROPERTY OWNER: _____ TELEPHONE: _____

MAILING ADDRESS OF LANDLORD: _____

SIGNATURE OF LANDLORD: _____ DATE: _____

SECTION (B): TO BE COMPLETED BY CLIENT (TENANT)

DO YOU REQUEST FOR YOUR RENT TO BE PAID DIRECTLY TO YOUR LANDLORD: YES NO AMOUNT: \$ _____

IF THE AMOUNT EXCEEDS THE ALLOWABLE RENT DO YOU GIVE PERMISSION TO PROVIDE THE ADDITIONAL AMOUNT FROM YOUR BASIC NEEDS: YES NO ***PLEASE NOTE THAT THE ABOVE REQUESTS MAY NOT BE POSSIBLE WITH EVERY CASE***

SIGNATURE OF CLIENT: _____

DATE: _____ CASE #: _____ PHONE #: _____

PLEASE SEE IMPORTANT INFORMATION ON LANDLORD AND TENANT RESPONSIBILITIES ON THE BACK OF THE FORM

**INFORMATION FOR LANDLORDS AND TENANTS
PLEASE READ CAREFULLY**

When EIA is paying rent on behalf of the tenant, it is a matter of convenience only.

EIA is not responsible for any of the tenant's obligations under the Tenancy Agreement, including the obligation to pay rent.

If there is a dispute involving the tenant, the landlord has the same rights and responsibilities as they do with a tenant who does not receive EIA.

Tenants should:

- Take proper care of the rental unit: If tenants cause damage, they must repair it or pay the landlord the cost of the repair; EIA will not pay for any damage caused by the tenant.
- Tell the landlord of any changes in their rental situation.
- Take all their belongings from the rental unit when they move. EIA will not remove or store any items tenants leave behind. If tenants do not remove all their belongings, the landlord should contact the Residential Tenancies Branch for information.
- Give proper notice to end their tenancy; EIA does not pay one month's rent if tenants leave without proper notice.

Landlords are responsible to tell tenants in writing, of any changes to tenancy agreements. This would include providing three months notice for rent increases and proper notice to end the tenancy. Rent increases must comply with the rent increase guidelines set annually by the government, if applicable.

EIA has the right to cancel rent payments at any time without notice to the landlord.

FOR INFORMATION REGARDING LANDLORD AND TENANT RIGHTS AND RESPONSIBILITIES PLEASE CONTACT:

RESIDENTIAL TENANCIES BRANCH
WINNIPEG
TELEPHONE: 204-945-2476
TOLL- FREE IN MB: 1-800-782-8403
FAX: 204-945-6273
EMAIL: RTB@GOV.MB.CA

RESIDENTIAL TENANCIES BRANCH
BRANDON
TELEPHONE: 204-726-6230
TOLL- FREE IN MB: 1-800-656-8481
FAX: 204-726-6589
EMAIL: RTBBRANDON@GOV.MB.CA

RESIDENTIAL TENANCIES BRANCH
THOMPSON
TELEPHONE: 204-677-6496
TOLL- FREE IN MB: 1-800-229-0639
FAX: 204-677-6415
EMAIL: RTBTHOMPSON@GOV.MB.CA

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