

Winkler Affordable Housing Inc. understands the importance of your privacy and the sensitivity of your personal information. We are committed to protecting any of your personal information that we hold. Our privacy policy outlines how we manage your personal information and safeguard your privacy.

WHAT PERSONAL INFORMATION DO WE COLLECT?

We collect information from you in several ways. Some personal information is gathered when a prospective tenant signs our standard tenant application for a residential commercial tenancy agreement. Tenants are required to provide credit, rental history, employment information as well as another personal information to be used for identification and qualification purposes. Other information, such as emergency contact information, may be required in order to respond to medical or other emergencies in connection with a tenant, unit or suite. Also, information relating to any vehicles owned by a tenant may be collected to assist in the enforcement of any parking rules or regulations.

We also collect information from any conventor or guarantor of any lease, including information relating to credit and employment, present and past living accommodations, and other personal information. In addition, personal information may be collected in an application to assign or transfer a lease in respect to the prospective assignee, including any and all personal information referred to in the original application for tenancy.

WHY DO WE NEED INFORMATION?

The personal information is used to check prior rental references from all previous landlords, conduct credit checks, and to confirm employment with your employer and salary, all of said information is required to determine your suitability and qualification as a tenant.

CONSENT

In most cases, we will ask you to specially consent if we collect, use, or disclose your personal information other than as provided for in our privacy policy as amended from time to time. Normally, we would ask for your consent in writing or orally. Sometimes your consent may be implied through your conduct with us. In all cases where a tenant application is submitted by you, your consent will be requested in the application itself.

DISCLOSURE OF YOUR PERSONAL INFORMATION

We use the personal information collected only for the purposes outlined above. Under certain circumstances we will disclose your personal information to third parties in cases such as:

- a) when we are required or authorized by law to do so, for example, if a court issues a subpoena;
- b) when you have consented to the disclosure;
- c) when an order to comply with the requirements of the tenancy agreement or regulatory legislation such as *The Residential Tenancies Act* requires us to do so, your consent will be implied;
- d) where it is necessary to enforce the terms of the tenancy agreement, such as collection of rental arrears;
- e) if we engage a third party to provide collection or enforcement proceedings, such as an authorized officer of the Residential Tenancies Branch, lawyers, bailiffs or collection agencies;
- f) if the information is already publicly known;
- g) on termination of a tenancy, we may disclose information relating to your tenancy to other landlords upon their request
- h) your landlord where we act as agents only for the landlord;
- i) any subsequent landlord, or owner, or mortgages of the property which you rent, including any assignee of your lease to any subsequent property manager of the property which you rent.

UPDATING YOUR INFORMATION

Since we use your personal information to provide rental accommodation for you, it is important that the information be accurate and up to date. If during the course of your tenancy any of your information changes, please inform us so we can make any necessary changes.

IS MY PERSONAL INFORMATION SECURE?

We take all precautions to ensure that your personal information is kept safe from loss, unauthorized access, modifications or disclosure. Among the steps taken to protect your information are:

- a) Access to your personal information is limited to our employees, who require the information to perform their duties and those otherwise authorized by law;
- b) All of our employees are required to abide by our commitment to your privacy in the handling and use of your personal information;
- c) Premises security;
- d) Your personal information is retained only for the time it is required for the identified purposes and up to a period of five (5) years, after the tenancy is terminated or is required by law. Personal information that is no longer required is destroyed.

ACCESS TO YOUR PERSONAL INFORMATION

You may ask for access to any personal information we may have about you. Requests should be submitted in writing and we will reply within thirty (30) days of your requests. You may verify the accuracy and completeness of your personal information and we will take reasonable steps to correct it.

CAN I BE DENIED ACCESS TO MY PERSONAL INFORMATION?

Your rights to access your personal information are not absolute. We may deny access when:

- a) denial of access is required or authorized by law;
- b) information relates to existing or anticipated legal proceedings against you;
- c) granting you access would have an unreasonable impact on other people's privacy;
- d) the request is frivolous or vexatious.

If we deny your request for access to, or refuse your request to correct information we shall explain why.

Applicant's Initials: _____

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I/We hereby offer to rent from this lessor

The premises known as #_____ 3 bedroom unit located as South Gate Dr., Winkler MB for a term of _____ commencing on the _____ day of _____ 20____ and terminating on the _____ day of _____ 20____ at a monthly rental of \$ _____ payable on the first day of every month of the said term.

PLEASE PRINT . . . THE FOLLOWING INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL

Name of Applicant: _____ Birth Date: _____

Driver's License No: _____ S.I.N: _____

Present Address: _____

Home Phone: _____ Work Phone: _____

Present Landlord: _____ Present Rent: _____

Landlord's Phone: _____ How Long: _____

Previous Address: _____

Current Employer: _____ How Long: _____

Employer Address: _____ Phone: _____

Gross Monthly Income: _____ Occupation: _____

Previous Employer: _____ Phone: _____

Spouse's Name: _____ Birth Date: _____

Driver's License No: _____ S.I.N.: _____

Spouse's Employer: _____ How Long: _____

Spouse's Monthly Income: _____ Occupation: _____

Children's Names: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted from tenancy? _____

Have you ever willfully or intentionally refused to pay rent? _____ Do you have any pets? _____

Name of Bank: _____ Bank Account Number: _____

Bank Address: _____ Bank Phone: _____

Credit: _____

Person to Notify in Emergency: _____ Relationship: _____

Phone: _____

Make of Vehicle: _____ Year: _____ Colour: _____

Model: _____ License #: _____

I/We hereby declare that the foregoing information is true and complete.

I/We agree to allow Winkler Affordable Housing Inc. to do a credit check and personal investigation.

I/We further understand and agree that Winkler Affordable Housing Inc. may utilize said information in order to determine credit worthiness, collection purposes, and may release personal information to prospective rental agency and authorities regarding assistance.

Dated this _____ day of _____ 20 _____

Witness: _____

Applicant: _____

Witness: _____

Applicant: _____

How did you hear about this rental unit?