

THE CHECKLIST FOR RENTING YOUR NEXT HOME

Who is this guide for?

This guide is for people who are about to rent a house or a unit in a multi-residential dwelling with **Emerald Management & Realty Ltd.**

BEFORE YOU START...

Things to think about:

- How long do you want to rent your next home? A tenancy can be for a period of 30 days, to a year or longer.
- What can you afford? Think about how much rent you can afford to pay. Typically 35% of your take-home pay is the most that many people can afford to pay in rent. This does depend on if you have a roommate and your other monthly payments (ie. car payments, etc.) and will be taken into consideration on review of your rental application.
- Where do you want to live? Decide on the area you would like to live and whether things like transit, shopping, schools, etc., is important to your search. The larger the area and more flexible your wish-list is, the better the chance of finding the right home for you.
- Do you have your documents ready? In order to approve your application, our leasing agents and property managers will need to confirm your identity, credit history, previous landlord references and employment status.



LOOKING FOR YOUR NEW HOME

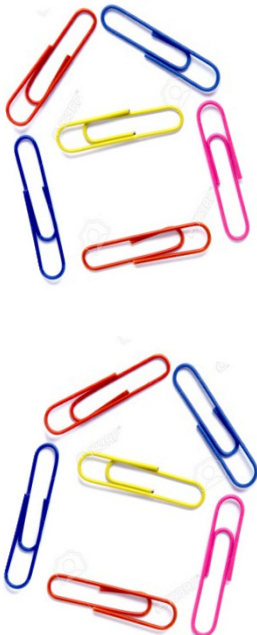
Questions to ask

- How much is the security deposit? Under the Residential Tenancies Act, the deposit can not exceed your first month's rent.
- How long is the tenancy for? Your lease could be periodic, fixed term, or periodic followed by a fixed term lease. Review the guidelines of tenancy with the leasing agent, as the lease options may vary from property to property.
- Are there any rules or restrictions? Are children, smoking, pets, etc., allowed? Check if there are any rules about occupancy that could impact your decision.
- What bills am I responsible for? Check who is responsible for utilities (electricity, water, gas, etc.) – you or the landlord?
- Is the unit a condominium? If so, check to see if there are bylaws and/or extra costs relating to moving in, storage deposits, etc.
- Are there any costs for moving-in/out? Double check to see if you need to book an elevator or reserve security personnel for your move-in/out. Various properties have different policies to protect the building and its residents.



WHEN YOU'VE FOUND A PLACE TO LIVE

Check your paperwork



- Make sure you have read and signed your written tenancy agreement. Please read the agreement carefully to understand your rights and responsibilities. If you have concerns about the agreement, seek advice before you sign.
- Submit the agreed Security Deposit by money order, certified cheque or Interac payment.
- Complete the necessary utility forms.
- Provide proof of Tenant Insurance.
- Submit a completed Pre-Authorized Payment Form along with a voided cheque for payment of future rent.
- For condominium properties:
 - Provide the information to the leasing agent required by the Condominium Management Company
 - Discuss/review the Condominium Corporation Bylaws and/or House Rules
 - Complete any necessary tenant undertaking forms
 - Review the move-in/out policy and complete the necessary elevator booking forms

YOUR APPLICATION HAS BEEN APPROVED

The next steps

- Receive a copy of your signed tenancy agreement and where applicable copies of condominium bylaws and/or house rules.
- Arrange a date and time for your move-in inspection with your leasing agent and/or property manager. Make sure to mark items of concern on your move-in report, and as an extra safeguard, take photos. Depending on the transition between tenancies, some items may require cleaning and/or repair after you take possession. Discuss concerns and the opportunity to remedy issues at the time of move-in. Documenting issues from the start will make things easier at the time of move-out if there is a dispute about the deposit, etc. Make sure to keep your copy of the report with your lease documents.
- Remember to take meter readings (if applicable) when you move in. This will help if there is a dispute with the utility company.
- Contact details. Make sure you have the correct contact details for your property manager, including a telephone number you can use in case of an emergency.



LIVING IN YOUR RENTED HOME

Tenant Responsibilities

- Pay the rent on time. If you don't, you could be responsible for late fees and other fees payable per your lease agreement. The Residential Tenancies Act of Alberta also has remedies up to and including having to vacate your home for non-payment of rent.
- Look after the property. You are responsible to keep your home clean and in a good state of repair. If you want to decorate or renovate, make sure to get the landlord's permission before proceeding. If you do not have permission, you may be charged to return the property back to the condition received at the time of renting.
- Keep your Tenant Insurance current. Make sure you routinely review your insurance policy to reflect changes in your contents and possessions. The Landlord's insurance will not cover your items in the event of a loss.
- Be considerate to the neighbors. You could be fined and potentially even evicted for disturbing your neighbours.
- Do not take in a roommate or sub-let without checking to see if you need permission from the landlord.
- Make sure you know how to operate the appliances, furnace, hot water tank etc., as well as where the fuse box and meters are located.
- Regularly test your smoke alarms at least once a month. Smoke alarms save lives – but only if they work.
- Report any needs for repairs to your property manager.

LIVING IN YOUR RENTED HOME

The Landlord must...

- Maintain the property in a safe and livable condition.
- Make sure there are working smoke alarms for the home. If they are not there or they are not working properly, please advise your property manager immediately.
- Deal with problems relating to: water, electricity and gas supply.
- Maintain the appliances and any fixed items included with the property.
- Carry out most repairs. If you notice that something is not working, please advise your property manager as soon as you can so that permission can be received and repairs scheduled.
- Give at least 24 hours notice of entry.
- In the event the landlord wishes to increase your rent, they must follow the arrangements specified in the lease (if applicable) or follow the procedure set out in law.

AT THE END OF YOUR LEASE

There are things both Landlords and Tenants must do at the end of the tenancy:

- Giving notice. It is a legal requirement for landlords to give proper notice if they want you to end tenancy. The procedure and reasons to end tenancy by a landlord is set out in law.
- Your lease agreement will specify how much notice you must give the landlord if you want to leave – typically notice is one month and must be served on or before the 1st of the month to avoid costs associated with late notice, etc.
- Return of your security deposit. It is important that you try and be present when the property is inspected. Your property manager, resident manager and/or leasing agent will try and make an appointment with you to confirm a date and time. You will receive a cleaning check-list in advance of moving to help you with your cleaning responsibilities and minimize any disagreement. The inspection is to check whether the security deposit should be kept to cover damage and/or cleaning costs.
- Make sure that your rent payments are up to date. Do not hold back rent because you think your security deposit will be used for your last month's rental payment.
- Make sure that your bills are paid, as this may have an impact on your references and credit rating.
- Make sure to provide your new address and return all keys to help with the forwarding of your security deposit statement and refund cheque.

