



THE RENTAL PROCESS

THE REQUIREMENTS:

To be eligible to rent a property, HighGate Property Investments requires the following items to be supplied by the prospective tenant. For specific details, see “The Process” below.

FOR INITIAL APPLICATION:

- 1) A Completed and Signed Rental Application
- 2) A Letter of Employment or Proof of Income
- 3) A Credit and Reference Check That is Judged to be ‘Satisfactory’
- 4) A Copy of Your Driver’s License or Passport

AFTER APPLICATION APPROVAL:

- 5) A Signed Lease (Minimum 1-Year Contract)
- 6) A Deposit (First and Last Month’s Rent) via Email Transfer, Bank Draft or Certified Cheque

AFTER LEASE/DEPOSIT (Move-In Day):

- 7) 10 Postdated Cheques
- 8) Proof of Tenant’s Insurance
- 9) Proof of Transfer of Utilities

THE PROCESS:

To rent a property to a prospective tenant, HighGate Property Investments follows a sequential five-step process:

- 1) **FOR INITIAL APPLICATION:** A rental application, letter of employment or proof of income and a copy of your driver’s license or passport must be submitted to HighGate Property Investments.
- 2) A credit check will then be performed, and your references will be contacted.
- 3) Upon ‘satisfactory’ standing of your credit check and references, a lease agreement will be sent to you for your consideration.
- 4) **AFTER APPLICATION APPROVAL:** If you choose to proceed with the rental, you must submit a signed copy of the lease agreement and a deposit to HighGate Property Investments. Please note that until a deposit is received, the property will remain on the market.
- 5) **AFTER LEASE/DEPOSIT (Move-In Day):** Once your lease and deposit are accepted, you may begin the rest of the moving process. A move-in time/date will be scheduled with one of our coordinators. At the time of move-in, HighGate Property Investments must receive 10 postdated cheques, proof of tenant’s insurance and confirmation of utility transfer. To receive the keys for the property, these conditions must be met.

Although there a number of requirements to renting a property, these have been developed in your best interest. Following these steps can eliminate many of the annoyances and frustrations that come with moving into a property.