

# 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](mailto: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](mailto: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](mailto:RTBTHOMPSON@GOV.MB.CA)**

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