

# Occupant Request Form

Tenant's Name: \_\_\_\_\_  
(person requesting to have occupant added)

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

## **Occupant Information:**

Name: \_\_\_\_\_

Relationship to Tenant: \_\_\_\_\_

S.I.N. #: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

## **Previous Address Info**

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## **Current Employer**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

## **Emergency Contact Info**

Name: \_\_\_\_\_ Relation to Occupant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_

Key #: \_\_\_\_\_ **Parking:** Outdoor \_\_\_\_\_ Parcade \_\_\_\_\_ Garage \_\_\_\_\_

**Occupant acknowledges that they have no rights under the tenancy agreement pertaining to this unit.**

\_\_\_\_\_  
Signature of Occupant

\_\_\_\_\_  
Date

**Tenant acknowledges that they assume full responsibility for the Occupant's actions.**

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

This form must be filled out in its entirety, complete with both signatures, failure to do so may delay the approval process. This form is merely a request and the occupant is not deemed accepted until request is approved by the Landlord or an Agent of the Landlord. This information is collected and kept confidential in accordance with PIPEDA and is stored in secure files as part of the leasing documents.

## **FOR OFFICE USE ONLY**

Authorized by: \_\_\_\_\_  
Agent for the Landlord

Date: \_\_\_\_\_  
mm/dd/yyyy