

Southport - Residential Housing Application Process

In order to be considered for rental of a residential housing unit, an application form (electronic/paper) must be completed in full. An application will only be considered if all the required information is provided.

Applications must have:

- Full name(s) and contact information
- Social Insurance Number and Date of Birth – for obtaining Credit Reports
- Employer and Income information
- Previous address & landlord information

Applicants may be requested to provide a signed release authorizing Southport to do a personal investigation to confirm employment, income and tenant history.

Application Forms must be filled out completely, including all proposed occupants and any pets. Applications with false information or omissions will be rejected.

Screening Criteria:

Applicants must demonstrate the ability to pay rent. This will be determined during the evaluation process to verify whether applicant(s) are able to meet the required criteria.

Applicants must have:

- A solid Credit history. Credit Scores: 650 and above = Very Good, 620 to 650 = Average/Good, below 620 = High Risk. Credit payments impact the ability to pay rent and applicants must be able to demonstrate that they will be able to pay their rent. A history of delinquency and collections will have a significant negative impact on the evaluation of an application.
- A stable tenant history. For applicants who have not previously been a tenant, consideration will be made based on Character references and/or personal circumstances.
- A satisfactory Character reference.

Note: If an applicant does not have sufficient financial resources, an application will be considered only where a guarantor or co-signer (with sufficient financial resources and credit history) is willing to sign an agreement to guarantee payment of the applicant's rent and utility obligations. **A guarantor or co-signer will be subject to the same personal investigation as the primary applicant(s).**

NOTE: Applications for tenancy will be kept on file until desired move in date has past.

Residential Housing Rates 2017			
Type of Unit	Sq Ft	Rent	Security Deposit
2 Bedroom	721 to 1049	\$622 to \$750	Half of a Month's Rent
3 Bedroom	1006 to 1334	\$788 to \$998	
4 Bedroom	1187 to 1435	\$1,110 to \$1,200	

Online application form: <http://southport.ca/residential-application-form.asp>

Tenancy Agreement

Residential Tenancy Agreements are entered into for a fixed term of one year, subject to renewal on an annual basis.

- A Security Deposit (equal to half a month's rent) will be required in order to secure a lease.
- If you decide not to move in the landlord may claim against you for loss of rent.
- Tenants will be required to pay rent by Pre-Authorized Debit (PAD) payments. The rent for the first month is to be paid prior to move in, and may be paid by cash, debit or cheque.
- An incoming condition report will be completed by the landlord and tenant on the move in date, and keys to the unit will be issued at that time.

RESIDENTIAL TENANCY INFORMATION

Rental Housing Units at Southport include: a fridge, stove, yard and single garage. Housing units are equipped to accommodate a tenant supplied washer and dryer.

Tenant obligations include:

1) Payment of Rent

Rent is due on the first day of each month, and will be made by Pre-Authorized Debit (PAD) withdrawal from a tenant's designated account. (Note: Rent for the first month is to be paid prior to occupancy, PAD will commence on the first day of the second month of tenancy)

- NSF and Late Fees are charged for payments returned because of insufficient funds.
- NSF fees are \$60.00, and late fees are charged at the rate of \$10.00 for the first day plus \$2.00 for each day after, until the rent is paid in full.
- The Residential Tenancies Act provides for lease termination/eviction for late payment of rent.

2) Payment of Utilities

Contacting - Manitoba Hydro to arrange for an account for electricity and gas service.

Meter readings will be sent in to Manitoba Hydro by Southport on move in and move out.

Manitoba Hydro – Phone: 204-857-7868

Southport is the service provider for water & sewer. Billing is done on a quarterly basis, with meter readings occurring at the end of March, June, September and December. Payment for water & sewer billings occurs by Pre-Authorized Debit along with the rent payment on the first of May, August, November, and February.

- **Failure to pay utility bills is cause for termination of a tenancy agreement.**

3) Tenant Insurance

It is recommended that all tenants obtain coverage for comprehensive tenants insurance for liability and personal property.

As a tenant, you are liable for any damage caused to a rental unit resulting from willful, accidental or negligent actions of yourself, unit occupants, guests, etc.

4) Cleaning and Routine Maintenance

The tenant is responsible for the ordinary cleanliness of the rental unit and amenities, the replacement of light bulbs, furnace filter, smoke detector batteries, and the cost of repairs resulting from carelessness or mistreatment.

5) Yard Maintenance & Snow Removal

The yard, lawn or garden that belongs to or adjoins the Housing Unit is to be maintained in a clean condition and in good order by the Tenant(s). This includes the regular trimming and cutting of the lawn and the care and cultivation of trees and shrubs.

The removal of ice and snow from the entrance walks, the driveway and the parking area belonging to or adjoining the Housing Unit is the responsibility of the Tenant(s).

6) Personal Mail Service Arrangements

Your street address at Southport will be your mailing address unless you choose other arrangements. Contact Canada Post to arrange for postal delivery. Canada Post will assign a compartment and provide keys at one of the community mailboxes on site.

Canada Post – 9 Saskatchewan Ave West, Portage la Prairie

Phone: 204-857-5890

7) Termination of Lease

In the event that you decide to terminate your tenancy, it is a requirement that written notice of two full rental periods be provided, on a Notice to Vacate form as prescribed by Southport.

General Inquiries may be directed to:

Property Management Department

Phone: 204-428-6030

Email: propertymanagement@southport.ca