



HERITAGE LANE APARTMENTS RENTAL APPLICATION FORM

407 4th Street, Courtenay, BC V9N 1G9

Managed by Monterra Projects Ltd.

Only one application is required per property

Property Information

Desired Unit Type: _____ Desired Unit Type: _____

Desired Level: _____ Desired Level: _____

Desired Move-In Date: _____

Desired Lease duration: 12mths ☐ / Other ☐: Please specify: _____

Primary Applicant Information

Full Legal Name: _____

Current Address: _____

Date of Birth: _____

Phone: _____

Email: _____

Co-Applicant Information (If Applicable)

Full Legal Name: _____

Date of Birth: _____

Phone: _____

Email: _____

All Occupants

Name / Relationship to applicant

Current Residence

Do you Currently Rent? Y ☐ / N ☐ (please select one). If Yes, please complete this section

Landlord Contact (name and phone): _____

Monthly Rent: _____

Reason for Leaving: _____

Duration at current residence (years): _____

Previous Residence (if current residence for less than 3 years)

Previous Address: _____

Landlord Contact (name and phone): _____

Monthly Rent: _____

Reason for Leaving: _____

Duration at previous residence (years): _____

Employment Information

Are you retired: Y ☐ / N ☐ (please select one). If Yes, Employment Information not required.

Employer: _____

Position: _____

Employment Reference Contact (name / phone): _____

Gross Monthly Income: _____

Parking Requirements

Parking rented separately from tenancy.

☐ No Parking Required

☐ One Stall Requested

☐ Two Stalls Requested

☐ Join Waitlist if unavailable



Applicant History (Please tick if applicable)

☐ Evicted from rental property

☐ Failed to pay rent when due

☐ Lease terminated by landlord

☐ Tenancy dispute history

If any of the above are selected, please provide details: _____

Pet Information

Do you have a pet? Y ☐ / N ☐ (please select one). If Yes, please complete this section

Pet 1: Type/Breed/Age/Weight _____

Pet 2: Type/Breed/Age/Weight _____

Pet History:

- Noise complaints: Y ☐ / N ☐ Details: _____
- Property damage: Y ☐ / N ☐ Details: _____
- Bite history: Y ☐ / N ☐ Details: _____

Notes:

- Maximum 2 pets per unit.
- Maximum 60 lbs fully grown per pet.
- Main floor common room is pet-free.
- Guide dogs and service animals are exempt where required by law.
- Separate Pet Deposit will be required equal to half of one months rent.

How Did You Hear About Our Property?

☐ Website ☐ Facebook ☐ Instagram ☐ Referral ☐ Signage ☐ Other: _____



Heritage Lane Community Standards

100% smoke-free, vape-free property.

Parking stalls rented separately and subject to availability.

Quiet hours are 10:00 PM - 8:00 AM.

Tenant insurance required prior to occupancy

Applicant Acknowledgement

- ☐ I understand the Heritage Lane Community Standards.
- ☐ I understand parking is rented separately and is subject to the parking policy.
- ☐ I understand the no smoking/no vaping policy.
- ☐ I understand pet approval is separate from application approval.

Required Documents Checklist (please provide)

- ☐ Two recent pay stubs (if applicable)
- ☐ Employment reference (if applicable)
- ☐ Rental references (if applicable)

References

Landlord Reference (if different to above): _____

Employment Reference: (if different to above): _____

Personal Reference: _____



Authorization & Consent

I authorize Heritage Lane Apartments and Monterra Projects to verify identity, employment, landlord references, income information, and perform credit checks where permitted by law.

Primary Applicant Signature

Signature: _____

Print Name: _____

Date: _____

Co-Applicant Signature (If Applicable)

Signature: _____

Print Name: _____

Date: _____

Once the application is complete, email to leasing@monterrabuilders.ca

Office Use Only

ID Verified ☐ Yes ☐ No

Income Verified ☐ Yes ☐ No

References Checked ☐ Yes ☐ No

Credit Check Completed ☐ Yes ☐ No

Application Score: ____ / 100

Decision: ☐ Approved ☐ Approved with Conditions ☐ Waitlist ☐ Declined

