



How to apply



**VERTICA**

RESIDENT SERVICES

[vertica.ca](http://vertica.ca)

## On your way to easy and comfortable living at Vertica!

Thank you for considering a Vertica property for your next home. Our goal is to make living easy and comfortable for you.

The first step in getting started is to complete the *Offer to Lease*, which we will complete with you in our Resident Service and Leasing Centre. As some very specific information is required, we recommend you bring the following with you:

- **Employment Verification**

A letter of employment on company letterhead from your present employer is required. This letter should state your complete name, position, years of service, annual salary and should be signed by your direct manager or supervisor. If you are self-employed, we require financial statements from an accountant for the most recent two years and your *Notice of Assessment* form.

- **Landlord Reference**

Please have the name and telephone number of your current landlord available so we can call for a reference. Alternatively, you can provide us with a letter of reference from your current landlord.

- **Credit Check**

As we are required to conduct a credit check, we will need your social insurance number. This is strictly to ensure identification accuracy and your privacy is always protected.

- **Deposit**

We require a deposit to confirm your apartment. Please check with your Leasing Consultant for details.

- **Electronic Funds Transfer (EFT)**

Save time and reduce the cost of recurring rent payments by taking advantage of our EFT service. It's secure, reliable and convenient. Just ask your Leasing Consultant for the *Request for Direct Electronic Funds Transfer* form and we will look after the rest. Should you require additional information or have other questions, please do not hesitate to ask your Leasing Consultant. We are here to help you and ensure your living at Vertica is easy and comfortable.

### Our Privacy Policy

Your privacy is important to us. For information on our privacy guidelines, please visit **vertica.ca**.