

Student Rentals - How to Secure a Room or House

All rentals are reserved on a first come, first serve basis.

If you wish to proceed with an application, all steps **MUST** be completed within 48 hours after beginning, otherwise your placement shall become **VOID** and given to the next applicant.

STEP 1 E-Transfer + Online Application

1. You may secure a room immediately to hold first priority position by sending a one-time **e-transfer deposit** in the amount of **First + Last month's rent** to student@spottedproperties.ca

Please understand that this is first come first serve, a full refund by e-transfer will be processed if you do not hold first priority position.

You must include the following information in the comment section of your transfer:

- a. Name
- b. Phone number
- c. Email Address
- d. Rental Address + room #

2. Fill out our online application form for students: <https://forms.gle/tJPFFJjQV1XEtiqC7>

STEP 2 Lease Signing

Administrator of RPLG Office will contact you via email and request signing for the following documents:

- Commitment To Rent agreement (CTR)
- Lease Agreement

****Deposits are non-refundable after 48 hours with lease signing****

STEP 3 Move-in Preparation

1. Please e-transfer \$100 refundable key deposit to student@spottedproperties.ca.

The key deposit will be returned at the end of your lease term.

2. Please provide a void cheque or your banking information for preauthorized payments.

Disclaimer & Penalty

If an applicant or group secures first position and fails to complete all 3 steps, funds will be refunded in full less a \$50.00 administration fee per applicant.

All applicants understand that **REAL Property Leasing Group (RPLG)** does not manage the properties shown and may merely be showing the property on behalf of a Landlord. Please inquire as to who manages the property you are interested in. Keys will not be released until all required documents are received.

Please email approval@rplg.ca or contact your leasing agent should you have any questions or concerns regarding your application.