

# Rent Report

Please PRINT.

## Renter's Information

Renter(s) name: \_\_\_\_\_

Residential address /  
Legal Land Description: \_\_\_\_\_

*Complete Street Address including Suite Number (if applicable)*

\_\_\_\_\_  
*City/Town/Municipality*

\_\_\_\_\_  
*Postal code*

### The Renter(s) named above is/are renting on the following basis:

#### 1. Renter pays:

Monthly      Amount \_\_\_\_\_  
 Weekly        \$ \_\_\_\_\_

Effective Date:  
yyyy    mm    dd  
    /    /

Is there rent owing?      For what period of time?  
 No      If yes, amount \_\_\_\_\_  
 Yes     \$ \_\_\_\_\_

#### 2. Are utilities included in rent?

	No	Yes
Heat?	<input type="checkbox"/>	<input type="checkbox"/>
Power?	<input type="checkbox"/>	<input type="checkbox"/>
Water?	<input type="checkbox"/>	<input type="checkbox"/>

#### 3. Type of rental unit:

<input type="checkbox"/> House	<input type="checkbox"/> Room & Board (includes food)
<input type="checkbox"/> Apartment	<input type="checkbox"/> Room only
<input type="checkbox"/> Mobile home	<input type="checkbox"/> Self-contained suite in house (separate kitchen & bath)
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Lot Rental Only	

#### 4. Is rent shared?

No      If yes, total rent for unit: \_\_\_\_\_  
 Yes     \$ \_\_\_\_\_

#### 5. How many adults live in the unit?

\_\_\_\_\_

#### How many children live in the unit?

\_\_\_\_\_

#### Number of bedrooms:

\_\_\_\_\_

#### 6. Is a damage deposit required?

No      If yes, amount \_\_\_\_\_  
 Yes     \$ \_\_\_\_\_

***A damage deposit, if required,  
is the responsibility of the renter.***

## Landlord's Information (may include Property Manager, Owner or Roommate)

Name (please print): \_\_\_\_\_ Phone number: \_\_\_\_\_

Are you a relative of the renter / boarder?  No  
 Yes      If yes, relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
*Complete Street Address including Suite Number (if applicable)*

Mailing address (If different from Street Address)  
\_\_\_\_\_

\_\_\_\_\_  
*City/Town/Municipality*      *Postal code*

\_\_\_\_\_  
*City/Town/Municipality*      *Postal code*  
   *yyyy/mm/dd*

\_\_\_\_\_  
*Signature:*

\_\_\_\_\_  
*Date completed*

***Please see the reverse side for more important information.***

## Notice to Renter and Landlord

The agreement to lease or rent is between the renter and the landlord, and is not with the Department of Alberta Human Services. Any shelter payments made payable on behalf of a client may end without notice.

The renter (**not** the Department) is responsible for:

- Non-payment of rent
- Damages to the property
- Losses if the renter moves without proper notice.

The Landlord may contact the Alberta Government Services Consumer Information Centre at toll free 1-800-427-4088 to discuss Landlord/Renter concerns.

*The information provided on this form is collected under the authority of the Income and Employment Supports Act and is in compliance with the Freedom of Information and Protection of Privacy Act. This information will be used to determine and verify the client's eligibility for Income Support benefits. This information may be matched and verified with other sources, agencies and governments. If you have any questions about the collection of this information, you may contact your worker or the local Alberta Employment, Immigration and Industry office.*