

# Renter Cover Letter - Detailed Information

## CONTACT INFORMATION

Put your address on the right side of the page to indicate that it is your contact information.

John Doe  
12 Sesame Street, Toronto, Ontario M5T 2C2  
416-000-1111, John&Doe@email.me

Put the date of your application.

August 12, 2021

Address the landlord by name.

Dear Ms. Smith,

A RE. line can make your letter appear more professional.

RE: The rental apartment at 720 Bathurst St., Toronto

## RENTAL OBJECTIVE

Add a brief statement about what you are looking for. It may be a good idea to use some keywords from the rental ad here, for example 'parking', 'laundry', 'school', etc.

I am writing today about your apartment advertised for rent at 720 Bathurst Street, Toronto. This apartment would be perfect for my needs as I am looking for a place that is close to amenities and includes parking and laundry services. This apartment is great for us because it is close to our daughter's school and I have family in the area.

## ABOUT ME

Describe things about your household that would be appealing for the landlord to know. You have no obligation to include information that may negatively impact your application.

I am 27 years old and my partner Juan Rodriguez is 28. We would like to rent this apartment for ourselves and our 5-year-old daughter. I am a former athlete and an active member of my community. Juan loves reading and is a great cook.

## RENTAL HISTORY & REFERENCES

Landlords are allowed to ask for rental history, which normally involves references from previous landlords, often from the last 4-5 years. If you have reference letters, you can attach them to your application. Ideally you would provide a good reference from a previous landlord. Failing that, positive references from work or your faith community may also be helpful.

### Rental History

Most recently, I lived at 12 Sesame Street, Toronto. My landlord is Patty Smith (416-000-1111) and he would be willing to provide you with a reference. Prior to that I was living with my parents. Please see my rental history and references, attached.

## CREDIT HISTORY

If you are comfortable, attach a credit report, blacking out any sensitive information. Scan to get a free report:



## PROOF OF INCOME

Don't forget to include income like the Canada Child Benefit. You can also include information here about non-monetary income. You may also qualify for the Ontario Electricity Support Program.

Guarantors are not tenants. They are people who agree to pay the rent in case the tenant is unable to. A landlord may not demand them from one person without demanding them from everyone. However, they are something that a landlord can request and sometimes adding that you have a guarantor (if you do) can strengthen your application.

Add any statements that you feel make you a good risk for the landlord. You do not need to include anything here, and certainly no information that you think will be unhelpful to your application.

## CONCLUSION

Thank them for the opportunity and ask for follow up.

Sign your application for a personal touch.

## Financial Information

I have attached a recent credit check to this application. As you can see, my credit score is 700, which is considered to be good by Equifax. We have not included my partner's credit report as he has not been in Canada for a long time, and it would not reflect his credit worthiness. However, we have included a letter from his employer stating that he is a valuable and trusted employee.

Our household income is approximately \$3000 per month. Our normal expenses, other than rent, are about \$1200. I am on Ontario Disability Support Program, which is a secure and guaranteed income. My partner has worked with his employer for 5 years and is expecting a raise this year. We also receive the Canada Child Benefit.

I can provide a guarantor if requested. We would be able to set up a pre-authorized payment with you if desired.

## Other information

I have no criminal record and we do not use drugs. I do have a service dog who is quiet and very well trained.

Thank you very much for the opportunity to apply for this apartment. If I am not your preferred candidate, I would appreciate knowing why so I can make my application better for future renting opportunities.

Sincerely,  
John Doe

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