

***** No Property Management allowed*****

Do NOT collect monthly rent from tenants

Do NOT conduct condition walk-throughs

Only Placement services are allowed

For All Rental Placements please use this form and upload to Skyslope

Residential Tenancy Placement Listing Docs

Upload all documents to Skyslope

- Lease – MLS ® Authority to Lease Residential (BCREA webforms)
- DORT
- PNC
- Data Input – rental Data input form
- Title Search matching owner and landlord name
 - if it does not match – document showing landlord has authority to lease

[Info on how to upload rentals on Paragon](#)

PID and legal not required

Tenant placement services required docs

- Tenant's agency exclusive contract (BCREA webforms) or
- Fee agreement (tenant's Fee or Landlords fee agreement in webforms) Make sure you choose the correct form
- DORT
- PNC

If landlord or tenant is not represented:

- DORT – unrep
- Risk of unrep

NEXT - Rental established Rental agreement entered into

Report sold to MLS if you represent the landlord

Rental Required Docs in Skyslope

- Deal Sheet
- RTA rental agreement
- All associated addendums to the agreement
- Rental application
- Form K – if strata
- Material latent defect disclosure if any
 - ie unauthorized suite

do NOT upload to Skyslope

Other thing you might do that does NOT need to be uploaded:

- Copies of Security deposit do NOT go to the brokerage. Deposit should go directly to the landlord not the brokerage
- Credit checks
 - Do NOT collect any info that is inappropriate or illegal to be collected
 - Must comply with Personal Information and Protection Act (PIPA)
 - Review the Privacy Commissioner's Guidelines for "Private Sector Landlords and Tenants"
 - Credit checks can be obtained from (coming soon from Kate) – Landlord BC

List of what is allowed and NOT

You are allowed to do the following:

- Advertise the rental property
- Show the rental property
- Receive tenant applications and shortlist applicants
- Prepare the lease or tenancy agreement on behalf of the owner
- Negotiate the rent and the terms of the lease or tenancy agreement
- Collect the tenants signature on the lease or tenancy agreement
- Collect security deposit – directly to the landlord only



You can NOT:

- Conduct move –in inspection report
- Sign the tenancy agreement
- Collect rent from tenants
- Make payments on behalf of the property owner to third parties
- Negotiate or enter into contract on behalf of the owner
- Supervise employees or contractors hired by owner
- Manage landlord and tenant matters

What info can you collect?

- a landlord must notify an individual verbally or in writing before collecting the personal information. The landlord must also answer the individual's questions about the collection of the information.
- Section 7(2) of PIPA states that landlords must not, as a condition of supplying a product or service, require an individual to consent to the collection, use, or disclosure of personal information unless the information is necessary to provide the product or service. Providing rental housing is a service. This means that a landlord cannot refuse to rent to someone who Guidance document: Private sector landlords and tenants | 4 refuses to provide personal information unless that information is necessary in order to determine suitability as a tenant

QUICK REFERENCE GUIDE: BEFORE A TENANCY IS ESTABLISHED

		
ALWAYS AUTHORIZED	SOMETIMES AUTHORIZED	(ALMOST) NEVER AUTHORIZED
<ol style="list-style-type: none">1. Name and proof of identity2. Contact information3. Name of current and previous landlords4. Whether the applicant has ever been evicted5. Addresses of previous residences and how long lived there6. Reason for leaving previous residences7. Pet information8. Expected length of tenancy applied for9. Consent for a criminal record check10. Number of occupants	<ol style="list-style-type: none">1. Birth date of applicant2. Age of unit occupants3. SIN of applicant4. Non-landlord (personal) references5. Amount of current or previous rent6. Current employment and salary information7. Consent for a credit check8. Bank statements9. Federal tax assessments	<ol style="list-style-type: none">1. Consent to collect personal information "from other sources"2. Proof of insurance3. Driver's licence number4. Whether any intended occupants smoke5. Vehicle information6. Applicant's banking history7. Marital status8. Credit card number9. Emergency contact info