

Renter Cover Letter – Basic 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

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

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

Address the landlord by name.

Dear Ms. Smith,

ABOUT ME

Landlords have to know who they will be signing a lease with. Landlords do not have a legal right to know who the guests and other household members will be or their family relationships. It may, though, reduce conflict if you tell them who will be moving in with you.

I am writing today about your apartment for rent at 720 Bathurst St., Toronto. My long-term roommate, Juan Rodriguez, and I would like to rent it together.

CREDIT HISTORY

Landlords can ask for credit references and credit checks for every tenant whom they will be renting to. If someone has not been in Canada for very long, they may not have a good credit score however, this should not be held against a tenant.

I have attached recent credit checks for Juan and myself to this application. I have also included a letter from my bank attesting to my credit worthiness.

PROOF OF INCOME

Landlords can ask for income information but only after asking for credit and landlord references. Providing this information through bank statements that black out information about other expenses or the source of income is appropriate.

Our household income is \$3000 per month and will remain steady. I have provided bank statements showing this income.

RENTAL HISTORY

Landlords can ask for rental history information. If you do not have positive landlord references, consider adding other positive references.

Landlords are allowed to designate buildings as non-smoking. Landlords are not allowed to have 'no-pet' rules; however, these rules are often used to screen out applicants.

CONCLUSION

Thank them for the opportunity and ask for a follow up.

Sign your application for a personal touch.

→ Juan and I have lived at 12 Sesame Avenue, Toronto since 2018. My current landlord is Patty Smith. Prior to that, From 2015 and 2018, my landlord was Random Properties. I have enclosed a reference letter from that landlord.

→ We are not smokers.

→ 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

Find more information:

[Renter Cover Letter Toolkit](#)

