



***Thank you for the submitting the Apartment Rental Application
with Copernicus Lodge.***

- As we receive the completed Apartment Rental Application form we will send a letter (Application Acknowledgement) that confirms your status on the Copernicus Lodge waiting list.
- If your application is not completed properly, we will send you a letter (Application Incomplete) to fill in any missing information on the application that we require to consider you as new applicant on the waiting list.
- Please do not attach any documents when you submit your Apartment Rental Application.

We will require additional documentation (*Proof of Citizenship or Landed Immigrant Status, Tax Notice of Assessment, Medical assessment, Power of Attorney*) at the time that you will be offered the apartment in CL. The Placement Coordinator will contact you to confirm what kind of documents need to be submitted and to arrange the interview meeting.

- Please feel free to contact us if you need any further information.

COPERNICUS LODGE RENTAL APPLICATION PROCESS STEP BY STEP

APPLICATION FORM

COMPLETED BY APPLICANT



SUBMIT TO CL



APPLICATION REVIEWED



ACKNOWLEDGEMENT LETTER OR APPLICATION INCOMPLETE
LETTER SENT TO APPLICANT



APPLICANT'S NAME PUT ON THE WAITING LIST



AS APPLICANT IS CLOSE TO THE TOP OF THE LIST WILL BE CALLED



INTERVIEW WILL BE CONDUCTED TO CONFIRM ELIGIBILITY (MEDICAL
ASSESSMENT WILL BE REQUIRED AND OTHER DOCUMENTS AS
REQUIRED)



APARTMENT UNIT
WILL BE OFFERED TO APPLICANT



RENTAL AGREEMENT WILL BE SIGNED BETWEEN NEW TENANT AND
COPERNICUS LODGE

