

## Instructions for Completing LPMA Leasing Documents



There are two available formats of the forms, identified as “print” and “electronic”. Below follow separate instructions for each set of forms.

For either set of forms, the Landlord may customize and save a version for its building(s); each time the form is modified for a specific unit, those changes should then be saved separately.

### Print Forms

The print format allows the Landlord to complete all of the information in the required forms using the fields and then print the forms for ink or pen-on-paper signatures by the Landlord and Applicant/Tenant/Guarantor, etc.

If this format and method is selected, the Landlord must ensure that they provide the Tenant with a copy of the signed Tenancy Agreement and Additional Terms within 21 days of it being signed in order to comply with the *Residential Tenancies Act*.

### Electronic Forms

The electronic format allows Landlords to complete all of the information in the required forms using the fields and then send them, via email, to the Tenant to be signed. On this format, there is a “complete form” button at the bottom. This button is only to be selected once the Landlord has entered all of the information into the forms. Once the “complete form” button is clicked on, the fields are locked so that a Tenant cannot change any of the information. The only fields left unlocked are fields the Tenant(s) needs to complete to sign the documents. **Clicking the “complete form” button also prompts the user with a “save as” dialogue box; you must save the file with another name so that it does not overwrite the original and lock it.**

In order to complete the rental application in its entirety *before* pressing “complete form”, the Landlord will have to be aware of the following information:

- Specific unit
- Number of parking spots and type of spaces
- Date tenancy will begin
- Date accommodation is required
- All rent amounts
- Deposit amount
- Refundable deposits
- Services included
- Rent discounts applicable

Once the “complete form” button has been pressed and the version has been saved, the Landlord will provide the document to the Tenant(s), at the email address provided in the Rental Application, for signature.

Landlords will need to ensure that the Tenant(s) has returned the signed document electronically before providing access (keys) to the rental unit.