



## WAITING LIST POLICY and PROCEDURE "The Place with HEART"

### PURPOSE

The Waiting List Policy and Procedure provides Management with a guideline/tool to enable a fair and consistent process for allocation of apartments for both Residents and Non-Residents on the wait list.

### PROCEDURE

1. A potential Resident should review the website, then book a tour of the facilities with the general manager. After the tour, a Waiting List Application and Fee (deposit of \$500.00) may be submitted. The fee will be refunded to any applicant who request the removal of their name from the list. **No interest will be paid.** The wait list fee is applied to the Entrance Fee upon acceptance of a suite by the tenant. Applicants may also indicate on their application form their 'move in interest' (approximate move in time frame). All applicants will be contacted regularly to review their application for any changes.
2. The order of names on the Wait List will be determined by the date on which the Application form and fee are received.
3. When a vacancy occurs, Management will begin contacting those on the Wait List whose choice(s) matches the vacancy, using the date of Application as a guideline. A tour of the suite will be arranged. If a Waiting List Applicant indicates an interest in a suite vacancy, payment of the Development Fee of \$3,000.00 is required. A copy of the current Sublease as well as Schedules B, J, and K of the Life Lease Act, will be given to them. There is a seven-day cancellation clause in the sublease.
4. Sublease documents will be signed at the end of the seven days and occupancy is required to take place within the agreed time. The balance of Entrance Fees are required to be paid thirty (30) days prior to move in.
5. Residents who move from one apartment to another within Fred Douglas Place, may have part or all of the Waiting List Fee applied to the restoration of the original suite.

**I/We have read the Waiting List Policy & Procedure and agree to its terms. We also give permission to conduct credit checks and references if necessary.**

---

APPLICANT

---

APPLICANT

**WAITING LIST APPLICATION FORM**

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Are you able to live independently? Yes No \_\_\_\_\_

Please indicate in the appropriate box, the type of apartment that you are interested in, the preferred floor and/or direction. Please check a maximum of 4 boxes.

Suite Type (Direction)	Any Floor	Lower Floors 1 to 8	Upper Floors 9-16
“F” Studio (East)			
“E” Junior 1 Br (East)			
“A” 1 Bedroom (N or S)			
“B” 1 B/R Den (NE or SW)			
“C” 2 Bedrooms (NW or SE)			
“D” 2 Bedrooms (E or W)			

Move in interest      Circle your choice

HOT-Next week!!      Warm-Next year or so      Cool- in the next couple of years

Attach a non-interest bearing Waiting List Application Fee of \$500.00 payable to:

**FRED DOUGLAS PLACE INC.**  
**333 Vaughan Street**  
**Winnipeg, Manitoba      R3B 3J9      Telephone: 204 982-0330**

<b>For Office Use Only</b>		(staff initial each entry)
Date Application Received _____		
Deposit amount _____	Receipt # _____	Deposit date _____
Entered on Wait List _____	Entered in Quick Books _____	
Contact Log attached _____		