

Cover letter

14 October 2026

To: Leasing Office, Maple Court Apartments

Dear leasing team,

Please find my rental application for unit 4B attached, followed by my most recent pay summary. I have combined them into a single PDF so that the pages arrive in the order your checklist requests.

I can provide references from my current landlord on request. Thank you for considering my application.

Kind regards,
Jordan Example

Rental application — page 1 of 2

Applicant

Name	Jordan Example
Current address	12 Sample Street, Exampletown
Phone	555-0100
Email	jordan@example.com
Desired move-in date	1 December 2026

Residence history

Current residence	3 years, monthly rent 1,150
Reason for moving	Closer to work

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Employment

Employer	Example Co-op
Position	Logistics coordinator
Length of employment	4 years

Declaration

I confirm that the information in this application is accurate to the best of my knowledge.

Signature: Jordan Example Date: 14 October 2026

SAMPLE — FICTIONAL DATA

Pay summary

Example Co-op · Pay period 1–30 September 2026

Gross pay	4,200.00
Deductions	1,010.00
Net pay	3,190.00

Fictional document. Released under CCo.