HARRIS ROAD HOUSING CO-OPERATIVE

19250 – 119th Ave.
Pitt Meadows, BC V3Y 2A3
604-465-1938

APPLICATION FOR MEMBERSHIP

1. Principal Applicant

Last name _____ First name _____

Date of birth (D/M/Y) _____

Street address _____

City _____ Province _____ Postal code _____

Phone (home) _____ (work) _____

Email _____

2. Co-applicant (principal applicant's spouse or adult life partner)

Last name _____ First name _____

Date of birth (D/M/Y) _____

Street address _____

City _____ Province _____ Postal code _____

Phone (home) _____ (work) _____

Email _____

Relationship to applicant: _____

3. Other household members

Last name	First name	Female/male (F/M)	Date of birth (D/M/Y)
		F ☐ M ☐	
		F ☐ M ☐	
		F ☐ M ☐	
		F ☐ M ☐	

4. Housing Needs

What size of unit do you require? **2 bedroom** ☐ **3 bedroom** ☐ **either** ☐
Our current policy specifies a maximum of four persons for a two bedroom unit and a maximum of six persons for a three bedroom unit. Please note that none of our units are currently wheelchair accessible; access to upper floor is by stairs only

5. Housing background

How long have you lived at your current address? _____

Landlord's name and phone number: _____

If you have lived there less than 2 years: please give your previous address.

_____

_____

Previous landlord's name and phone number: _____

6. Parking

How many parking spaces do you need? _____
Two bedroom units include 1 parking space; three bedroom units include 2 parking spaces. Our current policy prohibits uninsured, non-operational, or oversized vehicles from being parked or stored on co-op property.

7. Pet policy

What pets do you have? # dogs _____ # cats _____ Other _____
The co-op's current pet policy allows **a maximum** of one dog or one cat per unit. Dogs and cats must be spayed/neutered and licensed, with a maximum height of 18".

8. Household income

Members of the co-op may pay different housing charges based on their gross combined household incomes.

For your application to be considered, you must complete and return the attached Declaration of Income, along with the required documentation for each and every source of income. This is to enable us to verify that you are financially able to pay the housing charge assigned to your unit. Please refer to the instructions attached to the Income Declaration for information about the types of income documentation required.

The income documentation you provide will be kept separately from your application to limit access to your financial information.

In addition, members wishing to apply for subsidy assistance (reduced housing charges based on income) must provide income documentation annually upon request and must report all changes in household income and composition as soon as they occur.

9. Participation

The co-op requires members to share the responsibilities of governing, operating, and maintaining our co-operative. You will be expected to attend periodic membership meetings, and take part in the operation of the co-op by serving on a committee or contributing time and labour to tasks assigned to you by the co-op from time to time. A willingness to participate is an important criterion for acceptance into membership.

Signatures

We apply for membership in **Harris Road Housing Co-operative** as set out below.

We understand that, if the co-op accepts us for membership and offers us a unit, we must buy a share purchase of **$2,500 for two bedroom units or $3,500 for three bedroom units** for the **principal** member. Other adult residents may become members upon approval by the co-op, and upon payment of **$10 for each associate member**.

If accepted into membership, we agree to be bound by and to comply with the Rules, occupancy agreement and policies of the co-op in force and as amended from time to time.

We have read, and we agree to comply with, the co-op's Participation Policy

We declare that all the information in this application is correct. We give the co-op permission to verify any or all of this information, and to do a landlord check and a credit check. We understand that acceptance of membership depends on the co-op obtaining satisfactory results from these checks. **We are including the application fee of $25.00 in order to have our application processed.**

Signatures of all household members who are at least 16 years of age:

_____

Applicant for **principal** membership

_____

Co-applicant

_____

Applying to reside in the Unit

_____

Date

Note: The personal information protection statement must be signed and returned with this application form.

Personal information protection statement

All applicants are to sign and submit this at the same time as their application form

I agree that *Harris Road Housing Co-operative* may keep the following information about me:

1. Financial information to set initial housing charges based on household income. If I do not qualify for subsidy, the co-op will destroy this information one year after making that decision.
2. Financial information yearly to set housing charges based on household income
3. Eligibility information to qualify for the supplementary Home Owner Grant
4. Co-op census information, including a record of all residents in each unit for security
5. Relationship of co-applicant to applicant, dates of birth of applicant and all current and future occupants, if this is required to establish the size of unit for my household, based on co-op occupancy standards, or to establish subsidy and housing charges.
6. Date of birth for purposes of conducting a credit check and reporting unpaid debts to a collection agency or credit bureau, and to verify that I meet the age requirements for membership as set out in the co-op's Rules.

I agree that this personal information may be made available to people in the following positions:

1. Co-op auditor
2. Employees of *CMHC*
3. Municipal employees dealing with the Home Owner Grant (for grant application)
4. Co-op lawyer
5. Security committee (for co-op census information)
6. Co-op staff or management
7. Designated staff, or committee members, or directors, or officers who have designated official duties for:
    - applications for membership
    - income review and setting housing charges,
    - applications for the Home Owner Grant,
    - collecting signatures for the Home Owner Grant,
    - collecting co-op census information,

- credit checks,
- landlord and other reference checks,
- maintaining secure filing and storage of personal information (both hard copy and computer)

8. Board of directors only if it is in connection with the Board's official duties
9. Credit check agency (for credit check only when you first applied for membership)
10. General meeting only if it is relevant to an appeal I make of a board decision.

I understand that **Harris Road Housing Co-operative** will use the information to

1. Contact me about this application
2. Determine my eligibility for housing and membership in the Co-op
3. Establish the size of unit for my household, based on co-op occupancy standards
4. Decide if I qualify for subsidy and to calculate the subsidy and housing charges yearly, if applicable
5. Determine eligibility for supplementary Home Owner Grant
6. Conduct a credit check and landlord check as part of evaluating my application
7. Comply with the co-op's operating agreement or program rules with CMHC (Canada Mortgage and Housing Corporation)
8. Decide on any request for an internal move

I understand that the co-op will destroy personal information that it no longer needs:

- One year after a decision was made for credit checks and for any information on inactive applicants
- Seven years for financial information on members.

I have read and received a copy of this statement.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

All applicants and members of the household 16 years of age and older must sign this statement.