

<u>FOR OFFICE USE ONLY</u>		
NAME OF MEMBER:	_____	
APPROVED UNIT #:	_____	
Date of MOVE IN:	_____	_____
	Year	Month
		Day

**Application for Garden Court Housing Co-op
No Financial Subsidy Available**

1. Please complete every part of this application.
If something does not apply to you, put N/A.
2. Along with your application, include a cheque for \$40.00 made out to Garden Court Housing Co-op. This covers the cost of a credit check, which will be done before you are contacted for a face-to-face interview.
3. This financial information is **required** along with the application form.
 - a) copies of 2 pay stubs
 - b) a letter from your employer verifying your employment
 - c) a recent copy of your tax assessment
4. People on a pension are required to attach some verification of the pension and other income.
5. Including a letter of reference from a former Landlord is preferred.
6. Send these documents to the co-op **OR** drop them off in the box outside the front door.

Thank you.
Garden Co-op Membership Committee

Garden Court Housing Co-operative

400, 2865 Packard Avenue, Coquitlam, BC V3B 6G5

Please PRINT clearly in pen

Application Date: _____

Type of housing: 1 bedroom ___ 2 bedroom ___ 3 bedroom townhouse ___

Principal Applicant's name: _____

Date of Birth: _____

Phone: Home _____ Work _____ Cell _____

Current address: _____

Previous address if less than 4 years at current address: _____

Co-applicant's name: _____

Date of Birth: _____

Number of children to reside in unit: _____ Ages: _____

Will other adults be residing with you? No _____ Yes _____

If yes, their relationship to you _____

Will you require a parking stall? No _____ Yes _____ # of vehicles _____

Do you have a pet? No _____ Yes _____ Kind of pet: _____

Information for all occupants that will be living in the unit:

Name	Birthdate	Yearly Income
-------------	------------------	----------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Amount paid for shares: _____

Approval by the Board of Directors

Date:

This information is confidential. It will be kept in a locked file cabinet.

Reference Information

Family Name: _____

Present Landlord / Mortgage Co. name: _____

Address: _____ phone: _____

Rent or mortgage payment/month: _____

Financial Information:

Name & Address of bank: _____

Account type: Savings _____ Chequeing _____

Principal Applicant's Income: \$ _____

Employer & Address: _____

Job title: _____ Number of years employed: ____

Contact person: _____ phone number _____

Other income: \$ _____

Co-applicant's Income: _____

Employer & Address: _____

Job title: _____ Number of years employed: ____

Contact person: _____ phone number _____

Other income: _____

Are you receiving Social Assistance? Yes _____ No _____

Declaration:

The above information is for the purpose of obtaining a Co-operative housing unit and is guaranteed to be true.

I/We hereby authorize the person, to whom this application is submitted, permission to obtain such credit reports or other information as may be deemed necessary in connection with this application for membership into Garden Court Housing Co-op and income verification for membership into Garden Court Housing Co-op.

This consent is given pursuant to Section 12 of the Personal information Reporting Act of BC.

Principle applicant's signature: _____

Co-applicant's signature: _____

Date: _____

COHO CREDIT REPORTING SERVICE

To obtain a credit report, please have the Applicant complete the following form. Please print clearly and accurately, and include the postal code. Only complete the information for the Co-Applicant if a credit check is being done for them, otherwise leave it blank. This form is for information only, and cannot be done without the signed Schedule "A" Rent Check consent form (must also be signed by the Co-Applicant if applicable).

CO-OP: _____ **Coordinator:** _____

Principal Applicant:

FIRST NAME: _____

LAST NAME: _____

Current Address: _____

_____ Postal Code: _____ # of years: _____

Former Address: _____

_____ Postal Code: _____ # of years: _____

Date of Birth: _____ // _____ // _____
Year Month Day

Social Insurance Number (Optional): _____ // _____ // _____

CO-APPLICANT:

FIRST NAME: _____

LAST NAME: _____

Current Address: _____

_____ Postal Code: _____ # of years: _____

Former Address: _____

_____ Postal Code: _____ # of years: _____

Date of Birth: _____ // _____ // _____
Year Month Day

Social Insurance Number (Optional): _____ // _____ // _____

Personal Information Protection Statement

I agree that Garden Court 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 on household income when I moved into the co-op and my initial housing charges.
3. financial information yearly to set housing charges based on household income.
4. eligibility information to qualify for the supplementary Home Owner Grant.
5. co-op census information, including a record of all residents in each unit for security.
6. relationship of co-applicant to applicant, date of birth of applicant and all future occupants.
7. date of birth for purposes of conducting a credit check and reporting unpaid debts to a collecting agency or credit bureau.
8. whether I meet the age requirements for membership as set out in the co-op's Rules.
9. pet ownership and emergency contact information.

I understand that Garden Court Housing Co-operative will use this 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 the occupancy standards
4. decide if I qualify for subsidy and to calculate the subsidy and housing charges yearly
5. determine eligibility for supplementary Home Owner Grant
6. ensure safe evacuation of all household members in case of emergency (and for security purposes especially in areas of high crime rates)
7. conduct a credit check before accepting my application
8. comply with the co-op's operating agreement or program rules with CMHC (Canada Mortgage and Housing Corporation)
9. decide on my request for an internal move
10. phone numbers will be published on in-house phone list that is given to all member units

Personal Information Protection Statement continued

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

1. co-op auditor
2. employee of CMHC
3. municipal employees dealing with 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 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
 - maintain 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)

I have read and received a copy of this statement:

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

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

Rental Application Addendum SCHEDULE "A"

(Each tenancy candidate must complete a separate application)*



Information**

The word "Information" means credit information, personal information, information about the services you use that are provided by the Landlord as listed in this rental application and information relating to your tenancy at the Premises applied for in this rental application including information regarding the duration of your tenancy, monthly rent, emergency contacts and any matters relating to your lease/tenancy agreement, including misrepresentations relating to, defaults under and/or breaches of your lease/tenancy agreement.

"Credit Information" means information about you, including your name, age, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant's/spouse's/same-sex partner's name and age, number of dependants, particulars of education or professional qualifications, field of employment, places of employment, previous places of employment, employment durations, estimated income, paying habits, outstanding debt obligations, cost of living obligations, involvement in bankruptcy proceedings or landlord and tenant disputes, assets, and banking information (including account and credit card information).

"Personal Information" means information about you other than credit information that is relevant to your suitability as a tenant, including your social insurance number (optional), driver's license number, vehicle license plate number, vehicle make and year, and information from references which you provide about your character, reputation, physical or personal characteristics or mode of living or about any other matter concerning you that is relevant to your suitability as a tenant.

Collection, Use and Disclosure of Information:

In consideration for the Landlord accepting you as a tenant and entering into a lease/tenancy agreement with you, you expressly consent to and authorize the following:

1. The Landlord may obtain Information about you through a tenant check and/or credit or consumer report conducted by [Rent Check Credit Bureau](#) and as permitted or required by law. You expressly authorize [Rent Check Credit Bureau](#) to provide Information regarding you to The Landlord.
2. The Landlord may use Information about you to determine your suitability as a tenant and as permitted or required by law.
3. The Landlord may disclose Information about you as permitted or required by law and to [Rent Check Credit Bureau](#) in order to be included within a database of tenant information, and/or within a file on you, for purposes of:
 - tenant reporting and credit reporting in accordance with the Consumer Reporting Act (Ontario);
 - establishing a credit history and a rental history;
 - comparing with aggregate statistical data for purposes of tenancy and credit scoring; and
 - supporting the credit approval process.
4. You expressly authorize [Rent Check Credit Bureau](#) to retain Information regarding you indefinitely for the purposes outlined in section 3 above, subject to any applicable legal restrictions.
5. You expressly authorize [Rent Check Credit Bureau](#) to disclose Information regarding you to its members and subscribers as required or permitted by law and for the purposes outlined in section 3 above.
6. You agree that you will not withdraw your authorization and consent to the collection, use and disclosure of Information about you by [Rent Check Credit Bureau](#) as outlined in sections 1 to 5 above.
7. You agree that all statements on this Residential Rental Application are true and you expressly authorize all references given to release information about you to the Landlord for verification subject to sections 1 to 5.

Please provide your consent by checking the following box and signing in the appropriate space below:

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above
I have read, understood and voluntarily agree to the terms and conditions outlined above.

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above
I have read, understood and voluntarily agree to the terms and conditions outlined above.

Applicant's Signature

Co-Applicant's Signature

Print Name

Print Name

Date (yyyy/mm/dd)

Date (yyyy/mm/dd)

*Signature space is provided for applicant and co-applicant however Rent Check suggests that if more than 2 applicants that the landlord provides each tenancy applicant with a separate copy of this Residential Rental Application for completion.

**DISCLAIMER: Rent Check does not represent, warrant or guarantee that this Consent Statement will be valid or enforceable in all circumstances or for every landlord. Each individual landlord should modify the language of this Consent Statement to suit their individual circumstances, and should obtain legal advice regarding the appropriate consent to be obtained from their prospective tenants.

Family Name: _____

Unit # _____

As a housing co-operative unit member, you are expected to contribute to the successful running of the co-op by joining a committee and/or assisting in the general maintenance of our Garden Court Housing Co-op. You are also expected to attend General Meetings. The dates are posted on the bulletin board near the office and you will be fined if you don't attend.

Why do you want to live in Garden Court Housing Coop?

What can you contribute to the co-op as an active member?

Skills

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Maintenance (building) |
| <input type="checkbox"/> Art (poster design, etc) | <input type="checkbox"/> Painting (interior) |
| <input type="checkbox"/> Children's event programming | <input type="checkbox"/> Painting (exterior) |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Computer data entry | <input type="checkbox"/> Snow shovelling |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Website (basic page updates) |
| <input type="checkbox"/> Interviewing | <input type="checkbox"/> Yardwork |
| <input type="checkbox"/> Legal analysis | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Letter Writing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Library helper | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Translation language _____ | |

Committees you are interested in joining

- Finance Committee
- Maintenance Committee
- Membership Committee
- Social Event Committee
- Welcoming Committee
- Insurance Committee

Membership Data 1

Unit # _____

Date: _____

Existing wallcovering agreement [Completed after unit viewing]

In the event that I/we like the wallpaper, off color painting or paneling, etc in the unit, I/we are about to rent and decide to have it remain. I/we hereby declare that it will be my/our responsibility to remove said wall covering and return the color of the paint to the original Co-op color upon my/our vacating the unit.

Signature (s) _____

Date: _____

Key Register

Common Area Keys # _____ Returned _____

Suite Door Keys # _____ Returned _____

Mail box key _____ Returned _____

Handbook _____ Returned _____

Signature to verify items are correct/received: _____

Vehicle Details

Vehicle One Make & Color _____ Assigned Stall _____
License plate number _____

Vehicle Two Make & Color _____ Assigned stall _____
License plate number _____

Pet Registration (One small pet is allowed per unit)

Member's Name: _____ Unit # _____

Phone numbers: home: _____ Cell: _____ Work: _____

Pet's name _____ Type of animal _____

Breed & Description _____

License number _____

Spade/ neutered: Yes _____ No _____

Are the pet's required shots current? Yes _____ No _____

If a dog, dog's weight _____ dog's height _____

Signature: _____

MOVE IN DATE: _____ // _____ // _____
Year Month Day