

# BURRADVIEW HOUSING CO-OPERATIVE APPLICATION FOR MEMBERSHIP

\*\*\*FOR OFFICE USE ONLY\*\*\*

DATE RECEIVED:

INTERVIEW DATE:

DATE APPROVED FOR MEMBERSHIP:

UNIT TYPE\*:      1 BEDROOM      2 BEDROOM      3 BEDROOM      4 BEDROOM

APPLICANT

CO-APPLICANT

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COMPLETE AND SUBMIT THIS APPLICATION TO THE ADDRESS LISTED BELOW

This form is designed to collect specific information from applicants seeking membership in the Burradview Housing Co-operative (the Co-op) in accordance with the Personal Information Protection Act (PIPA).

The application is in two parts in order to ensure that the confidentiality of the information provided is respected. The first part asks for information on your household that will be used by committees when assessing the volunteer resources available to the co-op. The second part contains financial information and references accessible only to the office. The information you provide will be kept confidential.

The Co-op will not process incomplete applications. Applicants who fail to provide the required information or who provide false or misleading information are ineligible for membership.

The Applicant can submit completed application via [burrardviewcoop@gmail.com](mailto:burrardviewcoop@gmail.com) or mail to the co-op office at **Burrardview Housing Cooperative, 51 - 1475 Deep Cove Road, North Vancouver, BC V7G 2S3.**

*\*At the time of move-in the family must meet National Occupancy Standards requirements.*

## APPLICATION INFORMATION FOR POTENTIAL MEMBERS

Thank you for your interest in Burradview Housing Co-op. Burrardview Housing Cooperative is located at 1475 Deep Cove Road, North Vancouver. A 50-unit townhouse-style complex in a park like setting, backing onto green belt leading to Mount Seymour Park. Walking distance to many parks, beaches, and Deep Cove Village. Comprised of 1, 2, 3 and 4 bedrooms with gardens - smoke free for new members - as well as one common room for co-op meetings and member bookings. Underground resident parking provided, visitor parking, laundry facilities as well as in-unit hook ups available. Each unit is permitted 2 cats or 2 dogs in accordance with our pet policy.

Burrardview is based on a co-operative model where members are required to volunteer time to attend meetings, administer co-op maintenance, membership and landscaping, and participate in the planning of their community. Our participation model allows us to keep housing charges low and provide stable accommodations for our members. As members of Burradview Housing Co-op you are required to attend General Meetings that are held a few times a year.

Anyone wishing to live in our co-op must first apply to become a member. Please complete all sections of the attached application and submit copies of all required information to our office. Your application will be carefully reviewed to determine whether you are eligible for membership in our co-op. All applicants will be subject to reference checks and a confidential credit check. If deemed suitable, you will be contacted to meet with members of the Membership Committee for an initial interview as vacancies arise. All family members who will be residing in the co-op must attend the interview.

Applicants should meet minimum income requirements and if accepted for membership must make, prior to moving in, a principal Share Purchase depending on unit size:

| Unit Size      | Minimum Annual Gross Household Income | Share Purchase |
|----------------|---------------------------------------|----------------|
| One Bedroom    | \$43,920.00                           | \$1,700.00     |
| Two bedrooms   | \$57,760.00                           | \$1,900.00     |
| Three bedrooms | \$69,920.00                           | \$2,100.00     |
| Four bedrooms  | \$75,320.00                           | \$2,200.00     |

Associate share purchase is \$10. The shares are redeemable upon move out, less charges due.

If you are contacted for an interview, you must bring with you the following documentations in a separate, sealed envelope to show “proof of income” and to undergo a credit check to ensure eligibility:

- 3 of your most current and consecutive paystubs that show your gross income and pay periods, OR a letter from your employer on company letterhead stating your gross annual income with a contact name and number OR copies of all pensions, EI, etc. that you are receiving; If self-employed, a copy of your most recent income tax submission that includes your Statement of Business income and deductions.
- A copy of your most recent Income Tax Assessment Report and Notice of Assessment

**\*\* YOU MAY DETACH THIS PAGE AND KEEP IT FOR YOUR OWN RECORDS\*\***

**STATEMENT OF APPLICATION FOR MEMBERSHIP AND PRIVACY OF PERSONAL INFORMATION AT BURRADVIEW HOUSING CO-OP**

I/We understand that this application must be accompanied by suitable income verification for each income earner.

I/We understand that Burradview Housing Co-operative was formed to provide housing at cost to its members and that membership includes a responsibility to participate in the co-operative.

I/We understand that this application for membership does not constitute an agreement on the part of Burradview Housing Co-operative to provide me/us with accommodation.

I/We understand that only members of Burradview Housing Co-operative may live in the co-op and apply for membership.

I/We understand that if the co-op accepts us for membership and offers us a unit, we must purchase shares in the co-op as per information received. We declare that all the information in this application is correct. The applicant[s] understands and agrees that providing the co-op with false or misleading financial and/or personal information could result in termination or rejection of the application for membership. We give the co-op permission to verify all this information and do a reference check and a credit check.

I/We agree that Burradview Housing Co-operative may keep the following information about us: All information provided on this application form, accompanying income documentations and credit check details.

I/We understand that Burradview Housing Co-op will use the information to contact me/us about this application, determine my/our eligibility for housing and membership in the co-op, and perform a credit check and landlord check. We understand that acceptance of membership into the Burradview Housing Co-op depends on the co-op obtaining satisfactory results from the credit check, references, and Membership Committee recommendations.

I/We declare that all the information in this application is correct and complete and hereby authorize Burradview Housing Co-operative to verify any or all of the information contained herein and to perform a credit and/or reference check.

APPLICANT

CO-APPLICANT

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

| APPLICANT INFORMATION  |         |               |          |                       |             |  |
|--|---------|---------------|----------|-----------------------|-------------|--|
| NAME   |         |               |          |                       |             |  |
| DATE OF BIRTH  |         |               |          |                       |             |  |
| PHONE #  | HOME    |               | WORK     |                       | CELL        |  |
| EMAIL  |         |               |          |                       |             |  |
| CURRENT ADDRESS  | ADDRESS |               |          |                       |             |  |
|  | CITY    |               | PROVINCE |                       | POSTAL CODE |  |
| CO-APPLICANT INFORMATION   |         |               |          |                       |             |  |
| NAME   |         |               |          |                       |             |  |
| DATE OF BIRTH  |         |               |          |                       |             |  |
| PHONE #  | HOME    |               | WORK     |                       | CELL        |  |
| EMAIL  |         |               |          |                       |             |  |
| LANDLORD CONTACT INFORMATION (FOR REFERENCES)  |         |               |          |                       |             |  |
| NAME   |         |               |          |                       |             |  |
| ADDRESS  |         |               |          |                       | PHONE #     |  |
| NAME   |         |               |          |                       |             |  |
| ADDRESS  |         |               |          |                       | PHONE #     |  |
| NAME   |         |               |          |                       |             |  |
| ADDRESS  |         |               |          |                       | PHONE #     |  |
| PREVIOUS ADDRESS   |         |               |          |                       |             |  |
| **If you've lived at your current address for less than two years, please provide us with the previous address** |         |               |          |                       |             |  |
| PREVIOUS ADDRESS   | ADDRESS |               |          |                       |             |  |
|  | CITY    |               | PROVINCE |                       | POSTAL CODE |  |
| ALL OTHER OCCUPANTS  |         |               |          |                       |             |  |
| NAME   |         | DATE OF BIRTH |          | RELATION TO APPLICANT |             |  |
|  |         |               |          |                       |             |  |
|  |         |               |          |                       |             |  |
|  |         |               |          |                       |             |  |
|  |         |               |          |                       |             |  |
|  |         |               |          |                       |             |  |



|                       |  |  |
|-----------------------|--|--|
| MAINTENANCE COMMITTEE |  |  |
| SOCIAL COMMITTEE      |  |  |
| LANDSCAPING COMMITTEE |  |  |

5. Do you have any other skills or interests that you could contribute to the co-op? Please describe.

6. Please tell us about your volunteer history, including whom you have volunteered with and what type of work you provided (community work, school organization, etc.).

7. Please provide us with your vehicle information.

| <b>MAKE / MODEL</b> | <b>COLOUR</b> | <b>PLATE #</b> |
|---------------------|---------------|----------------|
|                     |               |                |
|                     |               |                |

8. Do you have any pets? If so, please provide us with their information.

| <b>TYPE OF PET</b> | <b>SIZE</b> |
|--------------------|-------------|
|                    |             |
|                    |             |
|                    |             |







# 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 dependents, 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.

# BURRADVIEW HOUSING CO-OPERATIVE

## STATEMENT OF INCOME

Please submit this section in a separate, sealed envelope, accompanied by the required documentation listed below:

- 3 of your most current and consecutive paystubs that show your gross income and pay periods, OR
- A letter from your employer on company letterhead stating your gross annual income with a contact name and number
- Copies of all pensions, EI, etc. that you are receiving
- If self-employed, a copy of your most recent income tax submission that includes your Statement of Business Income and deductions
- A copy of your most recent Income Tax Assessment Report and Notice of Assessment

Your financial information will be kept in strict confidence, with only the Office Coordinator/ Management Company staff having access to it.

| APPLICANT  |                  |                          |                     |                            |
|--|------------------|--------------------------|---------------------|----------------------------|
| NAME   |                  |                          |                     |                            |
| SOURCE OF INCOME<br>(EMPLOYMENT, PENSION, EI,<br>ETC.) |                  |                          |                     |                            |
| GROSS MONTHLY INCOME                                   | \$               |                          |                     |                            |
| CURRENT EMPLOYER                                       |                  |                          |                     |                            |
| CONTACT NAME   |                  |                          |                     |                            |
| ADDRESS  |                  | PHONE<br>#               |                     |                            |
| CO-APPLICANT   |                  |                          |                     |                            |
| NAME   |                  |                          |                     |                            |
| SOURCE OF INCOME<br>(EMPLOYMENT, PENSION, EI,<br>ETC.) |                  |                          |                     |                            |
| GROSS MONTHLY INCOME                                   | \$               |                          |                     |                            |
| CURRENT EMPLOYER                                       |                  |                          |                     |                            |
| CONTACT NAME   |                  |                          |                     |                            |
| ADDRESS  |                  | PHONE<br>#               |                     |                            |
| ALL OTHER OCCUPANTS                                    |                  |                          |                     |                            |
| NAME   | DATE OF<br>BIRTH | RELATION TO<br>APPLICANT | SOURCE OF<br>INCOME | GROSS<br>MONTHLY<br>INCOME |
|  |                  |                          |                     | \$                         |
|  |                  |                          |                     | \$                         |
|  |                  |                          |                     | \$                         |