

APPLICATION INFORMATION FOR POTENTIAL MEMBERS

Thank you for your interest in Robert Owen Housing Co-op. Living in a housing co-op means participation, and sharing your skills with one another. The members of Robert Owen Housing Co-op come from a variety of cultural, social-economic and philosophical experiences. As members of Robert Owen Housing Co-op you are required to attend General Meetings that are held approximately three times a year and to volunteer a minimum two hours per unit each month.

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. Please detach all of Section 5 (please review the attached financial information required of your household as per our policies and procedures) and submit it with this application in a separate, sealed envelope. All applications require a **\$20.00** application fee that is non-refundable.

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 in order to meet with members of the Interview Committee for an initial interview as vacancies arise. All family members who will be residing in the co-op must attend the interview.

Applicants accepted for membership must pay, prior to moving in, a Share Purchase of **\$3,500.00** for a townhouse. This is payable by money-order or bank draft ONLY, no later than 10 days after accepting the unit. Other family members who will be residing in the unit that are 19 years and older can apply for Associate Membership. The fee for Associate Membership is \$10.00, upon approval by the Board of Directors. Both the Share purchase and Associate Member fee are refundable upon move-out, less any outstanding charges that may be owed to the co-op.

Members are also required to provide proof of contents insurance with a liability clause included before or upon move-in. If you enjoy volunteering your time and are willing to commit to community living, then please take the time to fill out this application form. Come and see what co-op living is all about!

CURRENT MARKET HOUSING CHARGE RATES		
May 1, 2018-April 31, 2019		
UNIT SIZE	HOUSING CHARGE	SHARE PURCHASE PRICE
2 BEDROOM	\$1,147.00 + \$10.00	\$3,500.00
3 BEDROOM	\$1,292.00 + \$10.00	\$3,500.00
4 BEDROOM	\$1,410.00 + \$10.00	\$3,500.00

(Additional \$10.00 = Sector Support Levy)

MINIMUM INCOME CRITERIA FOR MARKET UNITS		
UNIT SIZE	MONTHLY GROSS INCOME	ANNUAL GROSS INCOME
2 BEDROOM	\$3,823.00	\$45,879.00
3 BEDROOM	\$4,307.00	\$51,680.00
4 BEDROOM	\$4,700.00	\$56,400.00

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:

- 4 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
- A copy of your most recent Human Resources Benefit statement
- 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
ROBERT OWEN HOUSING CO-OP**

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

I/We understand that Robert Owen 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 Robert Owen Co-operative to provide me/us with accommodation.

I/We understand that only members of Robert Owen Housing Co-op 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 any and all of this information, and do a landlord check and a credit check.

I/We agree that Robert Owen Housing Co-op may keep the following information about us: All information provided on this application form, accompanying income documentations and credit check details. We agree this personal information may be made available to people in the following positions: Board of Directors, Treasurer, Finance Committee, Auditor, CMHC, the Office Coordinator/Property Management Company, Membership Committee [Non-financial information only].

I/We understand that Robert Owen 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 Robert Owen 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 Robert Owen Co-operative to verify any or all of the information contained herein and to perform a credit and/or reference check.

APPLICANT

NAME: _____

SIGNATURE: _____

DATE: _____

CO-APPLICANT

NAME: _____

SIGNATURE: _____

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						
NAME						
ADDRESS					PHONE #	
REFERENCES						
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		

QUESTIONNAIRE

1. Do you have any special requirements (handicap unit, etc.)? Please explain.

2. Have you ever lived in a co-op before? If so, where, and for how long? Please provide the name and location, and also tell us why you left, or are leaving that co-op?

3. Please tell us why you would like to live at Robert Owen Housing Co-op.

4. Please indicate which committee you would be willing to join and describe how you would contribute:

COMMITTEE	X	DESCRIBE CONTRIBUTION
BOARD OF DIRECTORS		
MEMBERSHIP COMMITTEE		
MAINTENANCE COMMITTEE		
SOCIAL COMMITTEE		
LANDSCAPING COMMITTEE		

NOTE: It is mandatory for each unit to contribute a minimum of one hour of participation time each month. All units are also required to complete an assigned annual task every 2 weeks. All members are also required to attend General Meetings, and are encouraged to join the Board of Directors and committees.

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.

MAKE / MODEL	COLOUR	PLATE #

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

TYPE OF PET	SIZE

NOTE: Members are allowed 1 big dog, or 2 small dogs/cats. All pets must be spayed and/or neutered and vaccinations must be up to date upon move-in. Certified special needs dogs are exempt from size restrictions. Up to date documentation is required for special needs dogs. All pets must be contained on a leash or contained when in the common areas.



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.

ROBERT OWEN HOUSING CO-OPERATIVE

SECTION 5 (PLEASE PRINT)

STATEMENT OF INCOME

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

- 4 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
- A copy of your most recent Human Resources Benefit statement
- 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/Property Management Company having access to it.

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