

FORD ROAD HOUSING CO-OP

#117-19041 Ford Road, Pitt Meadows, BC V3Y 1V9

Fax: 604-465-2374

Phone: 604-465-6611

www.fordroadcoop.ca

frhc@shaw.ca

APPLICATION INFORMATION FOR POTENTIAL MEMBERS

Thank you for your interest in Ford Road Housing Co-op. Living in a housing Co-op means participation and sharing your skills with one another. The members of Ford Road Housing Co-op come from a variety of cultural, social-economic and philosophical experiences. As members of Ford Road Housing Co-op you are required to attend General Meetings that are held approximately three times a year and to volunteer a minimum four 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 detach all of section 5 [please review attached financial information required of your household as required by our policy and procedures] and submit with the application **in a separate and sealed envelope**.

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 (**Applicant is required to pay a \$25 fee for the credit check**). You will be contacted in order to meet with members of the Interview Committee for an initial interview as vacancies arise. All family and/or non-family members and dogs who will be residing in the Co-op must attend the interview.

When assessing if you qualify for market housing charge, please use the following as the minimum gross income necessary to qualify:

- 1 bedroom Adult building \$2,003**
- 1 bedroom Family building \$2,103**
- 2 bedroom Adult building \$2,248**
- 2 bedroom Family Building \$2,348**
- 3 bedroom Townhouse \$3,200**
- 4 bedroom Townhouse \$3,763**

Applicants accepted for membership must pay prior to moving in a share purchase of **\$2,000** for an apartment, or **\$3,000** for a townhouse. This is payable by money-order or bank draft ONLY no later than two [2] weeks prior to the move in date of a unit. Other family and/or non-family members who will be residing in the unit that are 19 years and older may apply for Associate Membership. The fee for Associate Membership **is \$10.00**. Both the share purchase and associate member fee are refundable between 60-90 days after move-out; less any outstanding money which may be owed to the Co-op and damage to the unit.

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, please take the time to fill out an application form. Come and see what Co-op living is all about!

**Current market housing charges [including cable & internet] are as follows:
[August 1, 2016 to July 31, 2017]**

Market Housing charge

1 bedroom - Adult building	\$ 801.00
1 bedroom - Family building	\$ 841.00
2 bedroom - Adult Building	\$ 899.00
2 bedroom - Family building	\$ 939.00
3 bedroom - Townhouse	\$1,280.00
4 bedroom - Townhouse	\$1,505.00

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OFFICE USE ONLY:

DATE RECEIVED: _____

Schedule A signed	
Financial information completed	
Landlord reference completed	
Credit Check completed	
Unit Suggested	

FORD ROAD HOUSING CO-OP APPLICATION FOR MEMBERSHIP

Please complete all sections of the application and print clearly.

SECTION ONE

Name of Applicant	
Current Address	
Home Phone number	
Work Phone number	
Cell Number	
E-mail address	
Emergency Contact	
Name of Co-applicant	
Current Address	
Home Phone Number	
Work Phone Number	
Cell Number	
E-mail address	

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Please list the names of all persons who will be residing in the unit including the applicant and co-applicant

Name (First and Last)	Birth date	Relationship

How many bedrooms do you require? (Please circle your choice) **1, 2, 3, 4**

Special requirements [example: no stairs, special Needs unit, close to elevator, etc.]	
Have you ever lived in a co-p?	
Name and location of previous co-op	
How did you hear about our co-op?	

Please tell us why you would like to live at Ford Road Housing Co-op.

Do you anticipate your family unit to change in the upcoming year? [I.e. birth of child, another member moving in or leaving]. Do you anticipate a change in your financial status during the next 12 months? [i.e.: layoff, cut-back hours, contributing member moving out, and additional income coming in. Etc.] Yes No

If yes, please explain _____

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PETS & PET POLICY AT FORD ROAD CO-OP

We adhere to the Pitt Meadows by-laws regarding “vicious” animals.....“NO Pitt Bull Terrier, American Pitt Bull Terrier, Pit Bull, Staffordshire Bull Terrier, American Staffordshire Terrier or any dog of mixed breeding that includes any of the aforementioned breeds are allowed”

Members are allowed **TWO PETS PER UNIT.** Pets must be spayed or neutered and vaccinations must be up-to-date upon move-in. Dog’s height is to be no more then 18” at shoulder if residing in an apartment. Certified Special Needs dogs are exempt from the height restrictions. Current certification documentation is required.

Do you have pets?	Yes	No	How many?
Type/breed?			Size?

Please note: if possible dogs should accompany family for interview.

Animals must be on a leash or contained when outside of the building. Dog droppings **MUST** be picked up immediately following the occurrence. This is a finable offence if not complied with.

~Any of the known vicious breeds are not allowed on Co-op property~

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It is mandatory for each unit to contribute a minimum of FOUR HOURS participation time each month. Members are required to join a committee as well as attend General Meetings.

Please put a check mark next to the committee/s that you would be interested in:

Co-op Committees describe the contribution you could make to this committee

Board of Directors		
Cleaning Committee - Adult Bldg		
Cleaning Committee - Family Bldg		
Fire and Safety Committee		
Landscape Committee		
Maintenance Committee		
Newsletter Committee		
Pet Committee		
Parking Committee		
Participation Committee		
Security Committee		
Social/Children Committee		
Welcoming Committee		

Tell us about your volunteer history including whom you have volunteered with and what type of work you provided.

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HOUSING

Previous housing information	Name and contact information	Date timelines [Example: Jan 04 to Nov 05] Reason for leaving
Applicant's current landlord: Monthly rent: _____ Monthly utilities: _____		
Applicant's previous landlord: Monthly rent: _____ Monthly utilities: _____		
<i>If different from above:</i>		
Co-applicant's current landlord: Monthly rent: _____ Monthly utilities: _____		
Co-applicant's previous landlord: Monthly rent: _____ Monthly utilities: _____		

PREVIOUS HOUSING INFORMATION AND PERSONAL REFERENCES

PERSONAL REFERENCES [NO FAMILY MEMBERS]

Name and contact number	Relationship and Length of time known	Telephone #
Applicant's first reference		
Applicant's second reference		
Applicant's third reference		
Co-applicant's first reference		
Co-applicant's second reference		

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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:

[If there is a third co-applicant, make a copy of this form.]

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 [m/d/y]

Date [m/d/y]

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SECTION FOUR

INFORMATION REGARDING THE PRIVACY OF ANY PERSONAL INFORMATION THAT IS REQUESTED ON THIS APPLICATION

We understand that only members of Ford Road Housing Co-op may live in the Co-op and apply for membership. 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.

We agree that Ford Road 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, Property management Company, Membership Committee and the Membership Interview Committee [non-financial information only].

We understand that Ford Road 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 Ford Road Housing Co-op depends on the Co-op obtaining satisfactory results from the credit check, references and Interview Committee recommendations.

NAME: PRINTED	SIGNATURES OF ALL MEMBERS <u>19 YEARS</u> OR OLDER WHO WILL BE RESIDING IN UNIT
Applicant:	
Co-Applicant:	
Co-Applicant:	

DATE: _____

PLEASE NOTE:

You are required to provide the following documentations to show “proof of income” and to undergo a credit check to ensure eligibility:

- Four current or consecutive pay slips that show you gross income and pay periods or
- A letter on company letterhead stating your gross annual income with a contact name and number or
- Copies of all pensions you are receiving or
- A copy of your most recent Human Resources Benefit statement or
- If self-employed, a copy of your most recent income tax submission that includes your Statement of Business income and deductions.
- A copy of the previous year income tax assessment report.

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SECTION FIVE

**FORD ROAD HOUSING CO-OP FINANCIAL INFORMATION
PLEASE LIST ALL SOURCES OF INCOME FOR ALL PERSONS ON THIS APPLICATION**

**PLEASE ENSURE THAT YOU REPORT ALL INCOME FROM ALL SOURCES
[CHILD TAX CREDIT; G.S.T.; INHERITANCES, and SETTLEMENTS ARE NOT TO BE
INCLUDED AS INCOME]**

Applicant name	
Monthly gross income	
Source of income [Employment, pension, etc.]	
Name and contact number of current employer	
Co-applicant name	
Monthly gross income	
Source of income [Employment, pension, etc.]	
Name and contact number of current employer	
3rd family member name	
Monthly gross income	
Source of income [Employment, pensions, etc.]	
Name and contact number of current employer	