

H. W. FLESHER HOUSING CO-OP

A24-3545 EAST 43RD AVENUE VANCOUVER BC V5R 5X5 (604) 433-1274

APPLICATION FORM

\$10 APPLICATION FEE REQUIRED FOR EACH APPLICATION (non-refundable)

Please read “Application Information” (pdf on our website) before completing this form – it lists the monthly housing charges AND income required to qualify for co-op membership.

Membership in the co-op is by application:

- complete all sections of the application & include a \$10 cheque or money order (no cash)
- detach Section 4 and put in a **separate/sealed envelope**
- incomplete applications and those without the \$10 fee will be shredded

If you meet the basic requirements for membership, we will

1. interview ALL family members who wish to live in the co-op
2. complete a confidential credit check on all applicants

Our waitlists are long – we will phone you for an interview when your name gets close to the top of the list.

If accepted, members are required to:

1. purchase shares in the co-op by certified cheques or money order. Share purchase price is refunded (no interest) if you leave the co-op, less any money owed to the Co-op.
2. purchase a \$25 membership (\$40 for a couple) - non-refundable
3. provide proof of contents insurance (“tenant package”) before moving in.
4. sign a lease agreement with the co-op
5. be willing to volunteer at least 4 hours/month and attend General Meetings (~ every 8 weeks)

If you enjoy volunteering your time and will commit to community living, please take a walk around our beautiful garden Co-op and then fill out a membership application form. membership@hwflesher.com

Remember - contact us IN WRITING each year to remain on the waitlist.

PLEASE KEEP A COPY OF THE APPLICATION FOR YOUR RECORDS

WE ARE A NON-SMOKING CO-OP (includes tobacco, marijuana & all combustibles)

Thank you for your interest in HW Flesher Housing Co-operative

OUR MISSION STATEMENT

HW Flesher is a community of people with shared responsibility for each other, our homes and our neighbourhood.

update: October 2, 2018

SECTION ONE

**HW FLESHER HOUSING CO-OPERATIVE – APPLICATION FOR MEMBERSHIP
PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION AND PRINT CLEARLY**

**** notify us of any changes to your home or email addresses **.**

Legal Name of applicant		
Birth date (mo/day/year)		
Current address	City	Postal Code
Home phone number		
Work phone number		
Cell number		
** Email Address		
Name of co-applicant		
Current address	City	Postal Code
Home or Work phone #		

Please list the names of <u>all</u> persons who will be residing in the unit <u>including the applicant</u> and co-applicant		
Name	Birth date M/D/YY	Relationship to applicant

Will the no smoking rule be enforced by the residents and your guests? includes tobacco, marijuana, etc	
Special requirements (example: no stairs, special needs unit; washer/dryer hookups, etc.)	
Size of unit for your family	1 bedroom <input type="checkbox"/> 2 bedrooms <input type="checkbox"/> 3 bedrooms <input type="checkbox"/> 4 bedrooms <input type="checkbox"/>

OFFICE USE ONLY	DATE RECEIVED: _____	RECEIVED BY: _____ Credit check ok? _____
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APPLICANT MEETS FINANCIAL CRITERIA FOR: MARKET <input type="checkbox"/> SHALLOW SUBSIDY <input type="checkbox"/> DEEP SUBSIDY <input type="checkbox"/>
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APPLICATION FEE SUBMITTED: YES/NO APPLICATION FORM COMPLETE: YES/NO ONE-TWO-THREE-FOUR0

MEMBERSHIP COMMITTEE NOTES:

What languages do you speak?	
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Applicant's Occupation	
Place of Employment	
Co-applicant's Occupation	
Co-applicant's Place of Employment	

Have you ever lived in a co-op before?	
Name and location of previous co-op	
How did you hear about our co-op?	

PETS – PLEASE INQUIRE ABOUT THE HW FLESHER CO-OP PET POLICY	
Do you have any pets?	How many? Type Breed Size

NUMBER OF FAMILY VEHICLES - ONE FREE UNDERGROUND PARKING SPACE PROVIDED	
Number and type of vehicles	

Please tell us why you would like to live at HW Flesher Housing Co-op.	

SECTION TWO

PREVIOUS HOUSING INFORMATION AND PERSONAL REFERENCES

Previous housing information	Name and contact information	Date timelines: (Example Jan 04 to Nov 05)
Applicant's current landlord		
Applicant's previous landlord		
If different from above:		
Co-applicant's current landlord		
Co-applicant's previous landlord		

PERSONAL REFERENCES (NO FAMILY MEMBERS)

	Name and Contact Number	Relationship
Applicant's first reference		
Applicant's second reference		
Co-applicant's first reference		
Co-applicant's second reference		

DO YOU HAVE SPECIAL REQUIREMENTS?

	Notes
Are you able/willing to move with 6-7 weeks notice?	
Are you willing to live in a ground floor unit?	
We have units on the upper floors that have - inside stairs - outside stairs	
Do you want only units with washer/dryer hookups?	

Please tell us about your volunteer history including who you have volunteered with.

SECTION THREE

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

We understand that only members of HW Flesher 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 at a cost of **\$1,500– one-bedroom unit, \$2,000-two-bedroom unit, \$2,500- three-bedroom unit, and \$3,000- four bedroom unit.** (Please highlight or underline the appropriate shares amount and unit size.)

We, declare that all the information in this application is correct. The applicant 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 of membership. We give the Co-op permission to verify any or all of this information, and do a landlord check and a credit check.

I agree that HW Flesher Housing Co-op may keep the following information about us: All information provided on this Application Form, accompanying income documentation and credit check details. I agree this personal information may be made available to people in the following positions: Board of Directors, Treasurer, Auditor, CMHC, Property Management Company, General Meeting Membership Liaison and the Membership Interview Volunteers (non-financial information only).

I understand that HW Flesher Housing Co-op will use the information to: contact me about this application, determine my eligibility for housing and membership in the Co-op, perform a credit check and landlord check, and confirm eligibility for membership to CMHC, Property Management Company and Co-op’s auditors as required.

NAME – PRINTED	SIGNATURES OF ALL MEMBERS 19 YEARS OR OLDER WHO WILL RESIDE IN UNIT
Applicant:	
Co Applicant:	
Co-Applicant:	
Co Applicant:	

When you have been approved for membership and offered a unit, you are required to provide the following documents in a separate, sealed envelope to show “proof of income” and to undergo a credit check to ensure eligibility:

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

Application check list:

- Have you completed all sections of the application?
- Have you declared all current income information?
- Have you and all household members over the age of 19 signed the last page of the application?
- Have you enclosed the \$10.00 non-refundable application fee?

WE RECOMMEND THAT YOU KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS

SECTION FOUR

HW FLESHER HOUSING CO-OP FINANCIAL INFORMATION

PLEASE SUBMIT THIS SECTION IN A SEPARATE AND SEALED ENVELOPE!

THIS INFORMATION WILL BE KEPT IN STRICT CONFIDENCE

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 IS NOT TO BE INCLUDED AS INCOME)

Applicant name	
Monthly gross income	
Sources of income (employment, pension etc.)	
Name and contact number of current employer	

Co-applicant name	
Monthly gross income	
Sources of income (employment, pension etc.)	
Name and contact number of current employer	

3 rd Family member name	
Monthly gross income	
Sources of income (employment, pension etc.)	
Name and contact number of employer	

4 th Family member name	
Monthly gross income	
Sources of income (employment, pension etc.)	
Name and contact number of employer	

COHO Credit Reporting Service

Please complete the following form. Please print clearly and accurately and include your postal code. Please be sure to sign the attached form, Schedule "A", so a credit check can be done after you have accepted a unit in our Co-op.

CO-OP: H.W. Flesher Housing Co-op CO-ORDINATOR: _____

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: _____ // _____ // _____

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: _____ // _____ // _____



SCHEDULE "A"

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 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.

[] 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.

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 (yyy/mm/dd)

Date (yyy/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 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.