

APPLICATION FORM FOR POTENTIAL MEMBERSHIP AT: FAIRLEA PARK HOUSING CO-OPERATIVE, INC.

3019 FAIRLEA CRESCENT, OTTAWA, ON K1V 0N8

Phone: 613-526-3920 Fax: 613-526-4229

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This membership application form is in **two parts** in order to ensure that the confidentiality of the information provided is respected. The first part contains financial information, criminal check form and references that are only accessible to our staff. The second part asks for information on your household: This will be used by the membership committee when assessing your suitability for membership into our community.

The application must to be accompanied with a copy of valid identification for all people listed in the household 16 years and older. Identification must include the present address or a copy of a utility bill with the occupants' name and current address must be accompanied with the identification if the address is not present on it.

The Co-op will not process your application until a unit is available for offer and your turn on the waitlist has come up. You will not be contacted until then. It will be up to you to update the office if your contact information has changed during your time on the waitlist.

Once you have been contacted for an opportunity to move-in, the office will request that you update the information and process your application. At this time, you will be required to provide the credit check fee and the criminal check fees for your application to be processed.

Currently, the credit check fee is \$30, and the criminal check fee is \$38 per person, for all persons 16 years and older. All people moving into the Co-op 16 years and older will be required to have their criminal checks done through our internal process only. We will not accept past criminal checks for your volunteer or work service. The prices listed are subject to increase without notice.

Once the criminal check, credit check, financial check and landlord check have been completed and approved, you will be contacted to sign the Occupancy Agreement and pay the required Member Deposit. The Member deposit is equal to the housing charge for the size of unit you are requesting for step 2 off the application process.

Please return the completed application and documentation to:

Fairlea Park Housing Co-operative, Inc.
3019 Fairlea Crescent
Ottawa, ON K1V 0N8

PART 1:

Household Composition: PLEASE PRINT CLEARLY IN CAPITAL LETTERS

Main Applicant	Co-Applicant
Full Name:	Full Name:
Date of Birth (yy/mm/dd):	Date of Birth (yy/mm/dd):
Present Address:	Present Address:
Telephone Numbers:	Telephone Numbers:
Home:	Home:
Work:	Work:
Cell:	Cell:
Email address:	Email address:
	Relationship to the main applicant:

CHECK OF YOUR REQUIRED ACCOMODATION:

- Two Bedroom Three Bedroom Four Bedroom Accessible

Occupancy

On what date do you require accommodation? _____

Do you have any pets? Yes/No

If yes, what kind and how many _____

REFERENCES AND FINANCIAL INFORMATION

NOTE: We will be contacting your current landlord and, if necessary, your past landlord with respect to this application.

Main Applicant	Co-Applicant
How long have you lived at your present residence?	How long have you lived at your present residence?
Do you own your present residence (please circle)? Yes/No If yes, how much is your mortgage, taxes, utilities, condo fees etc per month:	Do you own your present residence (please circle)? Yes/No If yes, how much is your mortgage, taxes, utilities, condo fees etc per month:
Do you rent your present residence (please circle)? Yes/No If yes, what is your rent per month	Do you rent your present residence (please circle)? Yes/No If yes, what is your rent per month
Is heat and hydro included in your rent (please circle)? Yes/No If no, how much do you pay for heat and hydro per month:	Is heat and hydro included in your rent (please circle)? Yes/No If no, how much do you pay for heat and hydro per month:
Current Landlord Name: Phone Number: Address:	Current Landlord Name: Phone Number: Address:
If you have lived at your present address <u>less than two years</u> please provide the name, address and telephone number for all places you have lived in the <u>last two years</u>	If you have lived at your present address <u>less than two years</u> please provide the name, address and telephone number for all places you have lived in the <u>last two years</u>

EMPLOYMENT HISTORY

MAIN APPLICANT	CO-APPLICANT
Are you (please circle): Employed Yes No Unemployed Yes No Receiving benefits Yes No	Are you (please circle): Employed Yes No Unemployed Yes No Receiving benefits Yes No
Occupation:	Occupation:
Current Employer's Name: Phone Number: Address:	Current Employer's Name: Phone Number: Address:
Length of present employment:	Length of present employment:
If present employment is 1 year or less, give previous employer's name, address and telephone number:	If present employment is 1 year or less, give previous employer's name, address and telephone number:
Gross annual income:	Gross annual income:

If you have more than one income, please provide the above details for each additional income that you have.

Income Verification Policy

1. If you are regularly employed, please submit one of the following:
 - a confirmation letter from your employer stating your gross wages and hours, or annual salary and overtime pay in the last 12 months;OR
 - Two months' worth of the most current pay stubs with the pay period and your name on each.
2. If you are receiving social assistance, please submit:
 - a letter from your case worker or the social agency, indicating the size of your family and your monthly benefits.
3. If you receive a pension, adult training allowance, workers' compensation or other regular income, please submit either:
 - a confirmation letter plus your T4 and Income Tax Assessment.
4. If you are self-employed, please submit either:
 - a letter of financial statement from a chartered accountant, indicating the annual net income from your business and total withdrawals from your business as personal salary in the last year;OR
 - a statutory declaration, sworn before a notary public, of your earnings in the last 12 months and projected earnings for the next 12 months. This declaration must be accompanied by a copy of your last income tax return and information slips.
5. If you are irregularly or seasonally employed, please submit:
 - a copy of your last income tax return and information slips, as well as a confirmation letter from your current employer (or copies of your unemployment insurance warrant cards), and an estimate of your earnings for the next 12 months.
6. If you are currently unemployed, please submit:
 - copies of your unemployment insurance warrant cards.



Addendum Form

Fairlea Park Housing Co-operative, Inc.
3019 Fairlea Crescent Ottawa, ON K1V 0N8

I/we acknowledge that Fairlea Park Housing Co-operative, Inc. participates in the **Crime Free Multi-Housing Program** for the premises for which I/we have applied, and that I/we must provide, amongst other things, an acceptable criminal record check to be approved for residency.

Further, in consideration of the execution or renewal of an Occupancy Agreement for the premises located at **3019 Fairlea Crescent, Ottawa, ON, K1V 0N8** I/we agree as follows:

Neither I/we as tenant(s)/occupant(s)/member(s), nor any member of my/our household, nor any persons invited onto or near the residential property or residential premises by me/us or any member of my/our household, shall engage in any criminal activity, including but not limited to:

- Sexual Offences/Public Morals and Disorderly Conduct (includes all sexual related offences)
- Disorderly Housing/Gaming and Betting (ie; common gaming houses, bawdy house, etc.)
- Offences Against the Person (ie; stalking, assault, harassment, criminal negligence, homicide, Human Trafficking, etc.)
- Offences Against Rights to Property (ie; theft, robbery, fraud, break and enter, etc.)
- Offences involving Firearms and Weapons (ie; possession, trafficking, etc.)
- Offences Under the Controlled Drug and Substances Act (ie; possession of substance, trafficking, etc.)
- Offences Under the Cannabis Act (ie; sale, distribution, possession under 19 years of age, etc.)

Further, I/we as tenant(s) occupant(s)/member(s), or any member of my/our household, or any persons invited onto or near the residential property or residential premises by me/us or any member of my/our household, shall not engage in any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the Co-op, his agent, or other tenant/occupant/member, or guest of that tenant/occupant/member.

I/we as tenant(s)/occupant(s)/member(s), acknowledge that no one will occupy/reside in the residential premises, as described above, without prior approval of the Co-op including providing an acceptable Criminal Records Check.

For the purposes of this Addendum, “residential premises” shall include but not be limited to the rented residential unit, the building in which it is located, all common areas in and around the building, and any Co-op-owned property used in common by tenants/occupants/members and/or guests of the building or adjacent building(s).

Violation of the above provisions shall be deemed a substantial breach of the Occupancy Agreement and shall be sufficient cause for a Notice to end a tenancy/membership and occupancy rights.

A single violation of any of the provisions of this added Addendum shall be deemed a substantial breach of the Occupancy Agreement. It is understood and agreed that a single violation shall be sufficient cause for a Notice to end an Occupancy Agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be predominant on the evidence.

In the event of conflict between the provisions of this Addendum and any other provisions of the Occupancy Agreement, the provisions of this Addendum shall govern.

This Addendum is incorporated into the Occupancy Agreement executed or renewed this day between myself/ourselves and Fairlea Park Housing Co-operative, Inc.

Date

Resident/Member,

Date

Resident/Member,

Date

Landlord: Fairlea Park Housing Co-operative, Inc.

PART 2:

HOUSEHOLD INFORMATION

What is your family composition? List everyone that will be residing in the unit.

Name	Gender	Date of birth (yy/mm/dd)	Relationship to the main applicant

General Information:

- a) How did you hear about Fairlea Co-op? _____

- b) Have you lived in a housing Co-op before (please circle)? Yes/No
If yes, name of the Co-op, length of membership and reason for leaving _____

- c) Why do you want to become a member of Fairlea Co-op?

- d) Have you ever been involved in any form of a Co-operative before or a credit union (please circle)? Yes/No
If yes, give details. _____

e) Are you, or have you ever been, involved with any other volunteer organizations such as a community group, service club or trade union (please circle)? Yes/No

If yes, give details. _____

Please list the skills, interests, hobbies or experience which you can contribute to the operation of Fairlea Co-op.

On which the Fairlea Co-op's committees would you be interested in becoming involved?

Board of Directors

Membership and Education

Health & Safety

Communications

Social

Landscaping/Gardening

Diversity

Policy and Procedures

DECLARATION

I/We hereby apply for membership of Fairlea Park Housing Co-operative, Inc.

I/We understand that this application must be accompanied by proof of income in a form acceptable to the Co-op for each member of the household 18 years of age or over who receives income.

I/We understand that Fairlea Park Housing Co-op is formed for the purpose of providing housing at cost to its members and that membership in the Co-op includes the responsibility to participate a **minimum of two hours per month** in the running of the Co-op.

I/We understand that only people accepted for membership in Fairlea Park Housing Co-op may live in the Co-op.

I/We understand that if accepted for membership and offered and accept a unit in the Co-op, a onetime membership fee of \$10 per member will be required prior to moving in.

I/We understand that if accepted for membership and offered and accept a unit in the Co-op, a member deposit equal to the amount of one months' housing charge will be required prior to moving in.

I/we acknowledge that Fairlea Park Housing Co-operative, Inc. participates in the Crime Free Multi-Housing Program for the premises for which I/we have applied, and that I/we must provide, amongst other things, an acceptable criminal record check to be approved for residency through the Co-op's internal process.

I/We declare that all the information provided in this application is true and correct in every respect. I authorize the Co-op to check and verify the information provided in this application and to perform a credit check and to contact any and all landlords listed. If the Co-op finds other information through the rent check and credit check, I authorize the Co-op to verify the information that is not listed in the application form.

Signature of Main Applicant

Signature of Co-Applicant

Date

Date

Signature of Co-Applicant

Signature of Co-Applicant

Date

Date