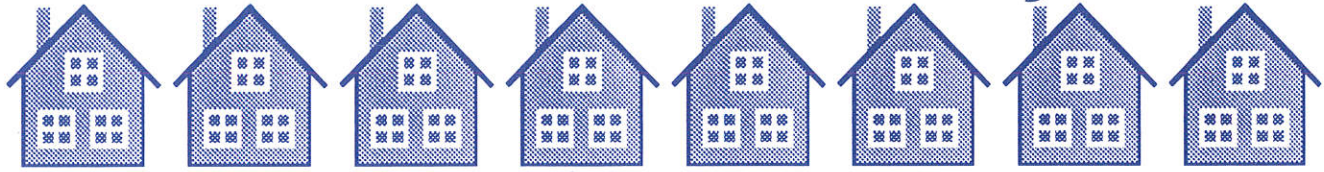


Charles Darrow Co-Op



Application for Membership

Thank you for your interest in Charles Darrow Co-op. The Co-op was formed to provide co-operative non-profit housing for its members.

To avoid delays, please ensure that you submit **one completed application form for each adult (16 years and older)**, all required documents and non-refundable application fee of

\$25.00 for each application.

As part of the application package, the Co-operative will obtain a **credit report**. After you submitted your completed application form, we will contact you to arrange an interview date.

The application process, from the time your application is received to when you may receive notice of confirmation, may take more than 4 weeks.

Do not give notice to your existing landlord until you have been notified of your acceptance for membership and until we offer you a vacant unit.

CHARLES DARROW CO-OP PROSPECTIVE MEMBER INFORMATION & FREQUENTLY ASKED QUESTIONS (FAQ'S)

WHAT IS A CO-OP?

The Charles Darrow Co-operative is a community living in a co-operative way to provide a not-for-profit affordable environment. Every member (adult or child over 16 years) is expected to participate in completing the duties of the co-op. The co-op has a Participation Incentive Program (P.I.P.'s). This means each member earns points by contributing a minimum of 4 volunteer hours a month to the co-op either on a committee or outside a committee. Our committees are varied, and are always looking for new members. A few examples are Membership, Social, Maintenance, Pet and Inspection.

By contributing as a member, you are entitled to your own townhouse unit and surrounding property which you must maintain to reasonable standards. You also have the right to vote on issues concerning the membership as a whole. Two administrative staff, one maintenance person, and nine Board of Directors support your issues. You can also voice your concerns at the General Members meeting, which are mandatory and held quarterly. Anything regarding the co-op will be heard at that time.

WHAT ELSE SHOULD YOU KNOW?

Our community is very diverse, and we embrace individuals from all socio-economic backgrounds, cultures and religions. About half of our members are considered "market renters" and half are "subsidized". Market rent means you pay the entire "housing charge" (*rent*) as set by the co-op. Subsidized means a member has applied for a subsidy from York Region housing for financial support to live here. Either type of member is accepted, as long as they are voted in through our membership process. As well, strict confidentiality is held regarding the financial status of each member.

SIZE

If you are applying for subsidy, York Region will decide on the size of unit you can receive. If you are paying full market rent, you are entitled to choose what size you wish depending on availability at the time of your move-in. Please contact the office regarding availability at the time of your acceptance as a member.

PETS

- the current policy is **one dog and one cat OR two cats**
- all cats must be indoor cats
- all dogs must be on a leash outdoors with a person over 16 years of age with poop and scoop
- all vaccinations and spay/neutering must be up to date
- no exotic animals, including rabbits (Town of Aurora by-law)
- no aggressive dogs

PARKING

- two spots per household, in garage and on driveway
- very few “extra” reserved parking spaces
- a long waiting list for paid external spots
- no street parking, (big fines/and or towing)

COSTS

Market rents (as of **March 1st, 2019**)

2 bedroom unit	3A* bedroom unit	3 Bedroom unit		4A* Bedroom unit	4 Bedroom unit
		Apartments	Townhouses		
\$1,132	\$1,261	\$1,206	\$1,313	\$1,361	\$1,425

For size of units and layout of the co-op please see the website.

www.charlesdarrowcoop.com

In addition:

- Upon acceptance, **\$200 deposit** is required to hold unit. This deposit will be deducted from the first month housing charge at the time of move in.
- one time non-refundable **\$30 membership fee per member**
- **First month and members deposit** (equal to the monthly housing charges plus 40 percent of the monthly housing charge).
- The co-op will return the member deposit when the member and the member's household leave the co-op permanently. Before returning the deposit, the co-op can deduct any amount which the member owes.

Each unit comes with a **fridge, stove, gas water heater** (rental) and **all hook-ups**.

You are responsible for all utilities (hydro, heat, phone, cable, etc.) except water and sewer.

You can also provide your own washer and dryer, if you require it.

Any further questions you can ask at your interview.

THE APPLICATION PROCESS

The application process includes several steps:

1. After we receive your completed application form the Co-op will review the information provided and conduct a credit check. Income verification will be reviewed carefully. Following this **you will be contacted to set a date for an interview.**
2. **Two members of the Co-op's Membership Committee will interview you.** The purpose of this interview is to get an impression of you as a potential member and for you to understand Co-op living. The interviewers will consider your willingness to participate and your potential as a good neighbour.

If one or both interviewers have any doubts about: your understanding of what a housing co-operative is; your willingness to be an active member; or your consideration for other members, you may be invited to a second interview or may not be recommended for membership.

3. **The Membership Committee** will vote whether or not to accept your application.
4. Your application package is then presented to **the Board of Directors** at their next meeting and they will vote whether or not to accept your application.
5. A Co-op representative will notify you within 48 hours of the Board of Director's decision. **Please do not give move out notice to your current landlord until you have heard from us if your application has been accepted for membership and occupancy /or denied!**
6. If your application has been denied, you have the right to appeal.

APPLICATION REQUIREMENTS

1. **One completed application form** is required **for each adult applicant**. An adult applicant is a person **16 years of age and older**. Proof of fulltime school attendance is required.
2. Each applicant of the household must submit:
 - ☐ a copy of their **residency status in Canada** (e.g. Canadian citizen, landed immigrant, refugee claimant),
 - ☐ A copy of **Birth Certificate** for each child in the family.
3. Each applicant of the household must submit **proof of income** documentation:
 - ☐ If **regularly employed**, eight (8) consecutive pay stubs and a letter from your employer stating your gross wages per pay period.
 - ☐ If in receipt of **social assistance**, a copy of your OW/ODSP monthly stub and drug card and/or a letter from your worker stating the size of your family and the amount of monthly benefit.
 - ☐ If in receipt of **a pension**, letters confirming this OR copies of your monthly pension cheques OR copies of the slips you receive with your cheque.
 - ☐ If **self-employed** or **seasonally employed**, a financial statement from a certified accountant for the current year along with a copy of your income tax return for the last calendar year (your working copy and a copy of your Notice of Assessment what Revenue Canada sends back to you)
4. **Landlord Reference Letter** from your current housing provider with information regarding your family composition, length of tenancy, your payment habits and maintenance of your rental premises. If there are any evictions or collections.
5. Completed application packages can be delivered to:

Charles Darrow Housing Co-operative
135 James Henry Drive
Aurora, Ontario, L4G 6E7

Application received in the office: _____ by: _____
 (Date) (Initials)

APPLICATION FORM

(Please print clearly)

SECTION 1: Applicant Information

Last Name:	First Name:
Address:	
Mailing Address:	
Home Phone #:	Cell #:
Work Telephone Number:	Are you able to take personal calls? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Birth (mo/day/yr):	Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>
Social Insurance Number:	

Residency Status:	Canadian Citizen <input type="checkbox"/>	Landed Immigrant <input type="checkbox"/>
	Refugee Claimant <input type="checkbox"/>	Other <input type="checkbox"/>

***** Remember to include proof of your residency status when you submit your application form.
 Your application will not be considered if this information is missing.***

Other Household Members:

Include only those who will live with you either full or part time:

Full Name	Date of Birth	Sex	SIN	Relationship

SECTION 2: Employment Information

Current Employer or Most Recent Employer

Employer's Name:
Address:
Telephone Number:
How long have you worked here:

Previous Employer (if employed as described above less than 3 years)

Employer's Name:
Address:
Telephone Number:
How long did you work there:

SECTION 3: Income Information

Please report your monthly gross income (income before deductions).

Type of Income	Monthly Amount
Employment Earnings	\$
Employment Insurance (EI)	\$
Worker's Compensation	\$
Social Assistance/Ontario Works	\$
Ontario Disability Support Program (ODSP)	\$
Canada Pension (CPP)	\$
Old Age Security (OAS)	\$
War Pension	\$
Private Pension	\$
Spousal Support / Child Support	\$
Other (describe):	\$

*Include proof of income when you submit your application form.
Your application will not be considered if this information is missing.*

SECTION 4: Financial Information

Bank/Financial Institution:
Address:
Telephone Number:
Cheque Account Number:
Savings Account Number:

SECTION 5: Current Accommodation

Please check the box that describes your current housing:

Do you own? ☐ Are you renting? ☐ Do you live in a co-op? ☐

If you rent or live in a co-op, complete below:

Landlord or Co-op Name:
Address:
Telephone Number:
Monthly Rent/Housing Charge Amount:
How long have you lived here: Provide the date you starting living here:
What are your monthly utility costs: Hydro: \$ Heat: \$ Water: \$ Parking: \$ Other: \$
Are you now in receipt of government assistance in the form of a rent/housing subsidy? Yes <input type="checkbox"/> No <input type="checkbox"/>
Will your family require rent/housing subsidy? Yes <input type="checkbox"/> No <input type="checkbox"/>

How many days notice to vacate do you have to provide?

60 days ☐ 30 days ☐ other ☐ _____

SECTION 6: Previous Accommodations

A. Please check the box that describes your housing prior to that described above if less than 5 years:

Did you own? ☐

Did you rent? ☐

Did you live in a co-op? ☐

Landlord or Co-op Name:	
Address:	
Telephone Number:	
Monthly Rent/Housing Charge Amount:	
How long did you live there: From (date):	To (date):

B. Previous to 6A:

Did you own? ☐

Did you rent? ☐

Did you live in a co-op? ☐

Landlord or Co-op Name:	
Address:	
Telephone Number:	
Monthly Rent/Housing Charge Amount:	
How long did you live there: From (date):	To (date):

C. Previous to 6B:

Did you own? ☐

Did you rent? ☐

Did you live in a co-op? ☐

Landlord or Co-op Name:	
Address:	
Telephone Number:	
Monthly Rent/Housing Charge Amount:	
How long did you live there: From (date):	To (date):

SECTION 7: Household Information

If you have special needs that affect your housing, please describe (if more space required, attach a separate piece of paper):

If your application is accepted, when do you want to move in? _____
(Month, day, year)

Unit Size and Type Requested (choose one):

☐ 2 Bedroom Townhouse

☐ 3 Bedroom Townhouse

☐ 4 Bedroom Townhouse

☐ Wheelchairs Accessible Apartment

Would you prefer a finished basement? Yes ☐ No ☐ doesn't matter ☐

Total number of household pets: _____

Please describe all pets (one line for each):

Cat ✓	Dog ✓	Other (describe)	Breed	Spayed/Neutered?
				Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Please list all household vehicles

Make/Model	License Plate Number

I, _____, declare that all information above to be correct and free from error. I am aware that the information above will be kept confidential and that Charles Darrow Housing Co-operative will supply only what is necessary to obtain a credit report.

Signature: _____	Date: _____
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Please read this information sheet very carefully. Every applicant should sign and then return this form with your completed application form. If there are any parts you would like explain before signing make a note of them on this sheet and return the form unsigned. Your questions will be answered at your interview.

Commitment to Active Participation

Living in a co-op can be fun, interesting and rewarding. There is certainly a sense of security not felt in a rental unit. There is the added advantage of feeling part of a community. This does, however, require a commitment of some of you time and energy. This may not be an ideal situation for everyone. This would be a good time for you to give serious thought to the commitment you are in the process of making. While most people have the right to live in a Co-op, it is equally important to know that with that right you will also have responsibilities. You should note that housing co-operative do not fall under the Landlord and Tenant Act, rather they are governed by the Co-operative Corporations Act.

Please consider the following carefully before signing the following statement. You should be aware that this is not a legal document but rather a declaration of your understanding, commitment and intent.

1. I understand the need for every Co-op member to be a fully participating member in both the running of the Co-op and the building of community spirit.
2. I am aware that attendance at the General Membership Meetings is mandatory. If occasionally I am unable to attend, I will advise the office in advance that on this particular occasion I will be unable to attend. This is referred to as “giving regrets”.
3. I am aware that attending General Members Meetings is not sufficient to keep the Co-op functioning effectively. Participation in committee work and/or work parties will be necessary. Also, that to become involved in these areas I may:
 - contact the staff for advice and suggestions
 - respond to notices posted on the notice boards
 - be contacted by other members
 - initiate my own participation

I understand that failure to follow the Co-op by-laws will result in the loss of member privileges, for example: loss of the privilege of relocating to another unit, etc.

_____ Name (Please Print)	_____ Signature	_____ Date
_____ Name (Please Print)	_____ Signature	_____ Date
_____ Name (Please Print)	_____ Signature	_____ Date

Personal Information Consent

I _____ have provided

Charles Darrow Co-operative Housing with personal information about me, as set out below. I consent to the Co-op using it for the purposes stated, and sharing it with the organization specified:

- Contact Information - Address, telephone number, names of applicants
- Date of birth, SIN, vehicle license plate number
- Financial information, annual household income, place and type of employment, arrears owed
- Reference information, name of current and/or previous landlord

The Co-op will use the information as follows:

- To contact me about this application.
- To determine my eligibility for housing and membership in Charles Darrow Co-operative Housing
- To determine my eligibility for relocation.
- To meet the requirements of federal or provincial laws, the co-op's by-laws or occupancy agreements or any legally binding contracts.

The Co-op will share the information with the information with the following other organizations when necessary:

- The auditors of the Co-operative.
- The Co-Operative's Lawyer.
- Government departments or agencies, as required by law.

I understand that the Co-op will destroy personal information that it no longer needs. I have read and received a copy of this statement.

To be signed by household member's age 16 or older

Signed

Date

SCHEDULE "A"

Residential Rental Application Privacy Consent Form

(For one or two co-tenancy applicants otherwise complete a separate application)*

Definitions: Information**

The word "Information" means credit information, personal information, and 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 or any other matter experienced by The Landlord.

"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 information gathered from references (provided by you to The Landlord) concerning your character, reputation, physical or personal characteristics or mode of living or about any other matter or experience 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 tenancy and/or credit report conducted by Rent Check Credit Bureau and as permitted or required by law. You expressly authorize Rent Check Credit Bureau to provide Credit 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 Credit Information about you to Rent Check Credit Bureau, as permitted or required by law, for inclusion within a database of rent-roll information and within a tenancy file on you, for purposes of:
 - tenant reporting and credit reporting in accordance with provincial credit and consumer reporting acts;
 - establishing a credit history and or rental history;
 - maintaining aggregate statistical data for purposes of tenancy and credit scoring; and
 - supporting the credit approval process in accordance with governing legislation.
4. You expressly authorize Rent Check Credit Bureau to retain positive Credit Information regarding you for the purposes outlined in section 3 above, for up to 20 (twenty) years. Negative Credit Information shall be maintained on record in accordance with provincial credit and consumer reporting acts.
5. 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 additional tenancy applicants 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.