

SPRUCEWOODS CO-OPERATIVE HOMES INC.
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**SPRUCEWOODS
CO-OPERATIVE
HOMES INC.**

From the outside a housing co-op looks like a lot of other complexes in the city. What makes a co-op different is the people who live there and how they share responsibilities, and control their homes. People living in co-ops are more than just residents and tenants – they are members and that is the key difference that sets co-ops apart.

As members, people in a housing co-op live and work side by side with one common goal – to make their co-op a healthy, and happy place to be.

WHAT IS A CO-OP?

Living in a housing Co-op is similar to renting a home; you pay a monthly housing charge similar to paying rent for a share in the Co-op which is treated like a security deposit in a rental situation. In fact, living in a housing Co-op is very similar to renting in most situations, however, in a Co-op you as a member are paying for a share in the Co-op and with that the use of the housing services it provides.

This means the laws and regulations that govern regular rental arrangements do not apply. Instead, the rules and regulations of the Co-op are determined by the Co-op Corporations Act and by you and your neighbours through the Board of Directors.

WHY LIVE IN A CO-OP?

The Co-op is democratically run and all members have an opportunity and responsibility to do our fair share. This means we can keep costs and rent down because of member involvement and volunteering. As a Co-op we do not fall under the Landlord and Tenants Act, instead we are governed by the Co-op Corporations Act and we have a Board of Directors which is elected by the members of the Co-op. These members play an active part in making policies, and help with financial matters. Additionally, our coordinator is hired by the board and handles rent collection, credit checks, and confidential matters.

In addition to these differences, our Co-op is built on the seven principals of Co-operative Housing:

- Voluntary and Open Membership
- Democratic Member Control
- Economic Participation
- Independence
- Education and Training
- Cooperation between Co-operatives
- Concern for Community

WHAT IS MY RESPONSIBILITY IN A CO-OP?

Here at Sprucewoods, all members are expected to **attend General Members Meetings** 2-3 times a year to go over matters that are priority in the Co-op. Each member has one vote, regardless of how much they pay to reside here. Each vote counts and every member is encouraged to **vote on all matters** as this is your voice in the operations of the Co-op.

Additionally, it is the member’s responsibility to **respect and care for the Co-op**, including maintaining their residence. This includes filling out work orders when an item in their household is in disrepair, maintaining a clean yard, and doing their part to keep units in working shape. Upon move in an inspection of your new unit will be completed with you and a current member, following this inspection any problems will be addressed. The state in which the unit is given to you is the state in which we expect you to maintain it.

Additionally it is your responsibility to alert hydro and gas companies of your address change and pay the maintenance deposit prior to move in.

<p>CHECKLIST</p> <ul style="list-style-type: none"><input type="checkbox"/> Hydro<input type="checkbox"/> Gas<input type="checkbox"/> Content Insurance<input type="checkbox"/> Maintenance Deposit

By signing I am (we are) agreeing that I (we) have read and acknowledged the above and if chosen for membership within the Co-op I (we) agree to abide by and respect the rules and regulations of the Co-op as well as play an active role in the Co-op by way of participation in General Members Meetings, committees, and/or general labour.

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

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APPLICATION FOR MEMBERSHIP AND OCCUPANCY

We realize that this application asks for a great deal of information. If you would like clarification about any of the following questions, either why it is being asked or its meaning, please do not hesitate to contact the Co-op office at 519-570-0667. **All personal information provided will be treated in a confidential manner** and is strictly for the use of the Co-op in evaluating your request for membership. Applications will be kept on file for a six month period only.

Please take the time to go over this application and fill in all the information carefully. Print clearly and if you should run out of room in a space please use a separate sheet of paper to finish your response and attach it to the back of this application.

ABOUT OUR PROCESS:

1. **Fill in Application** – first you will fill in the application and provide all necessary documentation
2. **Membership Interview** – from there an interview will be determined and carried out by our Member Selection Committee
3. **Credit/Landlord Check** – In addition to the interview Sprucewoods will be conducting Landlord and Credit checks with the information you provided
4. **Board Approval** – finally our Board of Directors will meet to make a decision on your application

Because our process has so many steps you can expect the decision on your application to take a little longer than average housing applications.

A. WHO IS APPLYING?

In the following spaces please list all members of your household. An “Applicant” is any adult (18 years of age or older) residing within the household. For every application for membership we ask for each of the applicants Social Insurance Numbers in order to perform a preliminary credit check.

CHILDREN AND OTHER ADULTS

Name: _____ (Given) (Middle) (Surname)	
Gender (please circle): Female Male Other	
Date of Birth: (mm/dd/yyyy)	Family Relation (if any):
Social Insurance Number: 	

Name: _____ (Given) (Middle) (Surname)	
Gender (please circle): Female Male Other	
Date of Birth: (mm/dd/yyyy)	Family Relation (if any):
Social Insurance Number: 	

Name: _____ (Given) (Middle) (Surname)	
Gender (please circle): Female Male Other	
Date of Birth: (mm/dd/yyyy)	Family Relation (if any):
Social Insurance Number: 	

Name: _____ (Given) (Middle) (Surname)	
Gender (please circle): Female Male Other	
Date of Birth: (mm/dd/yyyy)	Family Relation (if any):
Social Insurance Number: 	

B. WHAT TYPE OF UNIT ARE YOU SEEKING?

UNIT TYPES

This Co-Op has six (6) types of units. Indicate a first choice and a second choice by writing "1" beside your first choice and "2" beside your second choice. If you are not willing to accept your second choice if given it please do not indicate a second choice. Please note that the number of available units of each type differs and some are in higher demand than others which means that we may not be able to accommodate all applicants and their choice of unit at the time of application.

2 Bedroom	
2 Bedroom Accessible	
3 Bedroom	
3 Bedroom Accessible	
3 Bedroom w/Garage	
4 Bedroom w/Garage	

PARKING

This Co-op provides one free parking space per unit. Extra parking for 2nd vehicle may be provided if available. Units with a garage are also provided their own driveway. Please provide the following information about your vehicles below.

Number of vehicles in your household: _____

MAKE	MODEL	YEAR	COLOUR	LICENCE PLATE #

****THERE IS NO GUEST PARKING**

C. PETS?

This Co-op has a by-law which permits members to have pets. Pet owners will be required to register their pets with the Co-op office upon move in. Please tell us about your family pet(s) which you plan to have move into the Co-op with you:

- I have no Pets
- I have _____ dog(s)
- I have _____ cat(s)

All members will be held financially responsible for any damages incurred by their pets to the unit.

D. WHERE HAVE YOU LIVED BEFORE?

How long have you lived at your present address? _____

Do you have to give notice to move from your present location (please circle)?

YES NO

If yes, how much notice is required?

If you have lived at your present address less than five years, please tell us where you have lived before and when:

Address

City/Prov

Postal Code

Dates:

Address

City/Prov

Postal Code

Dates:

What is your rent and how much is your monthly mortgage payment?

If you pay for utilities, how much is your average monthly payment?

May we contact your current landlord for a reference (please circle)?

YES NO

Please provide us with the name, address and phone number of your current landlord.

Landlords Name:

Telephone:

Address:

City/Prov:

Postal Code:

If you do not wish us to contact your landlord please explain your reasoning below:

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E. HOUSEHOLD INCOME

In order to better accommodate your needs we need to know general information about your household's income. Please give the gross income (pre tax) per month of each applicant in the household as well as the total annual income of each applicant. All financial information is confidential and will be kept in the Co-op office and not forwarded to our interviewing volunteers.

NAME	EMPLOYER or OTHER SOURCES (eg. UI, FBA, GWA, ect.)	GROSS MONTHLY INCOME	ANNUAL INCOME

F. CREDIT RATING

Sprucewoods Housing Co-op reserves the right to conduct credit checks on every adult in the household. If you know of any existing credit problems and would like an opportunity to better explain the issue please attach a letter to this application detailing your concerns and knowledge of the problem. This will help us to get a better picture of your credit history to take into consideration with your application.

G. GENERAL INFORMATION

This section of the application will be **forwarded to the Member Selection Committee prior to an interview**. This is the only information that will be shared with the members who will be conducting your interview. All other information in this application is for office use only.

Name of Applicants and Applicants Children

GIVEN NAME	SURNAME
GIVEN NAME	SURNAME
GIVEN NAME	SURNAME
GIVEN NAME	SURNAME
GIVEN NAME	SURNAME
GIVEN NAME	SURNAME

How did you hear about the Co-op?

- From a friend or relative.
- From the sign on the side of the building.
- By calling COCHF (579-2424).
- From an advertisement.
- Other (please specify):

Why do you want to live in a Co-op?

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H. SIGNATURES

- I (We) understand that only members of Sprucewoods Housing Co-op Inc. may live within the Co-op and I (we are) applying for membership in the Co-operative as well as housing.
- I (We) understand that Sprucewoods Housing Co-op Inc. has been formed to provide housing at cost to its members and that all members are expected to be active participants in the Co-op community.
- I (We) understand that I (we) must undergo the application AND interview process before being accepted as a member and that my (our) application does not guarantee acceptance or interviews.
- I (We) declare that all of the information provided in this application is complete and correct. I (We) authorise the Co-operative to verify any or all of the information enclosed within this application.
- I (We) authorise Sprucewoods Housing Co-operative Inc. to obtain or exchange personal information with any personal information agent towards establishing or verifying my (our) financial and tenancy standing. (You are giving us permission to perform a credit and tenancy check for use by the Co-operative only in assessing your application for membership.)

PLEASE NOTE THAT PROOF OF BILLING ARRANGEMENTS FOR GAS AND HYDRO WILL BE REQUIRED PRIOR TO OCCUPANCY/PICKING UP KEYS.

Signatures of ALL adult applicants:		
Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date