

**Cavendish Co-operative
Homes Inc.
Application for
Membership**



Cavendish Co-operative Homes Inc.
2118 Pear Tree Lane, Burlington
Ontario, L7P 4L3
☎: (905) 335-0280
☎: (905) 335-2052
✉: infocavendishcoop.ca

Date of Application: _____
Income Verification Rec'd: _____
For office use only

We realize that this application form asks for a great deal of information. There is a reason for asking each question. If you need clarification about any of the questions, why it is being asked or its meaning, please do not hesitate to contact the Co-op office. Also, please note that all personal information is strictly for the use of the Co-op in evaluating your request for membership and will be kept confidential.

HOUSEHOLD INFORMATION You must list **everyone** in your household. Provide a complete mailing address, including postal code.

APPLICANT 1: Name: _____ Address: _____
Telephone: _____ Email: _____

APPLICANT 2: Name: _____ Address: _____
Telephone: _____ Email: _____

OTHER MEMBERS OF HOUSEHOLD:

Surname	Given Name	Relationship to Applicant	Birth Date	Sex

HOUSING NEEDS

Cavendish Co-op consists of three housing types. The Co-op will offer what becomes available, however your preference would be:

- 3 bedroom townhouse _____
- 4 bedroom townhouse _____
- 4 bedroom semi-detached _____

List all vehicles belonging to household:

Vehicle make	Colour	Plate #

Do you own a pet? _____
How many? _____
What kind(s)? _____

REFERENCE AND FINANCIAL INFORMATION

If the information requested below is not the same for each applicant, please provide additional information concerning each adult on a separate sheet.

Present Address: _____

Length of stay at present address: _____ Notice Required _____ (days)

What is your current monthly rent (Does this include utilities? If not, give amount of utilities paid monthly)? Rent: _____ Utilities: _____ (amount)

Present Landlord Name: _____
Address: _____
Telephone: _____

If less than 3 years at present address please provide information on your previous dwelling:

Previous Landlord Name: _____
Address: _____
Telephone: _____

May we use your present and/or previous landlord as a reference?
Yes _____ No _____

If no, explain: _____

Are you currently in arrears at your current location? Yes ___ No ___

If there are more than two people receiving income, list additional information on a separate page. Financial criteria must be met to be considered for membership. (If you are aware of any credit problems that may affect your reference please provide any information that may help the Co-op to get an accurate picture of your credit history.) *Please note that appropriate proof of income must be provided to the Office at a later date upon request.*

APPLICANT 1:
Occupation: _____
Employer: _____
Address: _____

Telephone: _____
Years with firm: _____
Gross monthly income (before taxes): _____
Income from other sources: _____
Social Insurance Number: _____
Date of Birth: _____

APPLICANT 2:
Occupation: _____
Employer: _____
Address: _____

Telephone: _____
Years with firm: _____
Gross monthly income (before taxes): _____
Income from other sources: _____
Social Insurance Number: _____
Date of Birth: _____

Total Gross Household Income per month: _____

I/We understand that only members of Cavendish Co-operative Homes Inc. may occupy a housing unit and I/We hereby apply for membership in the Co-op.

I/We understand that upon my/our interview date that income verification in a form suitable to the Co-operative for each member of the household who receives an income will be required.

I/We understand that Cavendish Co-op membership includes the responsibility to participate in the Co-operative.

I/We understand that if accepted for membership and offered a unit, a one-time membership fee of fifteen dollars (\$15.00) per adult will be required along with an interest-free membership loan. This loan will be returned interest-free upon move-out if there are no damages done to the unit.

I/We declare that all the information in this application is correct and hereby authorize the Co-operative to verify any and all of the information contained herein, and perform a credit check.

Date: _____

SIGNATURE

Applicants (s)

Please note: Your application will not be recorded as received until all information has been received.

Please read the aforementioned and the following information very carefully. Every applicant should sign above and then return this completed application form to the Office. If there are any parts you would like explained to you, make a note of them on page four... either these items will be clarified at the Office or within your interview.

CAVENDISH CO-OP COMMITMENT TO ACTIVE PARTICIPATION

Living in a residential housing cooperative can be fun, interesting and rewarding. There is certainly a sense of security not felt in a rental unit and there is the added advantage of feeling part of a community. However, this does require a commitment of some of your 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 cooperatives do not fall under the Landlord and Tenant Act; rather they are governed by the Co-operative Corporations Act.

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 met by two members of the Co-op’s Membership Committee. 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. Usually they will recommend acceptance as a future member. However, if one or both interviewers have any doubts about: your understanding of what a housing cooperative is; your willingness to be an active member; or your consideration for other members, they are instructed to recommend a second interview which would essentially be similar but with two different members. If they too do not feel they can give positive acceptance then it is possible at this stage that you will be turned down for membership.

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 all General Members’ 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 notice board and/or in the newsletter
 - Be contacted by other members
 - Initiate my own participation
4. I understand that failure to follow the Co-op by-laws and policies will result in my becoming a “Member Not in Good Standing”. This may result in loss of member privileges, for example:
 - Loss of the right to relocate to another unit
 - The loss of right to become a Director
 - The loss of membership

All Co-op members are expected to volunteer some time to help with the running of the Co-op. Please specify the area of interest for each applicant. Note your first and second preference. Initial your choice if there is more than one adult in your household.

Membership Committee _____
 Landscaping Committee _____
 Social Committee _____
 Welcome Team _____

Maintenance Committee _____
 Children’s Christmas Party _____
 Newsletter _____

Please note any other interests or skills which you feel would add to your contributions to the Co-op:

SIGNED _____ DATE _____

SIGNED _____ DATE _____

SIGNED _____ DATE _____

This form must be signed by all applicants before approval for membership can take place.

I wish to discuss the following information in more detail:

INFORMATION PROTECTION CONSENT PERSUANT TO THE PERSONAL INFORMATION AND PROTECTION OF ELECTRONIC DOCUMENTS ACT.

I have provided Cavendish Co-operative Homes 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 organizations specified.

Types of personal information provided: contact information, members in the household, date of birth, S.I.N., financial information, vehicle information and reference information.

The co-op will use this information as follows:

- To contact me about this application
- To determine my eligibility for housing and membership in Cavendish Co-op
- 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 following other organizations when necessary:

- The auditors of the co-op
- The co-op’s lawyer
- Government departments or agencies, as required by law
- I understand that the co-op will be providing and obtaining information from a credit reporting agency

I understand the co-op will destroy personal information that it no longer needs in a timely manner. I have read and understand this statement.

SIGNED _____ DATE _____

SIGNED _____ DATE _____

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	X	Co-Applicant's Signature	X
Print Name	X	Print Name	X
Date (yyyy / mm / dd)	X	Date (yyyy / mm / dd)	X

* 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.