

**NORTHVIEW MEADOW CO-OPERATIVE HOMES INC.  
MEMBERSHIP APPLICATION**

Dear Applicant(s):

Thank you for your interest in becoming a member of Northview Meadow Co-operative Homes Inc. Attached please find a membership package. This package includes a membership application as well as some material that will help you in filling out the application properly. **Your application will only be accepted for processing if all required information is included and the application is complete.** If any of the requested information is not included, your application will not be accepted. All applicants over 16 years of age are considered adults and must submit all required information as well as sign and date the application.

Thank you.

**UNIT HOUSING CHARGES**  
AT  
**NORTHVIEW MEADOW**  
**CO-OPERATIVE HOMES INC.**

(AS OF JUNE 1, 2013 TO MAY 31, 2014)

<b>1 Bedroom Apartment</b>	<b>\$ 859.00</b>
<b>2 Bedroom Apartment</b>	<b>\$ 1,013.00</b>
<b>2 Bedroom Townhouse</b>	<b>\$ 969.00 + utilities</b>
<b>3 Bedroom Townhouse</b>	<b>\$ 1,025.00 + utilities</b>
<b>4 Bedroom Townhouse</b>	<b>\$ 1,075.00 + utilities</b>

*\*Please note: All prices include a mandatory basic cable fee (for security purposes)*  
*\*Please note: One underground parking space is included, additional spaces are \$25/month*

## CHECK LIST

*(Use this checklist to ensure that your application is complete)*

1. Application form ***completely*** filled out, signed and dated by all adults and all requested information and documentation is included.
2. Proof of citizenship *(for each person as applicable)*
  - i. if not born in Canada, documents stating legal status in Canada including but not limited to immigration card, landed status documents, refugee claimant documents, or neutralized citizenship papers, etc.
  - ii. copy of birth certificates for all children
3. A cost recovery fee *(see attached for explanation of fees)*
  - i) cheque or money order in the amount of \$10.00 per adult to cover the cost of completing a credit check – cash will not be accepted
4. References *(see attached for explanation and instructions)*
  - i) one letter of reference for each adult
5. Proof of income *(for each adult applicant as applicable – see financial page for listings)*

**If you are employed**

  - i. copies of at least 3 consecutive and most current pay stubs
  - ii. letter from your employer stating gross wages, hours, overtime, or annual salary
  - iii. copy of most current income tax assessment (T-4 slips or income tax returns are not acceptable documentation by themselves)

**If you are not employed**

  - i. copies of at least 3 consecutive and most current payment stubs and drug cards from the income source (e.g. Ontario Works, Canada Pension Plan, E.I. Benefits, etc.)
  - ii. letter from your caseworker stating the social agency, size of your family, and the amount of benefits received
  - iii. copy of most current income tax assessment (T-4 slips or income tax returns are not acceptable documentation by themselves)

**If you are irregularly, seasonally, or self-employed**

- i. a sworn affidavit of your earnings in the past twelve months including an estimate of your earnings for the next twelve months and accompanied by a copy of your most current income tax assessment (T-4 slips or income tax returns are not acceptable documentation by themselves).

**If you are in receipt of any other source of income or assets**

- i. copies of any documentation relating to any other source of income or assets

**Regardless of your source(s) of income or assets, a copy of your most recent income tax assessment for each adult must accompany your application. T-4 slips or income tax returns are not acceptable documentation.**

Northview Meadow Co-operative Homes Inc  
1252 Pentland Street, Suite 1000, Oshawa, ON, L1G 7X3  
Tel (905) 721-8370 Fax (905) 721-8382

**HOUSING APPLICATION FORM**

All reference and financial information will be kept confidential and will be used only by Co-op staff to evaluate your request for membership.

**1. HOUSEHOLD COMPOSITION**

**Applicant #1:**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone:

\_\_\_\_\_

**Applicant #2:**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Other Members:**

Name

Relationship to Applicant(s)

Birthdate

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**2. WORK HISTORY**

**Applicant #1**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Length time employed: \_\_\_\_\_

**Applicant #2**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Length time employed: \_\_\_\_\_

**3. ACCOMMODATION HISTORY**

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

a. Do you rent your present dwelling? \_\_\_\_\_

b. If yes, what is your monthly rent? \_\_\_\_\_

c. Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

May present landlord be used as a reference? \_\_\_\_\_

If no, please explain why: \_\_\_\_\_

- d. Do you own your present dwelling? \_\_\_\_\_
- e. If yes, what is your monthly mortgage? \_\_\_\_\_
- f. Have you ever lived at Northview Meadow Co-op before? \_\_\_\_\_

**4. HOUSING REQUIREMENTS**

One Bedroom Apartment: \_\_\_\_\_

One Bedroom Modified Apartment: \_\_\_\_\_

Two Bedroom Apartment: \_\_\_\_\_

Two Bedroom Townhouse: \_\_\_\_\_

Three Bedroom Townhouse: \_\_\_\_\_

Four Bedroom Townhouse: \_\_\_\_\_

Number of Vehicles: \_\_\_\_\_

Does any member of your household have health problems or concerns that affect their housing needs?  
If yes, please specify:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. PARTICIPATION**

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 by noting first and second preferences with each applicant initialing their choices.

Board of Directors \_\_\_\_\_

Neighbourhood Watch Committee \_\_\_\_\_

On-Call Committee \_\_\_\_\_

Social Committee \_\_\_\_\_

Health and Wellness Committee \_\_\_\_\_

Landscaping Committee \_\_\_\_\_

Breakfast Program Committee \_\_\_\_\_

Other Volunteer Activities: (Specify)  
\_\_\_\_\_

Why are you particularly interested in this committee or volunteer activity? \_\_\_\_\_

**6. GENERAL INFORMATION**

How did you hear about Northview Meadow Co-operative Homes Inc.?

\_\_\_\_\_

\_\_\_\_\_

Have you ever lived in a housing Co-op before, or been involved in any other form of Co-op or Credit Union? If yes, give details:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been involved with any other volunteer organizations such as a community group, service club or trade union? If yes, give details:

\_\_\_\_\_

\_\_\_\_\_

**7. INCOME INFORMATION**

**Applicant #1**

**Applicant #2**

Birthdate: \_\_\_\_\_  
\_\_\_\_\_

Birthdate:

Social Insurance No. \_\_\_\_\_

Social Insurance No. \_\_\_\_\_

Bank/Credit Union: \_\_\_\_\_

Bank/Credit Union: \_\_\_\_\_

Gross monthly employment income: \_\_\_\_\_

Gross monthly employment income: \_\_\_\_\_

Income from other sources: \_\_\_\_\_

Income from other sources: \_\_\_\_\_

Total Household Gross Income per Month: \$ \_\_\_\_\_

If there are more than two people receiving an income, list additional information on a separate page.

***Please attach proof of income (pay stubs, etc.) to this application.***

If you are aware that credit problems may affect your reference, please provide any information that may help the Co-op to get an accurate picture of your credit history.

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I/We understand that only members of the Housing Co-operative may occupy a housing suite and I/we hereby apply for membership in the co-operative.

I/We understand that this application must be accompanied by the following:

- Proof of income in a form acceptable to the Co-operative for each member of the household who receives an income

I/We understand that moving into the Co-operative depends on being accepted for membership in the Co-operative and that I/we may be interviewed before our application is approved.

I/We understand that living in a unit in the Co-operative will depend on my/our signing a legal agreement with the Co-operative, and that before I/we move in, I/we will have to pay the first month's housing charge and to pay the member's deposit.

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

Applicant #1 Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

Applicant #2 Signature: \_\_\_\_\_  
\_\_\_\_\_

Date: