

FOR OFFICE USE ONLY Name:
Suite #:
Occupancy Date :
Waiting List :



Congratulations!

You have chosen to apply for membership in a housing co-operative which is not only the choice of a new home, but also the choice of a new lifestyle. A housing co-op is a housing development and a unique community where the people who live here own the property collectively and operate the facility on a non-profit basis. The members run the operation by electing a Board of Directors from amongst themselves and the Board hires staff to administer the business affairs of the Co-op.

The rights and benefits of co-op membership are quite different and considerably more extensive than those of a tenant in a private rental situation. However, the same applies to the responsibilities of co-op members. The prime responsibility of co-op membership—that of participation—is at the same time one of the primary advantages.

BENEFITS / RIGHTS	RESPONSIBILITIES / OBLIGATIONS
--------------------------	---------------------------------------

Security of Tenure: As long as you fulfill your obligations to the co-op, you can feel secure that you will not have to move unless by choice. No landlord can come along and sell your home out from under you.

Cost Control: Monthly housing charges only increase as much as necessary to meet increased operating costs. Members also determine some of the costs by voting on what level of services they wish to provide.

Other Economic Advantages: Our association with a national and provincial federation of housing co-operatives results in lower costs for insurance, supplies, and services.

Control of Surroundings: Though the democratic process members determine, as a group, the kind of environment in which they will live.

Satisfaction of Social Needs: A housing co-op creates a sense of community through participation in the co-op and working together.

Purchase of Shares: to pay the required fee for membership.

Monthly Charges: To pay promptly and on time the housing charges and other monthly costs as set by the general membership.

Unit Condition: To maintain your unit in good condition and report maintenance issues to the office immediately.

Common Areas: To protect and maintain common areas for everyone's mutual benefit and safety. This includes things such as cutting grass, shoveling snow, picking up garbage, etc., etc.

Good Neighbours: To get along peaceably with your neighbours and find co-operative solutions to disagreements.

Participate: To participate in the decision making process and co-op activities by attending General Meetings, serving on the Board, or joining a Committee or a Working Group.

APPLICATION FORM

Applicant # 1:

Name: _____
 Surname given names

Address: _____
 City: _____
 Province: _____
 Postal Code: _____
 Telephone: _____
 Work: _____

Date of Birth _____
 Month / Day / Year

Applicant # 2

Name: _____
 Surname given names

Address: _____
 City: _____
 Province: _____
 Postal Code: _____
 Telephone: _____
 Work: _____

Date of Birth _____
 Month/ Day / Year

All Other Members of the Household:

Name	Date of Birth M / D / Y	Dependent Y / N

HOUSING INFORMATION:

How long have you lived at your current address? _____

How much do you pay in rent/mortgage payment each month? _____

If you pay for utilities, how much do you pay? _____

Landlord / Mortgage Co. Name & Phone Number: _____

If you have lived there for less than 2 years please give previous address as well as landlord Name and Number#

EMPLOYMENT INFORMATION:

APPLICANT # 1: _____

Current Employer Name: _____ Telephone: _____

Position Held: _____ How Long _____

Salary: _____/Week _____/Bi-weekly/ _____/Month/ _____ Year _____

1st Previous Employer Name: _____

Position Held: _____ How Long: _____

APPLICANT #2

Current Employer Name: _____ **Telephone:** _____

Position Held: _____ **How Long:** _____

Salary: _____ **Week/** _____ **Bi-weekly/** _____ **Month/** _____ **Year/** _____

1ST Previous Employer Name: _____

Position Held: _____ **How Long:** _____

One parking stall is supplied with the unit at the cost of \$10.00 per month.

Additional parking stall can usually be obtained through the office for a nominal fee.

PARKING:

Do you require more than one Parking Stall? Yes or No

PETS

Pets are allowed in the Co-op subject to strict adherence to the Animal Control By-Lays. Pets are allowed in both the townhomes and apartments. A maximum of 2 "Non-Contained" pets per townhome unit; In the apartments dogs must be under 20 lbs. Only 2 contained "rodents" (i.e. Gerbils, guinea pigs, rats, mice, rabbits, etc.) are allowed in a unit. All pets must be preapproved by the office before arriving at the co-op, no reptiles allowed and all pets must be licensed according to city bylaw and proof provided to the office If you have pets, please complete the following:

DOG(S):

How many? _____ Weight: _____
Description: (breed, colour, etc.)

CAT(S):

How many? _____
Description: (breed, colour, etc.)

OTHER(S):

PARTICIPATION

Community participation and involvement are what makes a co-op different from other housing options. Because the co-op is owned by the members who live here, we require your input and help from time to time. Please check off any skills which you have that you would be willing to volunteer for the benefit of the co-op.

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Babysitting	<input type="checkbox"/>	Playground Renewal Project	<input type="checkbox"/>
Help with Kid's Parties	<input type="checkbox"/>	Newsletter Committee	<input type="checkbox"/>
Event Planning (BBQs, kids parties, etc.)	<input type="checkbox"/>	Pet Committee	<input type="checkbox"/>
Baking	<input type="checkbox"/>	Library Workgroup	<input type="checkbox"/>
Yard Work for Others (mow grass, shovel snow)	<input type="checkbox"/>	Gardening Workgroup	<input type="checkbox"/>
Handy-Person (carpentry/painting, odd jobs, etc.)	<input type="checkbox"/>	Fund Raising	<input type="checkbox"/>
Arts / Crafts	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
Phoning _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>
TIME (for work bees)	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

What skills / experience / interests do you have that you fell would make you particularly suited to Co-op living?

DECLARATION

I/we understand that Westboine Park Housing Co-op Ltd. is formed for the purpose of providing housing at cost to its members and I/we hereby apply for membership in Westboine Park Housing Co-op Ltd.

I/we understand that accommodation in Westboine Park Housing Co-op Ltd. depends on being accepted for membership in the Co-op. I/we also understand that, if the co-op accepts me/us for membership and offers us a unit, I/we must make a one-time purchase of shares in the amount of **\$ 200.00** prior to our move-in date. We also require a \$1200.00 damage deposit payable 1 week prior to move in date. Upon viewing a unit if you would like to secure the unit we require \$200.00 of the damage deposit to be paid at that time to secure the unit this deposit is non refundable.

I/we declare that the information contained herein to be true and correct and hereby authorize Westboine Park Housing Co-op Ltd., its employees and agents, to conduct such personal investigations as may be required to process this application, verify my / our continuing eligibility, and recover any indebtedness arising hereunder.

I/we acknowledge that Westboine Park Housing Co-op Ltd. may divulge information from my tenancy file in accordance with provisions of the Personal Investigations Act. In the event that I/we have any special requirements for confidentiality of such information, I/we will so advise Westboine Park Housing Co-op Ltd. in writing.

Signed this _____ day of _____ 20_____ at the City of Winnipeg.

This application form must be signed by all household members over 16 years of age.

.....

PERSONAL PROFILE: Applicants Name:	
--	--

CO-OP LIFESTYLE / INVOLVEMENT

How did you hear about our Housing Co-op?

If you were referred by a resident/member of Westboine Park please provide his/her name.

Why did you choose to apply for residency in our Housing Co-op?

Can you tell us how long you think your length of stay at Westboine Park will be?

In your opinion, what is a housing co-op?

What do you expect to gain by residency in Westboine Park?

Have you ever lived in a housing co-op before? Yes No Have you ever served as a volunteer, if so, in what capacity and why?

Do you agree or disagree with the fact that some “operating guidelines” are required in order to ensure the smooth operation of the housing co-op?

Agree Disagree Why?

What is the difference, in your opinion between living in a single family dwelling as compared to a townhome or apartment?

How would you resolve a misunderstanding with a neighbor should it arise?

How would you deal with adults and or children that abuse, vandalize or neglect the co-op and property should it occur?

How would you be willing to contribute to the betterment of our community?

FINANCIAL

How important is your personal credit rating?

Assume that if you could not pay your housing charges on the 1st of the month, how would you deal with such a situation?

How would you react to being assessed a \$20.00 late penalty fee after the 1st business day, and how would you deal with it? Do you think that would be fair?

Do you believe that your present income can meet and support the present housing charges?

If financial assistance were needed to meet your housing charge, what level of contribution would you be able to make towards your charges?

MAINTENANCE:

How quickly do you think a repair should be reported to the office?

What is a reasonable time frame for response to your request for repairs?

Hours: _____ Days: _____ Week: _____

How would you contribute to the exterior appearance and beautification of the housing co-op?

The co-op practices and enforces Fire Safety Regulations by the City of Winnipeg, which may require unscheduled access to your unit/suite. What are your feelings on this?

Please explain briefly how you would maintain the exterior condition of your unit/suite and yard/patio/balcony in Summer? _____

And in Winter? _____

PETS:

Do you own a pet? Yes No

If yes, how many pets do you have _____ and what type of pets do you have?

What are your thoughts on “Stoop & Scoop”, animals running loose and size of animals for your co-op home?

Do you feel the co-op should have any restrictions on the size and number of pets a member can have in their unit?

Signature 1st Applicant

Signature 2nd Applicant

Date: _____



AGREEMENT TO CO-SIGN

Co-Signer for : _____ Unit # _____

CO-SIGNER NAME: _____

S.I.N. # : _____ Telephone: _____
(Work) _____

Present Address: _____ How Long: _____

Present Landlord: _____ Telephone: _____

Former Address: _____ How Long: _____

Former Landlord _____ Telephone: _____

Present Employer: _____ Telephone: _____

Position Held: _____

Address of Employer: _____

How Long Employed Here: _____ Income: _____

Former Employer: _____ Telephone: _____

I _____, **AGREE TO PAY ANY AND ALL AMOUNTS OWING BY _____ FOR HOUSING CHARGES, FEES, AND DAMAGE CAUSED DURING THE TIME OF HIS / HER MEMBERSHIP IN WESTBOINE PARK HOUSING CO-OP LTD. I/We hereby declare that the foregoing information is true and complete. I/We agree to provide WESTBOINE PARK HOUSING CO-OP LTD. with a credit check and personal information, we also consent to a personal investigation into our information.**

Signed this _____ day of _____ 20 _____ at the City of Winnipeg.

Signature
Shelmerdine Drive Winnipeg Manitoba R3R 2Y2 Facsimile (204) 896-4845 TELEPHONE (204) 885-5125

Witness: 32



WEIGHT LIMITATION FOR DOGS

Section 8 of the Westboine Park Housing Co-operative By-laws state that; *the MAXIMUM weight allowed is 38.5 kg or 85 lbs. for townhomes and 9.07 kg or 20 lbs for apartments.*

Please have the following form completed by your veterinarian and returned the Westboine Park Housing Co-op office prior to move-in or within 30 days of obtaining a dog.

Pet Owner: _____

Unit Number: _____

Breed of Dog: _____

Weight of Dog: _____ **kg.** or _____ **lbs.**

Age of Dog: _____

Estimated weight of Dog: _____ **kg.** or _____ **lbs.**

Name and Address of Veterinarian _____

Signature

Date

All pets must be pre approved by the office and proof of license must be provided along with up to date medical ie shots before they can enter the Westboine Park housing co-op property

**PLEASE FILL OUT THIS FORM AND GIVE IT TO THE WESTBOINE PARK HOUSING
CO-OP ADMINISTRATION OFFICE**

Authorization to Release information

**This document authorizes Westboine Park Housing Co-op Management at 32
Shelmerdine Drive, Winnipeg, Manitoba R3R 2Y2 to release information to
Westboine Park Housing Co-op Ltd. about your occupancy at:**

This may include information such as

- rent payments**
- length of residence**
- unit condition**
- details about any complaints (parking, noise, etc.)**
- details of lease expiration**

Date

Signature- Applicant # 1

Print Name- Applicant # 1

Signature – Applicant # 2

Print Name – Applicant # 2

**PLEASE FILL OUT THIS FORM AND GIVE IT TO YOUR EMPLOYER OR TO THE
PERSON WHO CAN VERIFY YOUR INCOME**

Authorization to Release Information

This document authorizes _____
(employer)

To release information to Westboine Park Housing Co-op about my employment
which may include information such as:

- start date of employment with the company
- gross annual income
- hourly wage
- full time/part time/contract employment

Date

Print Name

Signature

Housing Charges per month for Townhome

2 bdrm townhome is currently \$1045.00 a month.

3 bdrm townhome is currently \$1145.00 To \$1225.00

Member pays for hydro which includes heat and brings their own washer.

Co-op pays for water and provides a fridge stove and dryer

Other costs - Westboine Park Housing Co-op

SHARES	\$ 200.00
DAMAGE DEPOSIT	\$ 1200.00
PARKING 1 SPOT	\$ 10.00 MONTHLY
EXTRA PARKING SPOT	\$ 20.00 MONTHLY
HOUSING LIFE INSURANCE	\$ 13.75 MONTHLY

Paper work required with application for Westboine Park Housing Co-op

- CREDIT CHECK FROM EQUIFAX OR TRANS UNION WITH CREDIT SCORE
- 3 CONSECUTIVE PAY SLIPS
- 3 MONTHS OF BANKING STATEMENTS
- CERTIFIED TAX PRINT OUTCALL 1-800-959-8281 TO RECEIVE FROM REVENUE CANADA

After acceptance into the Co-op we will ask for

COPY OF VEHICLE REGISTRATIONS

PET REGISTRATION WITH CITY OF WINNIPEG , PROPER VETRINARY DOCUMENTS ON PET

PHOTO ID & MANITOBA HEALTH CARD

COPY OF CURRENT HOUSEHOLD CONTENT INSURANCE POLICY IN PLACE PRIOR TO MOVING INTO THE UNIT