

Springfield Co-operative Homes Inc.
1376 Credit Woodlands Court, Mississauga, ON L5C 3J5

Application for Membership

An "Applicant" is any adult (16 years or older) residing with the family. Please answer all questions with detailed information on all applicants. If you need more space, please attach a plain piece of paper.

1. Applicants

APPLICANT A

Name	Date of Birth (YYYY/MM/DD)
Address	
Phone (home)	(work)

APPLICANT B

Name	Date of Birth (YYYY/MM/DD)
Address	
Phone (home)	(work)

Size of unit requested

- | | |
|------------------------------------|---|
| <input type="checkbox"/> 2 Bedroom | <input type="checkbox"/> 2 Bedroom (accessible) |
| <input type="checkbox"/> 3 Bedroom | <input type="checkbox"/> 3 Bedroom (accessible) |
| <input type="checkbox"/> 4 Bedroom | |

2. **When would you like to move?** _____

3. Please check the committees you would be interested in working with:

- | | |
|---|---|
| <input type="checkbox"/> Member selection | <input type="checkbox"/> Landscape |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Social |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Board of Directors |
| <input type="checkbox"/> Other | |

4. Please list all of the members in your household

Surname	Given name	Gender	Date of Birth (YYYY/MM/DD)

Are you currently living in a Co-op? Yes No

5. There is a limited amount of parking space available to you on Co-op property. Please list all vehicles (that require parking) owned by members of the family.

Make	Model	Colour	Plate Number

6. Please list all household pets below. Pets and their control are subjects of policy statements adopted by the Co-operative from time to time. Please ask the Administrator for a copy if you own or intend to own household pets.

7. The business and social affairs of the Co-op are managed by the members with the help of staff. For this reason, skills and experience in group activities are important resources for the Co-op. Please list any volunteer participation or other activity of yours that might prepare you to make a contribution to the Co-op (ex: activity in a trade union, tenants' association, service club, election campaign, civic committee, etc.).

8. I/We the undersigned, do hereby apply for residence and membership in Springfield Co-operative Homes Inc. I/We declare that the information given on this application form is correct and agree that it may be used for an investigation to establish credit worthiness. Pursuant to the Freedom of Information and Protection of Privacy Act. Personnel information contained on this form or in attachments may be collected for the Housing Authorities pursuant to the Ontario Housing Corporation Act, Sections 2, 4, and 7, R.S.O. 1980, C339 and the Housing Development Act, Subsection 7(2), R.S.O. 1980, C209 and will be used to determine suitability and eligibility for housing applied for, continuation of housing, and the appropriate rent scale and rent geared-to-income charge. Personal information may be disclosed to Local Housing Authorities, non-profit housing corporations, the Ministry of Housing, and municipal/provincial and federal departments and agencies who assist in the provision of affordable housing and to social agencies providing social assistance to the applicant. The applicant consents to the verification, disclosure, and transfer of information given on this form and attachments by or to any of the above entities and will provide any required supporting material.

All applicants/adults proposed to live in the unit.

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date

Any concerns that will negatively affect your application will be verified with the applicant. Incomplete applications may result in non-processing.

9. Applicant A's Financial Information

Name	
Address	
Phone (home)	(work)
SIN	Date of Birth (YYYY/MM/DD)
Occupation	Employer
Employer's address	
Employer's phone	Years with firm
Gross annual income (before taxes)	

Income verification must be included with the application (i.e. letter from employer or copies of cheque stubs for two months).

Please list all outstanding debts (including credit cards):

Amount \$	Creditor
Amount \$	Creditor
Amount \$	Creditor
Amount \$	Creditor

Are you currently residing in a Co-op? Yes No

Present landlord:

Address	
Phone	Length of stay
Present rent \$	Utilities \$
# Bedrooms	Is there any reason your landlord should not be called?
Specify:	
Previous address:	

10. Applicant B's Financial Information

Name	
Address	
Phone (home)	(work)
SIN	Date of Birth (YYYY/MM/DD)
Occupation	Employer
Employer's address	
Employer's phone	Years with firm
Gross annual income (before taxes)	

Income verification must be included with the application (i.e. letter from employer or copies of cheque stubs for two months).

Please list all outstanding debts (including credit cards):

Amount \$	Creditor
Amount \$	Creditor
Amount \$	Creditor
Amount \$	Creditor

Are you currently residing in a Co-op? Yes No

Present landlord:

Address	
Phone	Length of stay
Present rent \$	Utilities \$
# Bedrooms	Is there any reason your landlord should not be called?
Specify:	
Previous address:	

I/We agree to the declaration which was signed on the application. We also understand that applications submitted without all required documentation will not be processed.

Signature

Date

Signature

Date

11. Please read this carefully and retain this portion of the application for your permanent records.

Purpose and Objective of Member Selection Policy

The purpose of this policy is to set out the administrative and social criteria to be considered by the Co-op in approving applicants for membership and occupancy.

The Co-op has a mandate to serve the needs of people who are not adequately served by the commercial housing market and who would benefit from and contribute to a community that has its basis in the principles of co-operation. The main objective of the membership selection process at the Co-op is to choose the best possible members for the Co-op, taking into account the needs of the community and the individual.

Acceptance will be by resolution of the Board of Directors. If accepted, the applicant(s) will be required to pay a one-time only non-refundable fee of \$15.00 per adult household member.

The criteria for membership selection shall include:

1. A willingness to participate in the development of the Co-op as a community
2. A willingness to respect the human and civil rights of others
3. A willingness to abide by the Bylaws, Agreements, and Policies, and regulations set by the Co-op
4. A willingness to allow a credit check as proof of financial responsibility
5. An indication of permanency or at least long term residence, and
6. A need appropriate to the available unit

In cases where there is more than one applicant for an available unit, the following priorities shall prevail:

1. First preference shall be given to *in situ* members of the Co-op under the terms of the Internal Moves Policy adopted by the Co-op from time to time
2. All other considerations being equal, second preference will be given to applicants from other co-operative organizations with positive recommendations from the other co-operative
3. Other applicants will be assessed on their merits according to the above criteria in order to achieve a proper balance between the needs of the Co-op and the needs of the individual or family

In order to be effective and fair, the membership selection process must provide for:

1. Adequate training of volunteer interviewers, through workshops and practice
2. A thorough orientation of prospective members
3. An in-depth interview by trained members with review by committee and/or the Board of Directors, and
4. Positive recommendation by the interviewers, and in the case of inter-co-operative applications by the Board or staff of the other co-operative

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