



## Membership Application Form

### *Purpose of this Form*

This form is designed to collect specific information from applicants seeking membership in the North Arm Housing Co-operative (the Co-op) in accordance with the Personal Information Protection Act (PIPA). The Co-op uses this information to determine your eligibility for housing and the type of accommodation that will best suit your needs. The information collected will only be used in accordance with PIPA.

**I have read and understand the above**

### *Review of Information and Record Keeping*

The information collected in this form will be reviewed by the Co-op's designated agent(s) for the purpose of verifying your eligibility for housing. We will employ all reasonable safeguards to ensure your information is kept confidential. Records of unsuccessful applications will be kept for one (1) year to provide you with an opportunity to access these records, after which all records (electronic or paper copies) will be destroyed.

**I have read and understand the above**

### *Share Purchase*

Members are required to purchase a membership share in the Co-op as follows:

Studio Apartment	\$2,000
One-bedroom Apartment	\$2,000

**I have read and understand the above**

### *Pet Policy*

Members are allowed up to a total of two cats or two dogs, or one dog and one cat. Other permissions and restrictions apply as per the Pet Policy.

**I have read and understand the above**

### *Smoke-free Housing*

The Co-op is a smoke-free housing co-op. It is a material term of the occupancy agreement that smoking is prohibited everywhere on co-op property and in proximity to it, including but not limited to all homes, common areas, hallways, balconies, and patios. This applies to members and guests. "Smoking" includes vaping and the inhaling, exhaling, burning or ordinary use of any tobacco or other product whose use generates smoke.

**I have read and understand the above**



*Important Information*

The Co-op will not process incomplete applications. Applicants who fail to provide the required information or who provide false or misleading information are ineligible for membership. Applicants must submit completed applications online, or in person with our North Arm leasing team.

**I have read and understand the above**

**Application Form Checklist**

- Complete all sections of the application
- Be prepared to show government issued ID for all household members 18 and over, indicating Canadian citizenship, permanent residency, landed immigrant status or refugee status
- Declare all household members' current income and assets and **attach for each income earner** the most recent notice of assessment(s), plus one of:
  - Income source(s)/pay stubs for the last three consecutive pay periods
  - Employment letter or permission to contact employer for income details
  - One (1) recent bank statement indicating regular income deposits, with all expenses blacked out

**Note:** Additional documentation may be requested for the purpose of income verification, including consent for a credit check
- Initial the Declarations
- Sign application (page 7)



### **Qualifications**

- At least one of the applicants is 55 years old, or turning 55 in this calendar year
- Gross monthly household income of the applicant(s) does not exceed the maximum income for eligibility to occupy applicable unit type
- Household size corresponds with the number of bedrooms within the home
- Monthly housing charges do not exceed 30% of gross income
- Applicants pass credit and reference checks
- Preference to those who live or work in Vancouver
- Proof of citizenship or residency status in Canada available on request
- Attending an orientation session is required.



**Applicant (please be prepared to show your photo ID)**

Preferred Pronoun (optional)	First Name	Last Name
Home Phone	Work Phone	Work Phone Ext.
Primary Email*		Date of Birth (dd/mm/yyyy)
Home Address (suite, house number, street, city, province & postal code)		
Mailing Address (if different from above)		

**\*I consent to the use of this email address by the Co-op for the delivery of correspondence and legal notices**

**Co-applicant (please be prepared to show your photo ID)**

Preferred Pronoun (optional)	First Name	Last Name
Home Phone	Work Phone	Work Phone Ext.
Primary Email*		Date of Birth (dd/mm/yyyy)
Home Address (suite, house number, street, city, province & postal code)		
Mailing Address (if different from above)		

**\*I consent to the use of this email address by the Co-op for the delivery of correspondence and legal notices**





## References

Please provide personal references from non-family members (employer, teacher, friend, etc.)

Name	Relationship	Contact	Alternate Contact

Do you currently own real estate?                      Yes      No  
If yes, is this your primary home?                      Yes      No

## Pets

A maximum of two (2) pets (dogs or cats) are permitted in each unit.

How many dogs or cats are in your household?      0      1      2

## Accessibility

Do you or other members of your household require assistance in the case of a fire?      Yes      No

## Interest in Co-operative Living

Have you or any co-applicants previously lived in a housing co-operative?      Yes      No

Please describe why you are interested in living in a housing co-operative and how you foresee interacting with the co-operative community and your neighbours:



### **Signatures of Applicants**

We understand that only members of North Arm Housing Co-operative may live in the Co-op and we apply for membership, as set out below.

#### **I have read and understand the above**

We understand that if the Co-op accepts us for membership and offers us a home, we must provide the full amount of Share Purchase Price for the size of unit requested, as noted under the *Share Purchase* (page 1), when requested by the Co-op and the Share Purchase Price provided will be used to buy the required membership shares.

#### **I have read and understand the above**



Should we decide not to take possession of the unit assigned and offered by the Co-op, we understand and agree that half of the assessed housing charge shall be surrendered from the Share Purchase Price and payable to the Co-op at the Co-op's sole discretion to recoup costs paid to complete the membership. We agree that this damage is a true expression of the costs incurred by the Co-op and not a penalty.

**I have read and understand the above**

If offered membership, we agree to be bound by and to comply with the Rules, Occupancy Agreement and Policies of the Co-op in force and as amended from time to time.

**I have read and understand the above**

We understand and agree that our monthly housing charge is determined at the time of membership approval. Should our financial position change after membership is accepted, the Co-op is not obligated to reduce our monthly housing charge.

**I have read and understand the above**

**Declaration:** We declare that all of the information in this application is correct. We give the Co-op permission to verify any or all of this information, and to do a landlord reference check. We understand that acceptance of membership depends on the Co-op verifying that my household income meets the terms of the lease in force between the Co-op and Community Land Trust.

**Signatures of all household members:**

Please be prepared to show government-issued identification for all signatories, indicating Canadian citizenship, permanent residence, landed immigrant status or refugee status.

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Applicant Print Name

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Applicant Signature

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Co-applicant Print Name

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Co-applicant Signature

Once you have finished filling out this form, ~~Y05 '02 q' Onp00# '0' z - 09#~~ [managementnortharm@cltrust.ca](mailto:managementnortharm@cltrust.ca)