

Argyle Park Housing Co-op



A community within a community

Townhome and apartment living with a strong sense of community. What sets us apart is not a secret, your neighbors are not just people next door but your equals. Everyone is expected to participate in events, the upkeep of your homes and community and become involved in the Co-operative. In return, members are rewarded with a safe place to raise your children or retire and everything in between. Being part of a Co-op means having a say in what goes on, a sense of belonging and knowing you're never alone.

Co-operative Housing General Information

The Argyle Park Housing Co-operative Offers:

- ❖ Collectively managed by members.
- ❖ Community living for all income levels.
- ❖ Long-term, affordable housing.
- ❖ Conveniently located close to schools, playgrounds, bus & shopping.

42 Townhouses and 18 Apartments - Included in these, are 9 ground-level apartments and 3 townhouses which are disabled-accessible.

- 1 & 2 Bedroom apartments
- 2 & 3 Bedroom townhomes
- Kitchen and hall rental available
- Fridge and stove are supplied
- private yards, balconies
- Ongoing community events
- Close to schools and amenities
- Private playground and parking
- Safe environment
- Coin operated laundry
- Friendly neighbors
- Quiet community

Washer and dryer are not supplied by the co-op. All units have space and hook ups for member owned appliances.



APPLICATION FOR MEMBERSHIP

**NOTE: A \$30.00 Non-Refundable Administration Fee is required with each application.
Incomplete applications will not be accepted**

All members of your household 18 years of age and over must apply for membership and be interviewed
If you have any questions, please call our office at 306-949-9616.

Applicant 1

Name: _____

Address: _____

City/Town: _____ P/C: _____

Phone: Home _____

Work: _____

E-mail Address: _____

Canadian Citizen Landed Immigrant Refugee Sponsored Immigrant Student Visa

Do you have children who will be living in the unit with you? Yes No

If not living with you Full Time, how much of the time do they live with you? _____

Do you have anyone else under the age of 18 living with you? Yes No If yes, Full Time Part Time

Children's Names:

<u>Surname</u>	<u>Given Name</u>	<u>Relationship to Applicant</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Present Employment

Applicant 1

Applicant 2

Employer: _____

Employer: _____

Occupation: _____

Occupation: _____

Supervisor: _____

Supervisor: _____

Phone: _____

Phone: _____

Length of time with present employer: _____

Length of time with present employer: _____

Present Landlord

Applicant 1

Applicant 2

Name: _____

Name: _____

Phone: _____

Phone: _____

Lived here: _____ Years _____ Months

Lived here: _____ Years _____ Months

Previous Address & Landlord (if less than one year in current location)

Applicant 1

Applicant 2

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Lived here: _____ Years _____ Months

Lived here: _____ Years _____ Months

Personal Reference

Applicant 1

Applicant 2

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Note: You are required to submit a minimum of three (3) references, including your landlord(s), with your application. *(References from friends or relatives are not acceptable.) We cannot accept your application without 3 reference letters.*

Make sure your landlord is aware and are prepared to release the necessary information to a representative of the Co-operative.

Household Income

Applicant 1

Monthly Employment Income: \$ _____

Monthly Income from other source: \$ _____

Source of other monthly income: _____

(Include Child Support, Alimony, Employment Insurance, Pensions, etc.)

Gross Monthly Income: \$ _____

Total Gross Monthly Household Income: \$ _____

Applicant 2

Monthly Employment Income: \$ _____

Monthly Income from other source: \$ _____

Source of other monthly income: _____

Gross Monthly Income: \$ _____

Verification Authorization:

I understand that failure to provide accurate information will result in termination of my application to become a member of Argyle Park Housing Cooperative Ltd.

I agree to provide proof of income in whatever form Argyle Park Housing Co-operative Ltd. requires as a condition of my membership in the Co-operative.

I authorize Argyle Park Housing Co-operative Ltd. to obtain credit report information to establish my financial standing. I also authorize Argyle Park to do a further credit report if more than 6 months pass before being offered a unit.

I authorize Argyle Park Housing Co-operative Ltd. and authorized agents, to contact current and previous landlords to inquire about all information relating to myself, provided that said inquiries be limited solely to the purpose of consideration of my possible tenancy at the address listed above.

I also authorize and give permission for all parties listed to disclose any information requested about me to Argyle Park Housing Co-operative.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

Applicant 1

Signature: _____

Date: _____

Birthdate: _____

Applicant 2

Signature: _____

Date: _____

Birthdate: _____

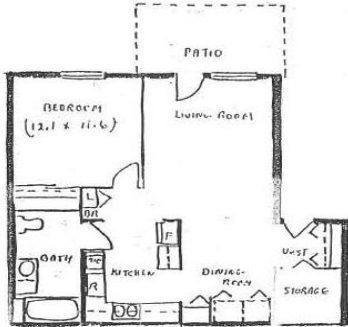
Unit Preference (Refer to unit diagrams)

First Choice: _____

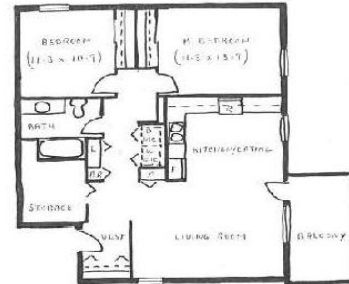
Second Choice: _____

Argyle Park Co-operative Monthly Housing Charges

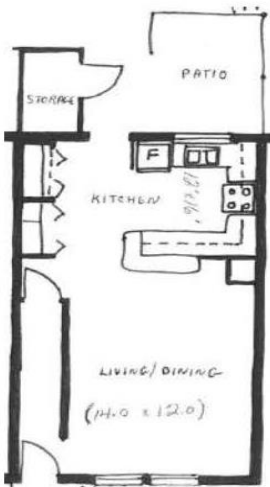
Type	Monthly Cost	Includes
1 Bedroom Apartment	\$ 769.00	heat & soft water, water
2 Bedroom Apartment	\$ 918.00	heat & soft water, water
4 Bedroom Apartment	\$ 1,057.00	heat & soft water, water
2 Bedroom Townhouse	\$ 946.00	water
3 Bedroom Townhouse	\$ 1,025.00	water



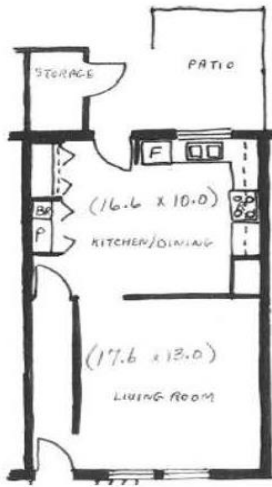
Type 2 (739.4 Sq. ft.)
One Bedroom Apartment



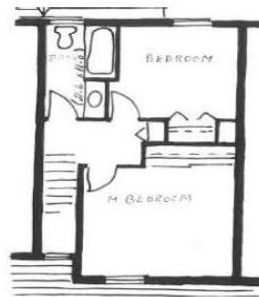
Type 4 (987.3 Sq. ft.)
Two Bedroom Apartment



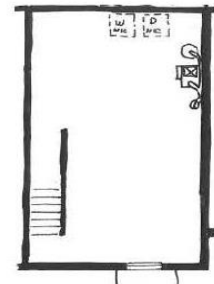
Type 6 (487.4 sq. ft.)



Type 6A (487.4 Sq. ft.)

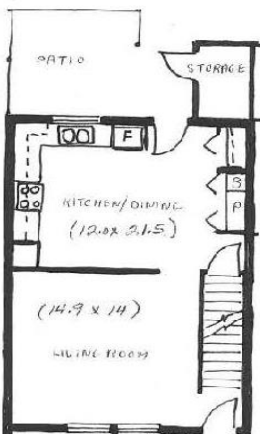


2nd Floor (440.4 sq. ft.)

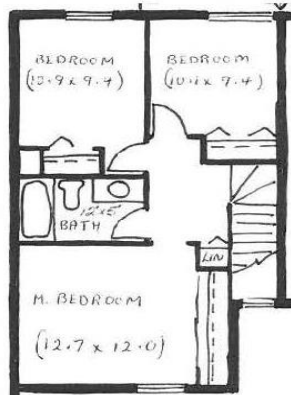


Basement

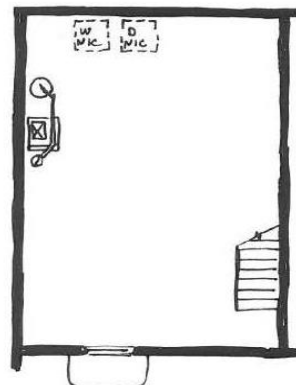
Two Bedroom Townhouse



Type 7 (541.5 sq. ft.)



Second Floor (562.4 sq. ft.)



Basement

Three Bedroom Townhouse

Special Needs: (i.e., wheelchair access, visually/hearing impaired, etc.):

Note: A letter from your doctor will be required to obtain an accessible unit

Notice:

How much notice do you need to give your current landlord? _____

Parking

Will you require an additional parking space? Yes No

Pets:

Do you own pets? Yes No If yes, how many? _____ Please circle: **dog / cat / birds / fish**

Dog Breed(s): _____

Note: Height restriction of dogs **No taller than 14" at their shoulder** when full grown
There is an annual registration fee of \$5.00 per pet due at move in

Additional Information

How did you hear about the Co-op?

Why do you want to move into Argyle Park Housing Co-op?

Personal Information Protection Statement

When you provide your personal information to us, you have and are giving us your consent to collect, use and disclose your personal information. If at any time you wish to limit the use and disclosure of your personal information, please notify us in writing.

I agree that Argyle Park Housing Co-operative may keep the following information about me:

- Application and Interview Form
- Household size & composition
- Previous housing situation(s)
- Credit report
- Any incident of property damage/complaints
- Personal correspondence from Argyle Park Housing Co-operative

I agree that this personal information may be made available to people in the following positions:

- Member Selection Committee
- Auditor
- Privacy Officer

I understand that Argyle Park Housing Co-operative will use the information to:

- contact me about this application
- determine my eligibility for housing and membership in the Co-op
- comply with the operating agreement, bylaws, and policies

I understand that the Co-op will destroy personal information no longer needed.

I have read and received a copy of this statement.

Signature: _____

Date: _____

Signature: _____

Date: _____

Office Coordinator (Witness)

Date

Co-operative Housing Question and Answers

What is Co-op housing?

- A non-profit housing complex, collectively operated by its members.
- It is not a rental/tenancy agency situation. Our rules and procedures are different.
- Policies are decided by majority vote at general meetings of the members.
- A condition of living in Argyle Park Housing Co-operative is sharing in the responsibilities for running the co-operative and participating in the Co-op Community.
- The members (residents) jointly manage the Co-op and rent the units to themselves. The title of the land and buildings remains in the name of the Co-op. The primary objective of a housing co-op is for its members to provide themselves with quality, self-managed housing. As members, we are the landlord.

Why wouldn't I want to live in a housing co-op?

- If you are NOT looking for a home with a sense of community; if you are NOT interested in participating/volunteering to make our co-op a success; if you are just looking for a place to live, then Co-op housing is not for you.
- Housing co-ops are not for everyone, but for many, they are the only way to live.

How does the Co-operative operate?

- We are a non-profit housing co-operative, governed by a board of directors.

What are the advantages of Co-op housing?

- Members elect a Board of Directors annually, giving all members a say in the running of the Co-op.
- We are a community in ourselves - a community in which you can get to know your neighbours, let your children out to play, or just lounge on your patio with the knowledge that you are not living among strangers.
- Security of tenure.

Why would I want to live in a housing co-op?

- The biggest advantage of living in a housing co-op is that as a member, you have a say in the way your housing is operated and that makes a big difference over for-profit rental housing.
- People who like to get involved and want a real sense of community will enjoy living in a co-op.
- Since a co-op is run by its members, the participation of every member is vital to the success and longevity of the co-op. Remember, running a co-op is as tough and as rewarding as running any other business.
- A co-op is only as good as its membership. Fortunately, there are so many ways to contribute to the successful operation of a co-op that everyone can participate in a meaningful way.



WHAT MAKES A GOOD MEMBER?

Good members:

- ✓ pay housing charges on time
- ✓ act and live co-operatively by the co-op's rules and policies
- ✓ keep their unit in good condition
- ✓ are good neighbors
- ✓ get informed
- ✓ attend meetings productively
- ✓ get involved in the co-op community

What are my responsibilities?

- Abide by the bylaws and policies of the co-operative.
- Purchase shares in the co-operative.
- Volunteer to support the Co-operative by attending community activities.
- Participate in the three general meetings and one annual meeting.
- Keep your home and yard clean and orderly.

How do I become a member?

- Submit your application along with a non-refundable administration fee of \$30.00.
- All individuals over the age of eighteen (18) interested in applying for membership must submit a completed application form and are then interviewed by the Co-op's Member Selection Committee.

What happens next?

When a unit becomes available:

- Your credit and references will be checked, if you meet the criteria, you will be called for an interview.
- Based on the interview, the Membership Selection Committee makes a recommendation to the Board of Directors.
- The Board will decide to accept or decline your application for membership. You will be notified of your status, in writing.
- If approved, you will be offered the available unit that meets your first or second preferred choice.
- You can decline three offers. Once you decline the 3rd time you will be removed from the wait list and be required to reapply.
- Once you agree to accept a unit, you will be required to provide a minimum deposit of \$600.00
- The deposit is not refundable if you chose not to move in after accepting.
- It is up to you to contact us with updated information i.e., new address or phone number. If you are not reachable you will be removed from the wait list and required to reapply.
- Applications are kept on file for one (1) year. You are responsible to contact the Co-op Office to renew your application and remain on the waiting list.

What is share capital?

- You must purchase \$1,200.00 in Co-operative Shares. This shows your commitment to the Co-op as a member and provides your damage deposit. We have several payment options for you to choose from.
 1. \$600.00 deposit within 24 hours of being offered a unit, \$50.00 per month for 12 months.
 2. \$800.00 deposit within 24 hours of being offered a unit, \$50.00 per month for 8 months.
 3. \$1,200.00 deposit within 24 hours of being offered a unit.
- You are not paid interest on your share; interest is used to offset operating costs. When you move out you get your \$1,200.00 share capital back, less any amount owing for carpet cleaning, damages, etc.

Do I sign a lease?

- No... **but**, you will be required to sign an occupancy agreement. There is no termination date; you simply agree to give two (2) months written notice of intent to vacate. You will be responsible for the housing charge if you choose to vacate early.

What are housing charges?

- The same as rent; they are due the last day of the month, for the first of the following month.
- Housing charges pay the taxes; maintenance, operating and administration costs.

Parking:

- One parking space is provided.
- Additional spaces are available on a first come, first served basis at \$10/month April to October and \$20/month November to March.
- There is also visitor parking available in designated areas; these stalls are not for members.

Move-Out:

- You are required to give two (2) months' notice when you wish to move out.
- Move out time is 12:00 noon on the last day of the month.
- Anything less than 2 months' notice will not be accepted, and you are responsible for the housing charge if you choose to vacate early.

Does the Co-operative have any paid staff?

- Yes, we have maintenance and office staff who report to the Board of Directors.

Who does the maintenance?

- Members are responsible for doing small repairs in their units with the Co-op usually supplying parts/materials. Major repairs that the member cannot do are done by maintenance staff. Service calls are paid for by the Co-op providing the repair is NOT due to the member's abuse or neglect.
- Members cut their own grass and shovel their own sidewalks. We do have some tools available, such as lawn mowers and trimmers however, members are encouraged to have their own equipment.
- Paint must be approved by the Co-operative and done by an approved professional painter.
- The Co-op sets aside money for capital replacements, such as furnaces, appliances, flooring, and painting. The schedule for repairs and replacements is set by the maintenance staff and approved by the Board.

Are pets permitted?

- **Yes...** up to two pets (cats or small dogs).
 - Height of dogs is restricted; No taller than 14" at their shoulder when full grown.
 - Cats and dogs must be spayed/neutered, and proof must be provided **before** moving in.
- Fish are allowed as well as birds, but birds must always be kept in their cages
- Pets must be kept principally indoors and not allowed outside unless on a leash.
- The owner must pick up excrement immediately.
- Members are responsible for any damages caused by their pet.
- The Pet Policy sets out very strict guidelines that **MUST**, always, be followed.