

# 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.

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

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

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

## Being a Member of a Housing Cooperative

As a member/shareholder you are:

- ✓ A voting member who contributes to the governance of the co-op.
- ✓ Able to run for the board of directors
- ✓ Required to pay monthly housing charges, on time and
- ✓ Abide by all bylaws and policies to maintain membership

Member(s)/shareholder(s) have the right to vote at annual, general and special meetings on specific business of the cooperative:

- ✓ Elect a board of directors
- ✓ Approve bylaws
- ✓ Approve the annual budget
- ✓ Approve recommended monthly housing charges that affect the quality of your housing
- ✓ Approve the Auditor
- ✓ Receive audited financial statements that show how the cooperative spent your money.

Live there for as long as you like, ***if you abide by the by-laws, rules and policies.***



## 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: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ P/C: \_\_\_\_\_ City/Town: \_\_\_\_\_ P/C: \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Phone: Home \_\_\_\_\_  
Work: \_\_\_\_\_ Work: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ 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>Full Name</u>	<u>Relationship to Applicant</u>	<u>Birthdate</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Present Employment

#### Applicant 1

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

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

Supervisor: \_\_\_\_\_

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

Length of time with present employer: \_\_\_\_\_

#### Applicant 2

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

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

Supervisor: \_\_\_\_\_

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

Length of time with present employer: \_\_\_\_\_

### Present Landlord

#### Applicant 1

Name: \_\_\_\_\_

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

Lived here: \_\_\_\_\_ Years \_\_\_\_\_ Months

#### Applicant 2

Name: \_\_\_\_\_

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

Lived here: \_\_\_\_\_ Years \_\_\_\_\_ Months

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

#### Applicant 1

Name: \_\_\_\_\_

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

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

Lived here: \_\_\_\_\_ Years \_\_\_\_\_ Months

#### Applicant 2

Name: \_\_\_\_\_

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

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

Lived here: \_\_\_\_\_ Years \_\_\_\_\_ Months

### Personal Reference

#### Applicant 1

Name: \_\_\_\_\_

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

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

#### Applicant 2

Name: \_\_\_\_\_

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

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

### Applicant 2

Monthly Employment Income: \$ \_\_\_\_\_

Monthly Employment Income: \$ \_\_\_\_\_

Monthly Income from other source: \$ \_\_\_\_\_

Monthly Income from other source: \$ \_\_\_\_\_

Source of other monthly income: \_\_\_\_\_

Source of other monthly income: \_\_\_\_\_

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

Gross Monthly Income: \$ \_\_\_\_\_

Gross Monthly Income: \$ \_\_\_\_\_

**Total Gross Monthly Household 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

### Applicant 2

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

# Consumer Credit and Tenancy History Inquiry Consent Form

(For one or two co-tenancy applicants otherwise complete a separate application)<sup>1</sup>

## Definitions: Information<sup>2</sup>

The word “**Information**” means credit information, personal information, and information about the services you use that are provided by the **Landlord or Landlord's agent as listed in this rental application** and information relating to your tenancy at the **Premises applied for in this rental application** including information regarding the duration of your tenancy, monthly rent, emergency contacts and any matters relating to your lease/tenancy agreement, including misrepresentations relating to, defaults under and/or breaches of your lease/tenancy agreement or any other matter experienced by the **Landlord or Landlord's agent**.

“**Credit Information**” means information about you, including your name, age, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant's/spouse's/same-sex partner's name and age, number of dependants, particulars of education or professional qualifications, field of employment, places of employment, previous places of employment, employment durations, estimated income, paying habits, outstanding debt obligations, cost of living obligations, involvement in bankruptcy proceedings or landlord and tenant disputes, assets, and banking information (including account and credit card information).

“**Personal Information**” means information about you including but not limited to credit information that may be relevant to your suitability as a tenant or for the assessment of other applications made by you (e.g. loans, financial, internet, phones, cable) if you have consented to the use of the information for this purpose, and may include: publicly available information obtained from the Internet, news sources or public records, databases and listings; online maps of your address used to verify the address information provided by you; and references (provided by you to the Landlord) concerning your character, reputation, physical or personal characteristics or mode of living or about any other matter or experience concerning you that is relevant to your suitability as a tenant.

## Collection, Use and Disclosure of Information:

In consideration for the **Landlord or Landlord's agent** accepting you as a tenant and entering into a lease/tenancy agreement with you, you expressly consent to and authorize the following:

1. The **Landlord or Landlord's agent** may obtain Information about you through a tenancy and/or credit report conducted by Rent Check Credit Bureau Ltd. and as permitted or required by law. You expressly authorize Rent Check Credit Bureau Ltd. to provide Information regarding you to **The Landlord or Landlord's agent**.
2. The **Landlord or Landlord's agent** may use Information about you to determine your suitability as a tenant as permitted or required by law.
3. The **Landlord or Landlord's agent** may disclose Credit Information about you to Rent Check Credit Bureau Ltd., as permitted or required by law, for inclusion within a database of rent-roll information and within a tenancy file on you, for purposes of:
  - tenancy reporting and credit reporting in accordance with provincial credit and consumer reporting acts;
  - establishing a credit history and or rental history;
  - maintaining aggregate statistical data for purposes of tenancy and credit scoring; and
  - supporting business application approval processing, usability studies and research.
4. You expressly authorize Rent Check Credit Bureau Ltd. to retain positive Credit Information regarding you for the purposes outlined in section 3 above, for up to 20 (twenty) years. Negative Credit Information shall be maintained on record in accordance with provincial credit and consumer reporting acts.
5. You agree that all statements on this Residential Rental Application are true and you expressly authorize all references given to release information about you to **the Landlord or Landlord's agent** for verification subject to sections 1 to 5.
6. Rent Check Credit Bureau Ltd. may also disclose your Information to any third party, but only with your prior express consent to do so or where required by law.

Please provide your consent by checking the following box and signing in the appropriate space below.

☐

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

☐

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

\_\_\_\_\_  
Applicant's Signature

X

\_\_\_\_\_  
Co-Applicant's Signature

X

\_\_\_\_\_  
Print Name

X

\_\_\_\_\_  
Print Name

X

X

X

Date (yyyy / mm / dd)

Date (yyyy / mm / dd)

<sup>1</sup> Signature space is provided for applicant and co-applicant however Rent Check suggests that if more than 2 applicants that the landlord provides additional tenancy applicants with a separate copy of this Residential Rental Application for completion.

<sup>2</sup> **DISCLAIMER:** Rent Check does not represent, warrant or guarantee that this Consent Statement will be valid or enforceable in all circumstances or for every landlord. Each individual landlord should modify the language of this Consent Statement to suit their individual circumstances, and should obtain legal advice regarding the appropriate consent to be obtained from their prospective tenants. The Landlord or Landlord's agent cannot disclose any information not covered by this consent for whatever reason to Rent Check Credit Bureau Ltd.

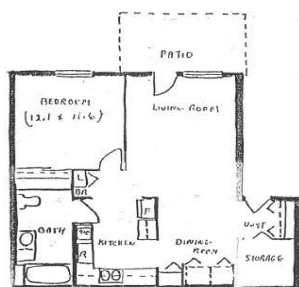


## Unit Preference (Refer to unit diagrams)

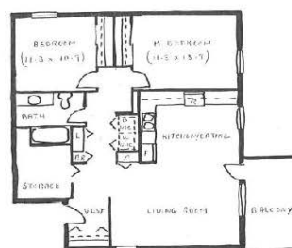
First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

### Argyle Park Co-operative Monthly Housing Charges

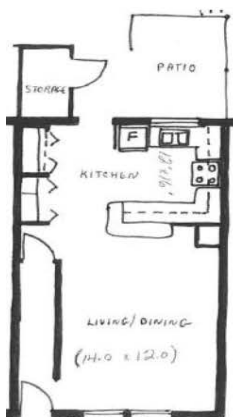
Type	Monthly Cost	Includes
1 Bedroom Apartment	\$ 857.00	heat & water
2 Bedroom Apartment	\$ 1,023.00	heat & water
4 Bedroom Apartment	\$ 1,177.00	heat & water
2 Bedroom Townhouse	\$ 1,054.00	water
3 Bedroom Townhouse	\$ 1,142.00	water



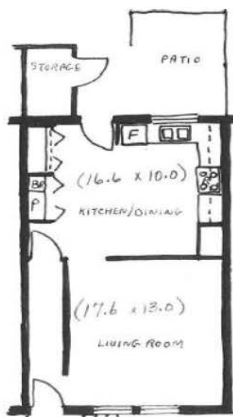
Type 2 (739.4 Sq. ft.)  
One Bedroom Apartment



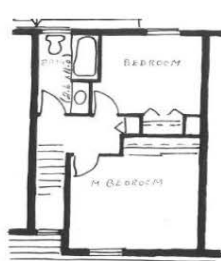
Type 4 (987.3 Sq. ft.)  
Two Bedroom Apartment



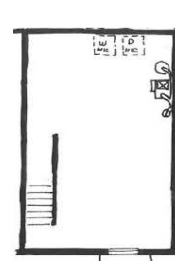
Type 6 (487.4 sq. ft.)



Type 6A (487.4 Sq. ft.)

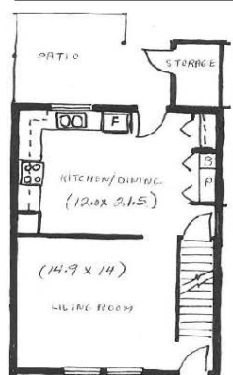


2<sup>nd</sup> Floor (440.4 sq. ft.)

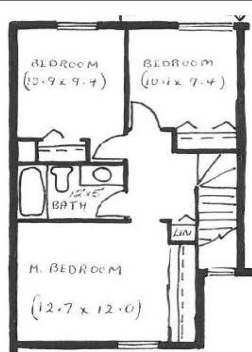


Basement

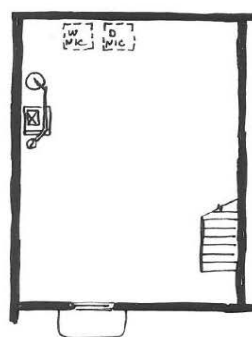
Two Bedroom Townhouse



Type 7 (541.5 sq. ft.)



Second Floor (562.4 sq. ft.)



Basement

Three Bedroom  
Townhouse

## 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.

**Applicant 1**

**Applicant 2**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Office (Witness)

\_\_\_\_\_  
Date



**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:**

- Annual registration fee of \$5.00 per pet due at move in
- Maximum of 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.



## Pet Application Form

**Member's Name:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_

Pet's Name:		
Type of Pet:		
Breed:		
Colour:		
Size: height/weight:		
Sex:		
Age:		
Tag/Chip/Tattoo/ License #		

Is the pet housebroken or litter-trained ☐ Yes ☐ No

**Proof of Spaying/Neutering provided:** ☐ Yes ☐ No If no, advise when proof will be provided:

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All cats and dogs must be spayed or neutered within six to 12 months.

- References from previous landlords, your veterinarian, pet sitters and neighbors that will help demonstrate your level of responsibility and your pet's good behavior. Previous unit inspection reports may be referenced for current members.
- How does the pet act when home alone or how it might act if maintenance needs to enter the suite.

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- You will be required to bring your pets to the interview for assessment of behavior, interaction with others.

By signing I/we acknowledge we have read, understand, and agree to abide by the APHC pet policies and procedures or agree to rehome/surrender the pet(s) or move out of APHC.

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Member Signature

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Member Signature

Received in the office by: \_\_\_\_\_

Date: \_\_\_\_\_

## 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 open house to confirm you are still interested in the unit.
- You may then be called for an interview and 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 receive a letter of offer/acceptance for the available unit.
- If you accept the unit, you will be required to provide a minimum deposit of \$600.00 towards your share capital.
- The deposit is not refundable if you decide not to move in after accepting the offer.

### Note:

- 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.
- You can decline three offers. Once you decline the 3<sup>rd</sup> time you will be removed from the wait.

### What is share capital?

- Members 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 cleaning, damages, etc.

### Do I sign a lease?

- 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 (rent) if you choose to vacate early.