

# MEMBERSHIP AND HOUSING APPLICATION

## COOPÉRATIVE D'HABITATION ST. GEORGES HOUSING CO-OPERATIVE

PREFERRED MOVE-IN DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

**Each person of the household 16 years and older must submit a separate application and application fee.**

This application is in three parts to help ensure the confidentiality of the information you provide. The **first** part of this application asks for information on your household so that we can ensure units are allocated accordingly. The **second** part of the application will be used by the Member Selection Committee and the Member Involvement Committee to plan the co-op's mandatory participation resources. The **third** part of the application asks questions about your previous living situations and financial background. Only people directly involved in the member selection process will have access to this information, which will be used to determine your suitability as a future member of the co-op.

**A \$30.00 application fee, by e-transfer, cheque or money order only, is required.** When you are sure that you have answered all the questions, either submit the application with your application fee and supporting documentation online, in person at the co-op office or mail them to the following address:

COOPERATIVE D'HABITATION ST. GEORGES HOUSING CO-OPERATIVE  
10 Henderson Avenue  
Ottawa, Ontario  
K1N 7P1

E-transfers can be sent to: [coordinatorst.georges@rogers.com](mailto:coordinatorst.georges@rogers.com)

If you have questions about filling out this application, please refer to our website and/or call our office. The phone number is 613-565-0105.

**Please note**, the date your completed application with documentation and application fee is received at the office determines your position on our waiting list.

**APPLICATION NOT TRANSFERRABLE**

**PART I: HOUSEHOLD INFORMATION**

1. List applicant information: (please print clearly)

Applicant Name: _____ =
Address: _____ =
_____ =
Phone Number: (h) _____ (w) _____
Email: _____

2. Are you a permanent resident of Canada (a Canadian citizen, a landed immigrant or a conventional refugee)?

yes

no

3. List the children (under 16 years) in your household:

Last Name	First Name	Relationship	Birth date	Sex

4. Please list all persons 16 years and over in your household:

Last Name	First Name	Relationship	Birth date	Sex

5. Do any members of your household use Para-Transpo?

- Yes  No

6. What size unit do you require?

- One bedroom  
 One and a half bedroom (small two bedroom)  
 Two bedroom  
 Three bedroom  
 Four bedroom

7. Do you require a wheelchair accessible unit?

- Yes  No

8. Do you require a parking space?

- Yes  No

If yes, how many \_\_\_\_\_?

9. Do you own a pet?

- Yes  No

**If yes, please complete the co-op pet registration form and submit it with your application.**

10. Does any member of your household have any health problems that affect their housing needs? If yes, please specify:

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11. Please give the name of a relative not living with you (in case of an emergency):

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

Email: \_\_\_\_\_

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

Relationship to Applicant: \_\_\_\_\_

## **Part II: Participation**

1. All St. Georges co-op members are required to contribute four (4) hours per month to help run the co-op, normally by participating in a Co-op committee or on the Board of Directors.

The Board is elected by the membership and some committee members are elected, while others are not. The Board and committees each have an elected Chairperson.

### **2. Description of the Co-op Committees and of the Board**

#### **Board of Directors**

The Board of Directors supports the overall management of the Co-op and oversees all aspects of the Co-op to ensure accountability of how the Co-op is run. The Board oversees the Co-op's budget, finances, projects, maintenance and Committees. Board Members are elected by the membership to serve on a two-year term, and must be available to participate in Board meetings of at least 2 hours per month.

#### **Bylaw Committee**

Members of the Bylaw Committee review and update the Co-op's bylaws to ensure the sound governance of the Co-op, and provide recommendations to the Board.

#### **Custodial Committee**

Members of the Custodial Committee keep the elevators, lobby, entrance ways and laundry room clean. This includes cleaning, organizing and mopping.

#### **Finance Committee**

Members of the Finance Committee assist the treasurer and accountant in the financial management of the co-op, review financial documents as required, and help to prepare the annual budget.

#### **I Love My Co-op Committee**

Members of the I Love My Coop Committee plan the Co-op's social events (e.g. the annual neighbourhood block party in September), nominate the *Monthly Community Service Award* winner to the Board, and manage the Children's Library.

#### **Landscaping Committee**

Members of the Landscaping Committee create and maintain the Co-op's communal green areas and gardens at the front and back of the Co-op.

#### **Member Involvement Committee**

Members of the Member Involvement Committee assign members to the various committees, keep track of members' participation, conduct annual survey of members' current participation and interests to

ensure that all members are fulfilling their mandatory four (4) hour participation requirements and that committee have enough members, and help to ensure the participation of members, providing recommendations to the Board.

**Member Selection Committee**

Members of the Member Selection Committee propose policies and procedures for accepting and housing new members, hold information sessions for interested applicants, review applications, interview and screen new applicants for co-op membership, provide recommendations to the board concerning membership applications, and help co-ordinate move-ins/move-outs.

**Office/Translation Committee**

Members of the Office/Translation Committee assist the Co-op Housing Manager with translating co-op documents from French to English and vice versa, and also with general office work (photocopying, stapling and distributing documents to Co-op members' mailboxes).

**Property Management Committee**

Members of the Property Management Committee review maintenance audits, provide direction on key planning for future repairs and property improvements to the Co-op, make recommendations to the Board and review the Maintenance Manager's weekly maintenance reports.

**Sustainability Committee**

Members of the Sustainability Committee select, draft and prepare the co-op's application for the annual CHF Greener Co-op Microgrant, supporting eco projects across the co-op. Members also support recycling efforts and initiatives of the City of Ottawa (providing updates and tips to the members on the City's recycling program), hold sustainability information sessions, schedule hazardous waste collection disposal days and submit recommendations to the Board on eco and greening initiatives that could help St. Georges to reduce its carbon footprint.

**Website and Social Media Committee**

Members of the Website and Social Media Committee maintain the Co-op's website and social media accounts (e.g. Facebook), working closely with Cooperative Webs.

**3. Rankings/Preferences for Committee Participation**

Please rank **in order of preference** which committee(s) you would like to participate in (**1 being your top choice, and 12 being your last/least preferred choice**):

- \_\_\_\_\_ Board of Directors
- \_\_\_\_\_ Bylaw Committee
- \_\_\_\_\_ Custodial Committee
- \_\_\_\_\_ Finance Committee
- \_\_\_\_\_ I Love My Co-op Committee

- \_\_\_\_\_ Landscaping Committee
- \_\_\_\_\_ Member Involvement Committee
- \_\_\_\_\_ Member Selection Committee
- \_\_\_\_\_ Office/Translation Committee
- \_\_\_\_\_ Property Management Committee
- \_\_\_\_\_ Sustainability Committee
- \_\_\_\_\_ Website and Social Media Committee

Note that you will be assigned to a committee based on: your ranking/preferences and on the committees that are in greatest need of members. **Although you may not be assigned to your top choice, the Co-op will do its best to assign you to a committee that aligns with your ranking/preferences.**

4. What committee did you rank as your number one preference above, and why are you interested in participating in that committee?

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5. In what capacity would you like to serve on that committee?

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6. If there is any reason why you would not be able to participate in a committee or on the Board for four (4) hours per month, please explain and indicate how you would be able to contribute to our community through other means:

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7. St. Georges Co-op is a designated bilingual (English-French) co-op. We recognize that language can be a barrier to participation. So that you are able to participate either in your mother tongue or in an adopted second language, please indicate your competency in the following languages:

**English:**

Speaking

- Fluent
- Good Knowledge
- Basic Knowledge
- None

Writing

- Fluent
- Good Knowledge
- Basic Knowledge
- None

**French:**

Speaking

- Fluent
- Good Knowledge
- Basic Knowledge
- None

Writing

- Fluent
- Good Knowledge
- Basic Knowledge
- None



**Other:** \_\_\_\_\_

Speaking

- Fluent
- Good Knowledge
- Basic Knowledge
- None

Writing

- Fluent
- Good Knowledge
- Basic Knowledge
- None

8. How did you hear about COOPERATIVE D'HABITATION ST. GEORGES HOUSING CO-OPERATIVE?

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9. Why would you like to live in this housing co-op?

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10. Have you ever lived in a housing co-op before? Have you ever been involved in another type of co-op or credit union? If yes, please give details:

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11. Please give details regarding your volunteer experience:

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### Part III: REFERENCE AND FINANCIAL INFORMATION

This part of the application is confidential and only the Member Selection Committee, staff, and, if necessary, board of directors have access to the information.

1. Please provide information on your present living situation as requested below:

(a) How long have you been at your present address?  
\_\_\_\_\_ years

(b) How many bedrooms are there in your current place?  
\_\_\_\_\_ bedrooms

(c) If you rent your present place of residence, what is your current monthly rent?  
\_\_\_\_\_ dollars per month

If utilities are not included in your rent, what do you pay per month on average for utilities?  
\_\_\_\_\_ dollars per month

(d) If you own your present place of residence, what are your monthly housing costs? Please include fees associated with your mortgage, taxes, utilities, condominium fees, etc.  
\_\_\_\_\_ dollars per month

(e) Please provide the NAME, ADDRESS and PHONE NUMBER of your present landlord or mortgage company.

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(f) Please provide the NAME, ADDRESS and PHONE NUMBER of your previous landlord or mortgage company.

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\_\_\_\_\_

How long were you at this address?

\_\_\_\_\_ years

(g) May we use your present and/or previous landlord as a reference?

Yes

No

If no, please explain why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please provide information on your employment:

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

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

Employer's Address: \_\_\_\_\_

\_\_\_\_\_

Length of present employment: \_\_\_\_\_

If less than one (1) year at present employment,  
please provide your previous employer's name & address:

Previous Occupation:

\_\_\_\_\_

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

Employer's Address: \_\_\_\_\_

\_\_\_\_\_

Length of previous employment: \_\_\_\_\_

3. If you are eligible for a subsidy (rent-geared-to-income), please go to question (4). A separate application for a subsidy must be completed and returned to the office with this application. As well, a completed application for *The Registry* must be forwarded to the office unless you have already done so.

**Please note**, in order to qualify for a unit paying market rent, your **GROSS** (before deductions) household monthly income should be approximately three (3) times greater than the housing charge for the appropriate-sized unit.

**For Market Rent Applicants Only**

Please report your GROSS (before deductions) monthly income:

Gross monthly income from employment: \_\_\_\_\_ (A)

Monthly income from other sources: \_\_\_\_\_ (B)

Total Gross Household Income (per month) \_\_\_\_\_ (A+B)

**Remember to attach proof of income to this application as described in Appendix A, Proof of Income Requirements.**

4. If you are forming a household with other people, please list their names:

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5. Please provide the following information for credit check purposes. If you are aware of any credit problems that may affect your reference, please let us know. It is in your interest to provide accurate and up-to-date information.

SIN Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Bank Name & Address: \_\_\_\_\_

\_\_\_\_\_

**DECLARATION**

I understand that only members of COOPERATIVE D'HABITATION ST. GEORGES HOUSING CO-OPERATIVE may be allocated a housing unit in the co-op. I hereby apply for membership in the co-operative.

I understand that this application must be accompanied by the following:

- (a) a thirty dollar (\$30.00) non-refundable application fee;
- (b) an application for subsidy, if applicable; and,
- (c) proof of income in a form suitable to the co-operative.  
**(Please see attached Appendix A, Proof of Income Requirements)**

I understand that COOPERATION D'HABITATION ST. GEORGES HOUSING CO-OPERATIVE is formed for the purpose of providing housing at cost to its members, and that membership in the co-op includes the responsibility to participate in the running of the co-op. **I agree to participate at least four (4) hours per month in running the co-op.**

I understand that once accepted for membership the co-op may not have an available unit, but my name will be placed on an external waiting list.

I understand that if accepted for membership and offered a unit in the co-op, a one-time non-refundable membership fee of ten dollars (\$10.00) will be required prior to moving in.

I understand that I am only a member (with rights and responsibilities) as long as I legally (according to the by-laws of the co-op) occupy a unit.

**I declare that all the information provided in this application is true and correct in every respect. I authorize the co-op to verify the information provided in this application and to perform a landlord check and a credit check.**

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

DATE:

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

Incomplete applications will not be accepted. Applications must be complete with all required supporting documentation.

Your application will not be recorded as received until all information and the application fee is received.

Please make all or money orders (no cash please) payable to COOPÉRATION D'HABITATION ST. GEORGES HOUSING CO-OPERATIVE.

E-transfers can be sent to: [coordinatorst.georges@rogers.com](mailto:coordinatorst.georges@rogers.com)

## **Appendix A**

### **Proof of Income Requirements**

1. **Employment Income**

You must provide the office with a letter from your employer stating your weekly hours and hourly rate or annual salary, a copy of your contract including contract amount and duration, or copies of your last three consecutive pay stubs/cheques.

2. **Social Assistance**

You must provide the office with your last copy of your social assistance cheques and your drug card.

3. **Self-Employment**

You must provide the office with a copy of your income tax return (T1) and your Notice of Assessment from the Canada Revenue Agency for the previous year.

4. **Pension**

You must provide the office with a copy of your monthly cheques or a copy of three consecutive automatic bank payments.

5. **Other Income (Child Support, Bursaries, etc.)**

You must provide the office with a copy of the last three cheques you received or a copy of the last three automatic bank payments, or in the case of a bursary, a copy of the amount from the institute granting the bursary.

6. **Student Loans**

You must provide the office with a copy of your student loan assessment for the current academic year.

7. **Assets (Investment Interest, Savings, etc.)**

You must provide the office with copies of your monthly bank/investment statements or your bank books for each pertinent account.

8. **No Income**

You must provide the office with a copy of your monthly bank statement for the last three months. Students must also provide proof of enrolment in a full-time program.