

For Office Use Only
Date & Time: _____
Application Fee: _____

(\$20 application fee must accompany completed form)

APPLICATION FOR MEMBERSHIP AND HOUSING

1. **Household Members:** *“Applicant 1” will be the person to be contacted.
Please **PRINT** clearly.*

Applicant 1	
Name: _____	
Address: _____	
Postal Code: _____	Phone: Day _____ Evening _____

	Applicant 2	Applicant 3	Applicant 4
Name:	_____	_____	_____
Phone:	_____	_____	_____

Children <i>(If <u>16</u> or older list above as an applicant)</i>				
surname(s)	given name(s)	son/ daughter/ other	birth date (m/d/y)	sex

Do you have full custody of all children listed? yes no
If no, please attach a letter explaining when the child(ren) will be living with you.

Total number of people who would live in the unit: _____

2. Housing Needs

Do you have a pet? yes no

If yes, what kind(s) and how many? _____
(Pets must be licensed, inoculated and spayed or neutered. Proof will be requested if you move in.)

What size unit do you require?

Number of bedrooms: bachelor one two three
 one (wheelchair accessible)

Do you require a parking space? yes no

3. General Information

Next of kin (in case of an emergency) Name: _____

Address: _____ Phone: _____

Are any of the applicants students? *If yes, where?* _____

How did you hear about Metta Co-op? _____

Why do you wish to move into the co-op? *(Attach a page if more space is needed.)* _____

4. Participation

All Co-op members are expected to volunteer their time to help with the running of the Co-op. *Please note that attendance at General Members' Meetings is a requirement of membership. Be sure **each** applicant answers the following questions. (Attach a page if more space is needed.)*

In what ways do you foresee yourself contributing to the co-op community?

What type of volunteer work are you capable of, or interested in? _____

Do you anticipate any barriers to your involvement? *Please explain.* _____

5. Interview

Each applicant (16 years of age or older) is required to be interviewed. *Please make sure to complete the **Availability For Interview** form.*

This part of the application is confidential and available only to the staff and Board.

6. Income and Reference Information

All applications must fill in this section, even if they have no income. *If there are more than 4 applicants in your household, please add their information on a separate page. Please attach to this application, appropriate **proof of income** as outlined previously.*

	Applicant 1	Applicant 2
Legal Name:		
Date of Birth (M/D/Y):		
Social Insurance #:		
Occupation:		
Employer:		
* Gross Monthly Income:		

	Applicant 3	Applicant 4
Legal Name:		
Date of Birth (M/D/Y):		
Social Insurance #:		
Occupation:		
Employer:		
* Gross Monthly Income:		

Total Gross HOUSEHOLD Income (per month): \$ _____

* **Gross Monthly Income** means income before taxes and deductions.

7. Housing History

If the information is not the same for each applicant, please add the additional information about each applicant on a separate page, including full address and landlord/lady information.

If your credit check is satisfactory, the landlord/lady reference is optional. If your credit check shows problems, you will be asked for proof that you have paid your rent on time for the last 12 months or more.

How long have you lived at your present address? _____

Monthly cost now: Rent or mortgage: \$ _____ /month Utilities: \$ _____ /month

Number of bedrooms you have now: _____

Landlord/lady's Name: _____ Phone: _____
Address: _____

If you have lived in your present home for less than 3 years, give the following information.

Your Former Address: _____

Former Landlord/lady's Name: _____ Phone: _____
Address: _____

8. Declarations

- (a) I understand this application must be accompanied by:
 proof of income for each applicant.
- (a) I understand that a credit check with the Credit Bureau will be done for all applicants.
- (b) I understand that I will be interviewed before the application is approved. The Co-op reserves the right to ask for additional interviews and/or references.
- (c) I understand that as a member of Metta Housing Co-op, I will be expected to volunteer my time to help with the running of the Co-op.
- (d) I understand that if I owe money to any of the Housing Authorities which make up the Ontario Housing Corporation, or to any other co-op or non-profit housing providers, I will be required to clear this debt before moving into Metta Housing Co-op.
- (e) I understand that living in a unit in Metta Housing Co-op will depend on my signing a legal agreement with the Co-op, and that before I move in I will have to pay the first month's housing charge. I will also pay a housing charge deposit which will be due before I move in, but may be paid in six monthly installments.
- (f) I declare that all the information in this application is correct and hereby authorize Metta Housing Co-op and its agents to verify any or all of the information contained herein, and to perform a credit check at its discretion.

Name(s): *(please print)*

Signature(s):

Date: _____

All applicants must sign this form.

Availability For Interview

Please tell us when all members of the household who are 16 years or older will be available for the interview.

Interviews are done by a volunteer committee. Thus, the timing of the interview will depend on their availability.

These interviews are conducted in English. If you foresee a problem with this, please contact the office.

Name(s): _____

I am/we are usually available:

	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>
morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My/our first choice of interview time is: _____

Attention: All members of household, 16 years of age and older must attend the interview. If they do not, the interview will be cancelled.