

Kimroy Grove Co-operative Homes Incorporated
G09 – 4695 Sheppard Avenue East
Scarborough, Ontario
M1S 4R2

MEMBERSHIP APPLICATION FORM

CONFIDENTIAL

4695 SHEPPARD AVE. EAST, SUITE 9, SCARBOROUGH, ONTARIO M1S 4R2

(1)

01/27/03

FOR CO-OP OFFICE ONLY

Date application was received: _____

Application No: _____

Date of Interview: _____

Fees Paid: Credit \$ _____ Application \$ _____

Form of Payment: _____

Unit Size Required: _____

Landlord Reference checks: _____

Proof of Income _____

Total combined household income: _____

Credit Check completed: _____

Notice required 30 days 60 days

Subsidy Required: Yes No

Credit Check:

Attach all credit check Reports.

Comments on Reports:

Credit check done by: _____ Date _____

KIMROY GROVE CO-OPERATIVE HOMES INC.

**4695 Sheppard Avenue, East
Scarborough, Ontario M1S 4R2
(416) 298-5661**

What is Co-op Housing?

Co-op housing is a way for people to work together and provide housing for themselves. More and more people are using co-op housing as a way to get a secure home at a price they can afford in a safe community.

How does a Housing Co-op Work?

- Housing co-ops are independent and self-directing.
- The members of the co-op live in the units owned by the co-op. The members have meetings at which they vote on decisions about how the co-op will be run. Each member has one vote. Every year, one of these meetings is held to elect a board of directors to manage the co-op.
- Members pay regular monthly housing and parking charges, a maintenance guarantee and a "last month" housing charge prior to move in.
- The monthly housing charge covers all operating costs such as mortgage, property taxes, utilities, repairs and salaries.
- Co-ops depend on the members to make the co-op successful. Members are required to attend members' meetings and help make decisions. Members may serve on the Board of Directors or on committees. The co-op hires staff and the services of professionals as needed but the important decisions and final responsibility rest with the members.
- Members approve rules and by laws of the co-op.
- Housing charges increase when expenses increase. Co-ops are non-profit organizations.

Will I ever own my own Unit?

- Members do not own their unit.
- The co-op owns all the units. Members have the right to stay in the co-op for as long as they want. Members can be evicted for breaking the co-op's bylaws and policies. Examples include, not paying monthly housing charges or disturbing other members with excessive noise.

What happens if I leave the Co-op?

- Members can move out at any time provided they give the co-op proper notice. Required notice is 60 days, ending on the last day of the month.
- Since members do not own their unit, they cannot sell or rent it. Subletting is not allowed.

Is living in a Co-op the same as renting?

No. Living in a co-op has several advantages;-

- Co-ops give members an equal voice in decision making.
- Co-ops give people a chance to build a community where they can help each other in many ways.

There are 94 units in the two buildings (A & B) :

- Twenty nine (29) 2-bedroom apartments
- Fifty-eight (58) 3-bedroom apartments
- Two (2) 4-bedroom apartments
- Five (5) accessible - 2 1/2 bedrooms and 3/3 bedrooms

The housing charges include utilities and cable

- 2-bedroom = \$947 *(subject to change)*
- 3-bedroom = \$1,053 *(subject to change)*
- 4-bedroom = \$1,139 *(subject to change)*

Parking charges per month, per space is:-

- Underground - \$35.00 *(subject to change)*
- Above - \$30.00 *(subject to change)*

Who runs the Co-op?

The members are responsible for managing the co-op. There is no landlord. Members elect Board of Directors from among themselves. The Board oversees the operation of the Co-op. Kimroy Grove hires staff to perform day-to-day activities.

What happens after I apply?

Once you have given the co-op your completed application form, the co-op will:-

- review application for completeness
- do a landlord and credit check
- interview all the adults who are applying (16yrs and over)
- recommend applicants to the Board of Directors for approval as members

What happens when a unit is available?

If the board has approved your application, and a unit is available, the co-op will arrange for you to view the unit.

What do I do before moving in?

You will pay and sign an Occupancy Agreement. The fees include:-

- the first month's housing charge
- the last month's housing charge
- a maintenance guarantee (50% monthly charges)

How long will I have to wait to get a unit?

The length of time varies on availability.

How do I apply for subsidy?

An application must be completed. If you qualify for subsidy, the co-op may ask for more details. The co-op will determine the housing charge (rent) you pay. You **must** inform the co-op when your income changes. Proof of income is required annually when subsidy is requested.

Every household that asks for subsidy must give proof of its total income. The co-op determine how much the household can afford to pay. Members who qualify for subsidy may pay about 30% of their total gross income. Subsidy is paid by the government to the co-op.

Participation

Co-ops rely on participation. Members volunteer their time by being on the Board of Directors or a committee. The most common committees are:-

Membership Selection
Maintenance
Finance
Gardening
Social
Participation

Each member is required to participate for a minimum of three (3) hours per month.

Participation is mandatory.

I have read the above information and understand the material.

Sign: _____

Print your name: _____

Date: _____

Sign: _____

Print your name: _____

Date: _____

APPLICATION FOR MEMBERSHIP

Instructions:

1. Please print clearly and complete all sections of the Application.
2. Include a non-refundable Credit Check fee of \$10.00 for each applicant via certified cheque or money order (no cash or non-certified cheques).
3. The Application must be signed by ALL persons over 16.

PLEASE NOTE: Application and Credit Check Fees must be received before your application is processed and is non-refundable.

HOUSEHOLD INFORMATION

Do you have any special needs that could affect your housing?

Unit size desired:

2 Bedrooms (*Accessible*)

3 Bedrooms (*Accessible*)

2 Bedrooms

3 Bedroom

Committees

Please check area of interest:

MEMBERSHIP SELECTION

PARTICIPATION

MAINTENANCE

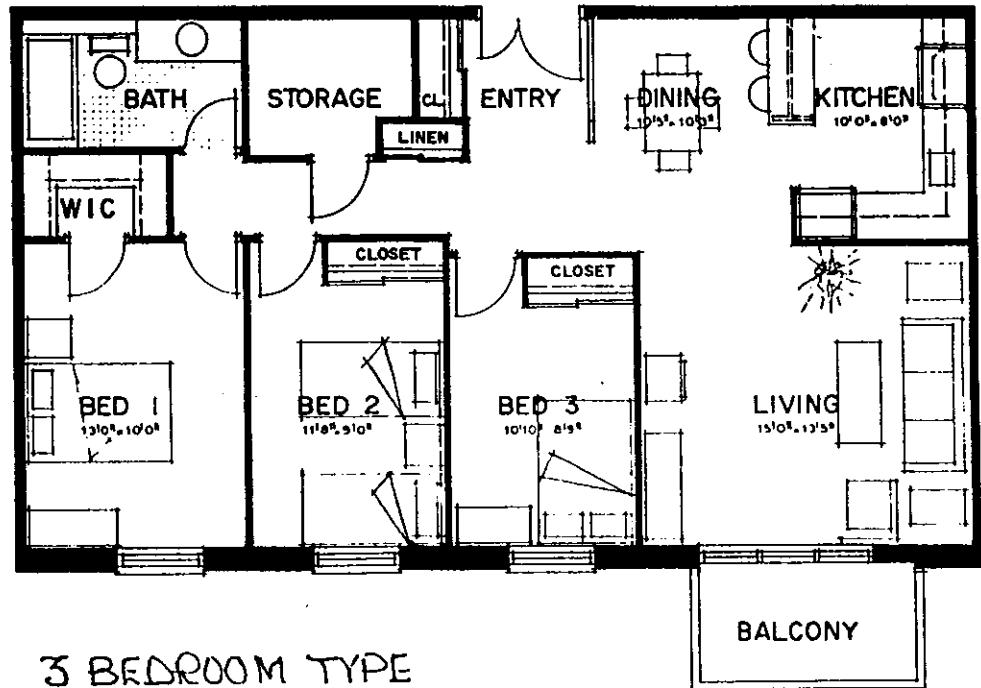
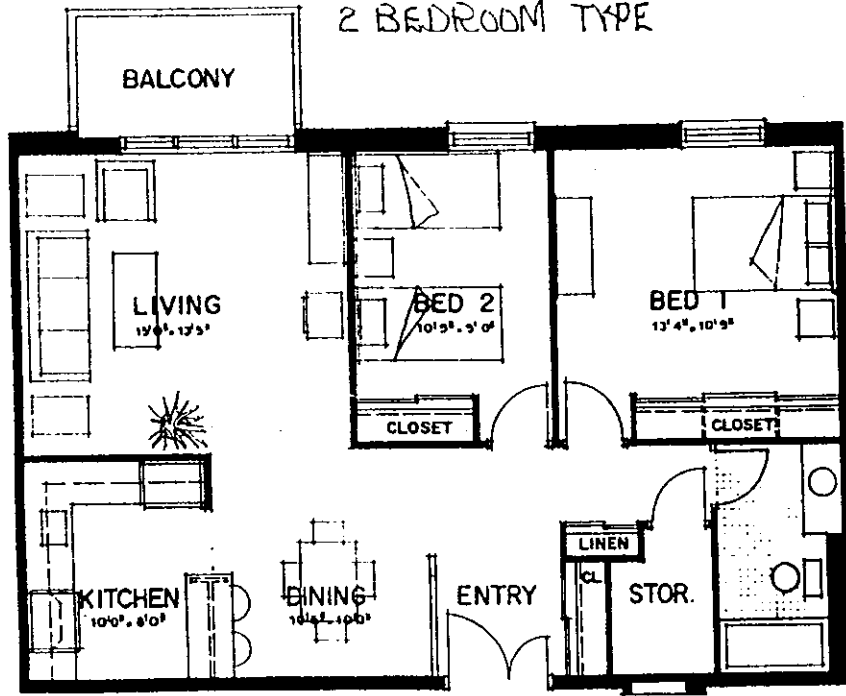
GARDENING

FINANCE

SOCIAL

All members are required to participate on a committee for a minimum of three (3) hours a month to help with running the co-op.

2 BEDROOM TYPE



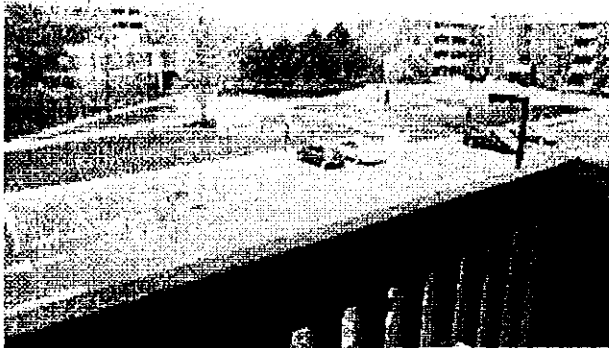
3 BEDROOM TYPE



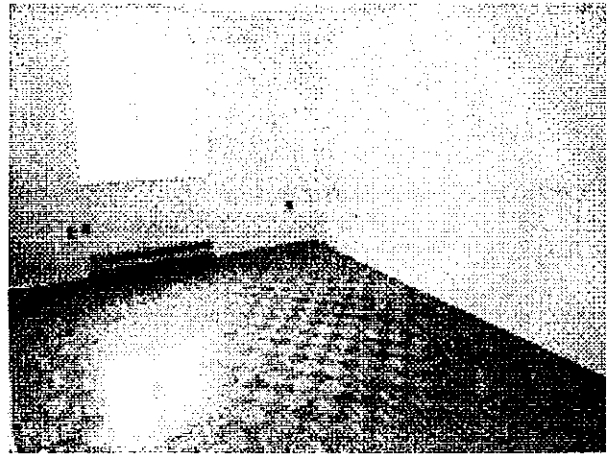
Front entrance of the building



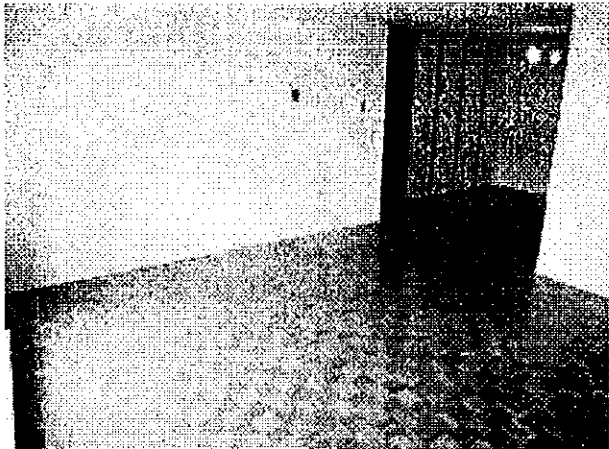
Ample underground/outdoor parking



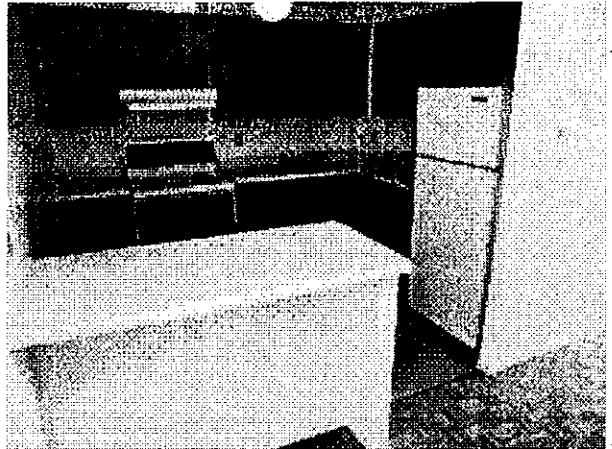
Private and spacious balcony



Bedroom with large or walk-in closet



Living/dinning area with hardwood floor



Two piece kitchen with breakfast bar

PERSONAL INFORMATION
PLEASE COMPLETE ONE FOR EVERY PERSON OVER 16

<p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone (H) _____ (W) _____</p> <p>S.I.N.: _____</p> <p>Date of Birth: _____</p> <p>Length of Stay: _____ Current Rent: _____</p> <p>Name of Landlord: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Previous landlord: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Type of Accommodation: Own <input type="checkbox"/> Co-op <input type="checkbox"/> Rent <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Notice required: _____</p>	<p style="text-align: center;">FINANCIAL INFORMATION</p> <p>Current Employment and Other Sources of Income</p> <p>If employed: Employer's Name: _____ Address: _____ Years of Service: _____ Gross Monthly Income: _____ Contact Person: _____ Phone: _____</p> <p>If self-employed: Company's Name: _____ Address: _____ How long in Business: _____ Gross Monthly Income: _____ Income after Expenses: _____</p> <p>If employed/self-employed less than three years, please give previous employer: Company Name: _____ Address: _____ Contact Person: _____ Phone: _____</p> <p>Other Monthly Income _____</p> <p>Citizen Status Proof Required: Landed Refugee Canadian Citizen Children's Birth Certificate</p>
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Complete the application form and attach three consecutive pay stubs, and a letter from your employer. An incomplete application will not be processed.

ALL APPLICANTS 16 YEARS AND OLDER MUST ATTEND INTERVIEW AT THE TIME AND PLACE SPECIFIED.

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ALL APPLICANTS 16 YEARS AND OLDER MUST ATTEND INTERVIEW AT THE TIME AND PLACE SPECIFIED.

List all residents of your household (Adult and Children). Only the people named on this form must occupy your unit.

SURNAME	GIVEN NAME	RELATIONSHIP	DATE OF BIRTH
		SELF	

GENERAL INFORMATION

How did you hear about Kimroy Grove? _____

Why do you want to move into housing Co-op? _____

Have you been exposed to any Co-op living? _____

Please relate any experiences or skills, which you feel could help you contribute to the Co-op:

Do you require parking? Yes No
 License plate No: _____

REFERENCES:

Name	Address	Telephone Number

All information on this form is strictly confidential:

Signature _____ Date _____

I declare that the above information is correct and I agree that the information will be used for a credit check.

Kimroy Grove Co-operative Homes Inc.,

Landlord Reference

_____ is applying for an apartment at Kimroy Grove Co-operative Homes Incorporated.

Address:	
Length of time at this address:	
Monthly rent:	
Are utilities included?	
Number of late payments in last 12 months:	
Number of returned cheques in the last months:	
Have there been any complaints about the tenants:	
Would you rent a brand new apartment to these tenants?	
Other Comments:	
Name of landlord or representative:	
Phone number:	
Date	Signature

Important: If your application is not complete, it will not be processed. Please consult the following list before submitting.

To Do Checklist:

- A CERTIFIED CHEQUE or MONEY ORDER (No Cash) payable to "Kimroy Grove Co-operative Homes Inc." included for the amount calculated below:
Number of applicant(s) over 18 years of age applying
_____ X \$10.00 = \$ _____
- List everyone living in the household in chart on page 9;
- Copy of birth certificate provided for all those under 16;
- Landlord reference sheet on page 10 (filled in and signed by your current landlord including a telephone number).

Each Applicant Over 16:

- Sign the application;
- Proof of address such as bills or statements for all applicants.
- Proof of citizenship or refugee or landed status;
- Three (3) consecutive pay stubs provided;
- A letter from employer on letterhead that includes: (1) Date of employment commenced; (2) Gross annual income; and (3) Contact information of writer including a telephone number and position
- For self employed, the appropriate financial information on page 8 in including current company information and previous employer information;
- Verification from learning institution for full time student.

0 / 30 / 60 Number of days of notice require (Circle One)

Yes / No Do you require subsidy? (Circle One)

Yes / No If subsidy is not available are you ready to pay full market housing charge/rent? (Circle One)