

Four Mile Heights Housing Co-operative

c/o AM Management Services Ltd.
766 Hillside Ave
Victoria, BC V8T 1Z6
Phone: 250-590-7901

Dear Applicant,

Thank you for applying to Four Mile Heights Housing Co-op. There are no vacancies at this time. Please complete this application and return to the address listed above. Your application will be placed on our waitlist and we will contact you if you are being considered for a unit.

Four Mile Heights has an agreement with BC Housing to provide housing for families who may require financial assistance to secure safe, affordable housing.

All personal information will be used in strict confidence to evaluate your application. Due to the number of applications we are unable to acknowledge every application. The number of vacancies varies from year to year. Receipt of your application only places you into the waiting pool; it does not guarantee you will be selected or interviewed for membership during this period.

If you would like your application to remain on our files, please send us a letter every six months expressing your continuing interest and any changes to your application regarding income, family size, address and/or telephone number. That way your file stays active and ready should a unit come available.

If you have any questions regarding your status on our wait-list please write to the Membership Committee at the above address. Please do NOT call the office for wait-list status.

A housing cooperative is a group of people working together to enjoy long term affordable housing. Each member has a responsibility to participate in the ongoing care and maintenance of the housing complex. Therefore, please do not look upon Four Mile Heights Co-operative as inexpensive housing without commitment. The responsibility of membership is not for everyone.

Sincerely,

Four Mile Heights Housing Co-operative
Board of Directors

Four Mile Heights Housing Co-operative is a 16 unit family oriented co-operative located in View Royal.

Units Available: 6 Two Bedroom Units
 6 Three Bedroom Units
 4 Four Bedroom Units

Housing Charges: *The current Housing Charges are as of April 1, 2017. We anticipate a minimum 2% annual increase to align with our budget each fiscal year.*

Two Bedroom	\$1,029.00/month
Three Bedroom	\$1,160.00/month
Four Bedroom	\$1,269.00/month

Shares: Members are required to buy shares in the co-op. The cost of the shares is \$ 3,000.00 payable by certified cheque or money order. Shares must be paid in full within 10 days of your acceptance into, and prior to moving into, the cooperative.

Occupancy Requirements:

Suitable housing has enough bedrooms for the size and make-up of resident households, according to National Occupancy Standard (NOS) requirements. Enough bedrooms based on NOS requirements means one bedroom for:

- each cohabiting adult couple;
- each lone parent;
- unattached household member 18 years of age and over;
- same-gender pair of children under age 18;
- and additional boy or girl in the family, unless there are two opposite gender children under 5 years of age, in which case they are expected to share a bedroom.

Minimum Income Requirements for Market (Gross):

Two Bedroom	\$3,400.00 /month
Three Bedroom	\$3,750.00/month
Four Bedroom	\$4,150.00/month

BC Housing Applicants:

There are a total of six household units who can receive BC Housing Subsidies.

Participation: Members are expected to attend ALL general meetings and to participate on Committees, the Board of Directors and/or other activities in service to the Co-operative.

Pets: Pets are allowed within the scope of our pet policy. Proof of spaying/neutering and all vaccinations being up to date is required prior to move-in.

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Application Form

Phone: 250-590-7901

Applicant:

First Name _____ Last Name _____

Street Address _____

City/Province _____ Postal Code _____

Home Phone _____ Work Phone _____

Email Address: _____

Co-Applicant:

First Name _____ Last Name _____

Work Phone _____

Email Address _____

Names, Genders, and Birthdates of all children who will reside in the unit.

Name:	Gender	Birthdate
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of Bedrooms you require: _____

Applicant Landlord References - Please provide your last 3 landlords up to 10 years:

1. Address: Current Residence – As listed above

Landlord Name: _____ Phone Number _____

Date of move in: _____

2. Address: _____

Landlord Name: _____ Phone Number _____

Date of move in: _____ Date of move out: _____

Reasons for leaving: _____

Landlord References Con't...

3. Address: _____

Landlord Name: _____ Phone Number _____

Date of move in: _____ Date of move out: _____

Reasons for leaving: _____

Applicant Employment History: Please provide your current and 2 previous employers, up to 10 years.

1.
Company _____ Position _____

Supervisor Name _____ Phone number _____

Address _____ Length of Employment _____

2.
Company _____ Position _____

Supervisor Name _____ Phone number _____

Address _____ Length of Employment _____

3.
Company _____ Position _____

Supervisor Name _____ Phone number _____

Address _____ Length of Employment _____

Co-Applicant Employment Information: Please provide current employer.

Company _____ Position _____

Supervisor Name _____ Phone number _____

Address _____ Length of Employment _____

Vehicles and Pets

Number of Vehicles: _____ Number of recreational vehicles: _____

Number of Pets _____ Type of Pet _____

Spayed/Neutered: YES NO Vaccinations up to date: YES NO

How did you hear about Four Mile Coop? _____

Have you lived in a housing cooperative before? YES NO

If yes, where? _____

Please list the reasons that you are interested in living in a housing cooperative: _____

Please tell us about any volunteer activities you have participated in over the past 2 years: _____

Committees: Four Mile Heights Housing Co-op is a self-governing co-op. The Board of Directors is elected annually with committees comprised of members who volunteer their time in the interest of the community. On which Committee's would you/your family members participate?

- | | | |
|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Education | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Playground/Social |
| <input type="checkbox"/> Inspection | <input type="checkbox"/> Membership | <input type="checkbox"/> Rules/Policy |
| | | <input type="checkbox"/> Landscape |

Please identify any specific skills/experience/training you have that would benefit the co-op (i.e. Typing, Artwork/Newsletter, Interviewing, Organizing Events, Yard Work, Carpentry, Painting):

****This Application is Valid for Six Months Only****

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Four Mile Heights Housing Cooperative

Confidential Financial Information

The following information remains at the offices of AM Management Services Ltd. and is not shared with the Committee

Please Print

Applicant Name _____ Date of Birth (D/M/Y): _____

Social Insurance Number: _____ Phone Number (Home): _____

Phone Number (Home): _____ Work Phone: _____

Co-Applicant Name: _____ Date of Birth (D/M/Y): _____

Social Insurance Number: _____ Work Phone: _____

Current Landlord: _____ Phone Number: _____

Length of Time: _____

If you have lived at this address for less than 2 years, please provide your previous address:

Landlord: _____ Phone: _____

Income Declaration:

Four Mile Heights Housing Cooperative has the right to verify information provided. The income information is used by our coordinator as basis of establishing housing charges payable.

Income:

Applicant's total gross yearly income: \$ _____

Gross yearly income of all other people residing in unit: \$ _____

Child Support or Separation Allowance: \$ _____

Total gross Income: \$ _____

Note: You are not required to report monthly Child Tax Credits or income from Capital Gains

Is your current home: Rented Owned Co-op. Number of bedrooms: _____

Monthly Housing Cost: \$ _____ Utilities: \$ _____

Have you ever been convicted of a Criminal Offense for which you have not been granted a pardon?

Yes No Applicant Signature: _____

Yes No Co-Applicant Signature: _____

We certify that the information given in this application is true, correct and complete in every respect to the best of my / our knowledge. I / we authorize and give consent to AM Management Services Ltd. access to my / our credit file in order to conduct a credit check relative to assessment of my / our application.

The share purchase, the first month's housing charge and any other fees or deposits will be due and payable prior to occupancy of your unit.

Signature: _____ Date: _____

Signature: _____ Date: _____

AM Management Services Credit Reporting Service

To obtain a credit report, please have the Applicant complete the following form. Please print clearly and accurately, and include the postal code. Only complete the information for the Co-Applicant if a credit check is being done for them, otherwise leave it blank. This form is for information only, and cannot be done without the signed "Schedule A" Rent Check consent form (must also be signed by the Co-Applicant if applicable).

Co-Op: _____ Coordinator: _____

Applicant:

First Name: _____ Last Name: _____

Current Address: _____

_____ Postal Code: _____ # of Years: _____

Former Address: _____

_____ Postal Code: _____ # of Years: _____

Date of Birth (yyyy/mm/dd): _____

Social Insurance Number (Optional): _____

Co-Applicant

Applicant:

First Name: _____ Last Name: _____

Current Address: _____

_____ Postal Code: _____ # of Years: _____

Former Address: _____

_____ Postal Code: _____ # of Years: _____

Date of Birth (yyyy/mm/dd): _____

Social Insurance Number (Optional): _____



Housing Application Addendum

Schedule "A"

(Each applicant must complete a separate application)

Information

The word "information" means credit information, personal information, information about the services you use that are provided by the Co-op as listed in this housing application and information relating to your occupancy at the Premises applied for in this rental application including information regarding the duration of your occupancy, monthly housing charges, emergency contacts and any matters relating to your occupancy agreement, including misrepresentations relating to, defaults under and/or breaches of your occupancy agreement.

"Credit Information" means information about you, including your name, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant's/spouse/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 other than credit information that is relevant to your suitability as a member, including your social insurance number (optional), driver's licence number, vehicle license plate number, vehicle make and year, and information from references which you provide about your character, reputation, physical or personal characteristics or mode of living or about any other matter concerning you that is relevant to your suitability as a member.

Collections, Use and Disclosure of Information:

In consideration for the Co-op accepting you as a member and entering into an occupancy agreement with you, you expressly consent to and authorize the following:

1. The Co-op may obtain information about you through a member/tenant check and/or credit or consumer report conducted by Rent Check Credit Bureau and as permitted or required by law. You expressly authorize Rent Check Credit Bureau to provide information regarding you to the Co-op.
2. The Co-op may use information about you to determine your suitability as a member and as permitted or required by law.
3. The Co-op may disclose information about you as permitted or required by law and to Rent Check Credit Bureau in order to be included within a database of member information, and/or within a file on you, for purpose of:
 - Member reporting and credit reporting in accordance with the Consumer Reporting Act (Ontario)
 - Establishing a credit history and a rental history
 - Comparing with aggregate statistical data for purposes of membership and credit scoring; and
 - Supporting the credit approval process.
4. You expressly authorize Rent Check Credit Bureau to retain information regarding you indefinitely for the purposes outlined in section 3 above, subject to any applicable legal restrictions.
5. You expressly authorize Rent Check Credit Bureau to disclose information regarding you to its members and subscribers as required or permitted by law and for the purposes outlined in section 3 above.
6. You agree that you will not withdraw your authorization and consent to the collection, use and disclosure of information about you by Rent Check Credit Bureau as outlined in sections 1-5 above.
7. 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 Co-op for verification subject to sections 1-5.

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.

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

Applicant's Signature

Co-Applicant's Signature

Print Name

Print Name

Date (yyyy/mm/dd)

Date (yyyy/mm/dd)

*Signature space is provided for applicant and co-applicant however Rent Check suggests that if more than 2 applicants that the landlord provides each membership applicant with a separate copy of this Residential Rental Application for completion.

** DISCLAIMER: Rent Check does not represent, warrant or guarantee that this Consent Statement will be valid or enforceable in all circumstances or for every Co-op. Each Individual Co-op 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 members.