

BirchWood Meadow  
Housing Co-Operative

1380 Ogilvie Road  
Gloucester, ON K1J 9L7  
Tel: (613)748-0980 Fax: (613)748-3685  
[www.birchwoodmeadow.ca](http://www.birchwoodmeadow.ca)

### Application for Membership

Dear Applicant(s):

Thank you for your interest in Birchwood Meadow Housing Co-Operative. Birchwood Meadow is a housing co-operative with an Operating Agreement with CMHC whose purpose is to provide not for profit housing in Ottawa, Ontario.

Its purpose is to provide apartment units which are affordable and well maintained in a supportive and stable community environment. Our co-operative is a mixture of seniors, singles and families, all from mixed incomes and backgrounds, who strive to make Birchwood Meadow a place where everyone is proud to call "home". Once you are approved and move into our co-operative you become a "Member" (who should be an active participant) NOT a tenant!

Before proceeding in completing the application we suggest that you do some research on housing co-operatives (either at your local library or online) to see how they work and what your obligations and responsibilities will be if you move into our co-operative.

In selecting applicants, the Co-operative is looking for people who will honor their obligations to the Co-op, respect the rights of their neighbors, and be willing to do their part to make our community work.

All units come equipped with a refrigerator and a stove. Member must make their own arrangements for the changeover of hydro (Ottawa Hydro), cable, telephone and internet (either Rogers Cablevision or Bell).

Birchwood Meadow has a number of By-Laws that have been passed by the Members and are expected to be followed by everyone living our building, as well as any guests or visitors. For applicants, the major By-Law that is of concern is our No Smoking By-Law. Birchwood Meadow is a non-smoking building (units, common areas, balconies) and smoking is NOT permitted 25 meters of any door



or window of the building. In addition to the Organization By-Law and the Occupancy By-Law, there are also by-laws that govern Parking, Pets, Harassment, Maintenance, Membership, Arrears and Spending. In addition to the By-Laws, the Co-operative also has a number of Policies and Procedures that are in place.

Included with the Application Form is a Landlord Reference Form. You are responsible for giving this form to your landlord and asking that they complete all information requested. Upon completion they can either fax or mail it to our office, scan and email it to [birchwoodmeadow@rogers.com](mailto:birchwoodmeadow@rogers.com) or give it back to you to include with your application. Your application will NOT be processed until this form has been returned. If you have had more than 1 landlord in the preceding 3 years you must ask for additional forms as all landlords for a 3 year period must complete this form.

Applicants who meet the criteria for membership, who have a satisfactory credit check and landlord reference, will be invited to an orientation/interview. All members of your household are expected to attend the orientation/interview (children included). Upon completion of the orientation/interview the team will provide their recommendation to the Board of Directors on your approval for Membership.

When approved by the Board of Directors your name will be added to our waiting list and when an appropriate size unit comes available, you will be notified. You will be asked to sign an Occupancy Agreement and put a deposit to hold the unit until move-in.

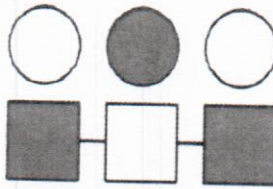
There is a \$30.00 charge for each applicant applying for Membership to cover the costs of completing a credit check. Everyone 16 years of age or older MUST have a credit check completed prior to approval for Membership. The office will ask you for this fee when the credit check process begins.

Incomplete applications will not be processed therefore all of the following information must be attached to your application:

- Proof of Income for each adult listed on the application
- Landlord Reference Form

We ask that you contact the office if you have a change of address or if there are any changes to the information contained in your application. If you have any questions, please feel free to contact our Office at 613-748-0980.

Birchwood Meadow Housing Co-Operative. Inc.



BirchWood Meadow  
Housing Co-Operative

### APPLICANTS:

A

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

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

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

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

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

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

B

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

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

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

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

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

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

### UNIT SIZE REQUESTED

Please select the number of bedrooms required.

First Choice:

1 ( )

2 ( )

3 ( )

Second Choice:

1 ( )

2 ( )

3 ( )

### HOUSEHOLD COMPOSITION

List all members of your household below including those named on Page 1.

	First Name	Last Name	Relationship	Sex	Date of Birth (MM/DD/YYYY)
1					
2					
3					
4					
5					

### PETS

Do you have a pet? Please provide information below. All dogs and cats must weigh less than 30lbs (when full grown) as well as sprayed or neutered once they are 6 months. VISITORS OR NOT PERMITTED TO BRING PETS TO OUR BUILDING.

	Type and Age of Pet
1	
2	

### GENERAL INFORMATION

- a) How did you hear about our co-operative? We like to thank our Members who recommend us so if this is a referral please let us know who provided the recommendation?

Recommended by: \_\_\_\_\_

- b) Have you ever lived in a housing co-operative or been involved in any type of co-op in the past? If so please provide us with this information.

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- c) Are you now, or have you in the past been involved in any volunteer organizations? If so, please give us some information?

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### VEHICLES

Do you require a parking space? If so it is important to know that all vehicles parked on our property must be road worthy, must be licensed in the Province of Ontario and there is a \$30.00 charge per month for 2<sup>nd</sup> vehicles.

### FINANCIAL INFORMATION

The following information is required to complete a proper check of your credit report. If it is not completed your application will not be processed.

#### Applicant A

Name:

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Employer:

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Employer's Address:

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Length of Time Employed:

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Job Title:

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Manager/Supervisors Name:

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Present Landlord's Name:

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Current Rent:

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### **Applicant B**

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

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

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

Length of Time Employed: \_\_\_\_\_

Job Title: \_\_\_\_\_

Manager/Supervisors Name: \_\_\_\_\_

Present Landlord's Name: \_\_\_\_\_

Current Rent: \_\_\_\_\_

**NOTE:** You are required to provide Proof of all income received. This can be cheque stubs for a consecutive 6 week period, a letter from your employer stating your gross annual income plus any bonuses you may receive, or a copy of the T4 from the previous year.

If you are in receipt of Social Assistance, you must provide a copy of your most recent cheque stub in addition to a copy of your most recent drug card.

If you receive pension income you must provide documentation ie: T4's from previous year – letter from HRDC for Old Age Security, CPP and Guarantee Income Supplement - written letter from any private insurance pension fund.

### **Volunteerism**

The success of a co-operative depends upon the help of all members regarding the business, social and maintenance affairs of the co-op. As a result of this participation, there is a greater sense of community and we are able to keep our housing charges (rent) to a minimum. For this reason, it is important that everyone in the co-operative undertake helping to keep not only their unit in good condition, but also the entire building. Members are expected to do, or ask a friend or family member, all minor repairs in their apartments. Members are

expected to take care of all common areas of the building in the same manner as they do their own apartments. When applying for membership in our co-operative the first thing you must understand is that there is no landlord – the Board of Directors are Members of the Co-operative and are elected by the Members at a General Meeting.

**NOTE:** Your application will not be processed if you do not sign the attached "Schedule A: Rental Application Addendum". This form gives the Co-operative permission to do a Credit Check.

**NOTE:** IF YOUR LANDLORD REFERENCE FORM IS NOT ATTACHED TO THIS APPLICATION, IT WILL NOT PROCESSED UNTIL THIS FORM HAS BEEN COMPLETED BY YOUR LANDLORD AND RECEIVED IN OUR OFFICE.

#### DECLARATION

I/We, the undersigned, do hereby apply for housing and membership in Birchwood Meadow Housing Co-Operative Inc. I/We understand that the \$30.00 per adult member IS NOT payable until this application is processed by the Office and an Orientation/Interview has been scheduled. Once scheduled, a cheque in the required amount must be brought, in an envelope, on the evening of the Orientation/Interview and deposited in the Office mailbox located at the building.

I/We declare that the information given on this application form is correct and agree that it will be used for an investigation to establish your credit rating by way of information received from the credit bureau. I/We also agree to live in a co-operative situation and that I/We will participate in the running of the Co-operative whenever asked to do so and will attend all General Members Meetings.

Applicant A Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant B Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Landlord Reference Request Form

For each address you have lived at in the past three years, you will need to ask your landlord to complete this form and fax (613-748-3685) or scan and email it back to our Office ([birchwoodmeadow@rogers.com](mailto:birchwoodmeadow@rogers.com)) or mail it to our Office (Birchwood Meadow Housing Co-operative Inc., 1380 Ogilvie Road, Gloucester, ON K1J 9L7). If you choose you can also attach it to your application before you submit it to the Co-operative. Your application cannot be processed until this information is received.

### Section 1 – For you to Complete

Please put your information here so that your landlord knows who the reference is for:

Full Name:

Full Address:

Postal Code:

Dates you lived at the property:

Date Moved In: \_\_\_\_\_ Date Moved Out: \_\_\_\_\_

### Section 2 – For the Landlord to Complete

1. Has the person named above, or a member of their household, been subject to an injunction or court proceeding commenced by you for reasons other than non-payment of rent?

YES ( )

NO ( )

If yes, please state in which circumstances(s) and give details of any Court Orders obtained.

2. Is there any outstanding debt for arrears or damages?

YES ( )

NO ( )

If yes, how what is the amount outstanding \$ \_\_\_\_\_



3. Are there complaints on file regarding this tenant or any member of their household?

YES (    )

NO (    )

If yes what are they concerning

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4. Is rent paid on time – 1<sup>st</sup> of the month – each and every month?

YES (    )

NO (    )

If no what problems have you encountered with payment

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5. Do you feel this tenant has unrealistic expectations regarding other tenants or management?

YES (    )

NO (    )

If yes please give examples (ie: noisy neighbours, delay in repairs etc.)

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Is there anything else you would like to add?

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Landlord Details:

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

Organization: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Thank you for completing this form. We appreciate your taking the time to help.





# Rental Application Addendum

## SCHEDULE "A"

(Each tenancy candidate 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 Landlord 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.

"**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 other than credit information that is relevant to your suitability as a tenant, including your social insurance number (optional), driver's license 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 tenant.

### Collection, Use and Disclosure of Information:

In consideration for the Landlord 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 may obtain Information about you through a 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 Landlord.
2. The Landlord may use Information about you to determine your suitability as a tenant and as permitted or required by law.
3. The Landlord 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 tenant information, and/or within a file on you, for purposes of:
  - tenant 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 tenancy 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 to 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 Landlord for verification subject to sections 1 to 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.

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

Date (yyyy / mm / dd) \_\_\_\_\_

X

Date (yyyy / mm / dd) \_\_\_\_\_

X

\* Signature space is provided for applicant and co-applicant however Rent Check suggests that if more than 2 applicants that the landlord provides each tenancy 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 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.