

Date Received: _____ Unit: _____ bedroom(s) Accessible

Received By: _____ Status: Market Subsidy

Application Fee Paid by: Cash Cheque File: Completed Posted

SANDY HILL HOUSING CO-OPERATIVE
701-E King Edward Avenue
Ottawa, Ontario K1N 7N9
APPLICATION FOR MEMBERSHIP

We, the Membership Committee, are a small group of individuals who volunteer our time to help take care of membership related tasks. We realize that this application form asks a great deal of information, however, we would ask that you please complete it, in its entirety (including income verification), and return it to us at the above address. Upon receipt, we will review your application and make an assessment of it according to the guidelines set by our by-laws. We will hold all the information you provide in confidence. A Credit Check will be conducted to determine the financial status of all adult applicants (over 16). If you have any questions about completing the application, please call the office at (613) 234-4554.

Note: Each adult (over 16) applying for membership in the co-op must fill out a separate application form.

Table with 2 columns: UNIT SIZE, GROSS MINIMUM ANNUAL INCOME GUIDELINES. Rows include 1 Bedroom (193/5 Somerset) to 4 Bedroom with corresponding income values ranging from \$27,800.00 to \$43,400.00.

PLEASE NOTE: The Sandy Hill Housing Co-operative is presently does not have subsidy available for external applicants.

A. PERSONAL INFORMATION

1. Name: _____
First Last

Address: _____
Street Apt

City Province/Country Postal Code

Telephone: Home _____ Work _____

E-mail _____

Date of Birth (Month, Day, Year): _____

Preferred language of communication: _____

Are you a: Canadian Citizen Landed Immigrant Permanent Resident

B. HOUSEHOLD INFORMATION

1. List the all individuals who will reside in your household, if you should live in the Co-op, and their relationship to you. Attach list if needed. *(This includes children who reside with another parent full-time, but who will visit on a regular basis.)*

1) _____ / _____ / _____
2) _____ / _____ / _____
3) _____ / _____ / _____
4) _____ / _____ / _____
Name Relationship Age

2. What size of unit would you like (# of bedrooms)? Check all that apply. 1 2 3 4

3. Do you presently live in coop housing? Yes No

4. Will you require a parking spot? Yes No *(We have a waiting list for parking.)*

5. Do you have pets? Yes No If yes, please specify _____

6. Do you mind living near pets? Yes No

C. CO-OP INFORMATION & VOLUNTEER CONTRIBUTION

1. Members of a Co-operative are expected to participate in the operation and maintenance of the Co-op. Would you be willing to (please check all that apply):

Serve on a committee Donate professional services Work on publicity or newsletter
Help with phoning Administrative work Manual work (e.g. shoveling)
Other (please specify): _____

2. Have you ever lived in co-operative housing? Yes No

If yes, please indicate where and when: _____

3. How did you find out about the Sandy Hill Housing Co-operative? _____

D. EMPLOYMENT AND FINANCIAL INFORMATION

1. Employer: _____
Occupation _____
How long have you worked with your employer: Year(s): _____ Start Date: _____
Address: _____
Street

City Province/Country Postal Code
Telephone: _____
E-mail: _____

2. Gross Annual Salary: \$ _____ Gross Monthly Income: \$ _____

3. Gross Annual/Monthly Income - Other Household Members:
1) _____ / _____ / _____ / _____
2) _____ / _____ / _____ / _____
3) _____ / _____ / _____ / _____
4) _____ / _____ / _____ / _____
Household Member Source of income Income-Year Income-Month

Other sources of Household Annual /Monthly Income:
1) _____ / _____ / _____
2) _____ / _____ / _____
Employer / source of income Income-Year Income-Month

TOTAL HOUSEHOLD ANNUAL INCOME: \$ _____

TOTAL HOUSEHOLD MONTHLY INCOME: \$ _____

4. Bank/Credit Union: _____
Address: _____
Street

City Province/Country Postal Code
Telephone: _____

5. Total Monthly Housing Costs-Current :
Rent/mortgage: \$ _____ Hydro and/or hot water: \$ _____

E. REFERENCE INFORMATION

1. **Landlord Reference Check**

Landlord's Name: _____

Address: _____

Street

City

Province/Country

Postal Code

Telephone: _____

2. **Previous Employer.** May we contact your previous employer? Yes No (see below)

Previous Employer: _____

Address: _____

Street

City

Province/Country

Postal Code

Telephone: _____

IF NO, WHY NOT? _____

3. Please list two (2) people, other than Sandy Hill Housing Cooperative members and/or relatives that we may contact for references and that could provide information about your volunteering experience and/or potential:

Name: _____ Telephone: _____

Address: _____

Relationship: _____

Name: _____ Telephone: _____

Address: _____

Relationship: _____

*I understand that this is an **Application for Membership** only, and does not oblige the Sandy Hill Housing Co-operative to provide me with co-operative housing. I declare that all the information in the application is correct, and authorize the Co-operative to verify any and/or all of the information contained in it, and to perform a Credit Check.*

Date _____ / _____ / _____
 YYYY MM DD

Signature _____

CONSENT FORM

I understand that to complete the application process, the Sandy Hill Housing Cooperative will be completing reference checks for: Credit file, Landlord, and Personal References.

This form gives the Sandy Hill Housing Cooperative authorization to complete the above-mentioned checks.

NAME: PLEASE PRINT	
SIGNATURE: PLEASE SIGN	
DATE	

Please Note: In order for this application to be considered complete, and for your application to be considered, it MUST be accompanied by the following:

- 1. A \$20.00 non-refundable application fee per application form.**
- 2. COMPLETED application for each adult (16 years and older) applying for membership and planning to reside in the household.**
- 3. INCOME VERIFICATION in a form suitable to the Co-operative for each member or the household who receives income (see *Attachment E - Income Verification*).**

CREDIT CHECK INFORMATION

In order to facilitate our present volunteer administration, we ask that you complete the following:

1. Name (Self): _____
First *Last*

2. Name (Spouse): _____
First *Last*

Address: _____
Street *Apt*

_____ *City* *Province/Country* *Postal Code*

Date of Birth (Month, Day, Year): _____
MM *DD* *YYYY*

***** ALL INFORMATION IS CONFIDENTIAL *****

We thank you for your co-operation.

The Membership Committee
Sandy Hill Housing Co-operative

SANDY HILL HOUSING CO-OPERATIVE

Officially opened in 1984, the Sandy Hill Housing Co-operative consists of 62 units in central Ottawa (Sandy Hill). They are located on Somerset Street East, King Edward Avenue, and Henderson Avenue, on a piece of land leased from the University of Ottawa. In return for the use of the land, the Co-op houses a number of University of Ottawa student families.

Our buildings include townhouses, renovated duplexes, and triplexes. There are one, two, three, and four-bedroom units. All units have refrigerators and stoves, and many have balconies and/or small yards. Some parking is available for a monthly fee. On the south side of the Co-op (to the south of Somerset Street) there is a central common area, with a playground structure, picnic tables, and barbecue area. This area is for all of us to use and enjoy.

The Co-op Solution

The Sandy Hill Housing Co-operative is a non-profit corporation. When you become a member of the Co-op, you also become a member of the corporation. Members decide rules and regulations, vote on rent increases and decreases, and control the maintenance and upkeep of our homes.

The Sandy Hill Housing Co-op provides an affordable alternative to regular rental housing. Housing charges are geared to income: a federal government grant provides a certain amount of housing charge assistance for members in need. This is determined by members' household income. At present, no member household pays more than 30 percent of gross monthly earnings on housing charges. This percentage can be changed from time to time by a member vote.

The Co-op Advantages

Co-operative housing is an alternative to renting or buying. There are no superintendents or landlords; no one is trying to make a profit off housing charges. We are members in a non-profit co-operative venture. We perform the tasks of landlord and superintendent ourselves, sharing the work and keeping down expenses.

As a member of a co-op, you will have an equal voice in the decisions that affect your home. A co-op is run democratically, and members participate in major decisions. You will know how and why your money is spent.

Co-operative housing provides an enjoyable, supportive atmosphere because you work with other members to manage your housing, make decisions and plan activities. In the Sandy Hill Co-op, you become part of a community in downtown Ottawa.

Is a Co-op Similar to A Condominium?

No, it is not. With a condominium, individuals purchase units and pay a joint fee for its services. A co-operative is not an investment; you cannot build equity or sell your unit.

Co-operatives are registered, non-profit companies, and therefore are not affected by market values. This helps keep monthly housing charges low with little fluctuation, as charges are not based on market speculation and profit motives.

Occupancy

When you have accepted a unit in the Co-op, you sign an Occupancy Agreement. This is a contract between you and the Co-op, in which you agree to abide by the Co-op by-laws. If you decide to move out of the Co-op, you simply give the required amount of notice (75 days) and terminate your membership. You do not have to worry about finding a buyer or losing money. The Co-op is responsible for finding new members.

What is required of Co-op Members?

Members must participate in the management and upkeep of the Co-op. We are required to attend regular general meetings, where we are informed of and vote on various co-op issues. We must also help out by joining a co-op committee, running for election to the board of directors, or in some other way, depending on skills, availability, or willingness to learn new skills. Volunteer participation of a minimum of 4 hours per month on average is expected of each member.

The Committees

The committees at the Sandy Hill Housing Co-op include:

- Board of Directors (elected)
- Membership
- Maintenance
- Technology
- Finance
- Strategic Planning
- Gardening Club

Co-ops are based on co-operation. Everyone must participate and support each other in this participation.

Sample 2014 housing charges (subject to change without notice)

2014 MARKET HOUSING CHARGES	
UNIT SIZE	MONTHLY MARKET HOUSING CHARGE
1 Bedroom (193/5 Somerset)	\$695.00
1 Bedroom	\$710.00
1 Bedroom (Accessible)	\$710.00
2 Bedroom Flat (667B & C)	\$840.00
2 Bedroom	\$880.00
3 Bedroom (Accessible)	\$970.00
3 Bedroom (Courtyard, Semi-basement)	\$970.00
3 Bedroom (+ basement)	\$985.00
4 Bedroom	\$1,085.00

THE APPLICATION PROCESS

The following is a brief outline of how to apply for membership at Sandy Hill Housing Co-operative. For more information, please call 613-234-4554 or email office@sandyhill.coop.

- **Application:** Fill in an application form and return it to the Co-op office, either by mail or in person. Each household member 16 years of age and older must complete a separate form, and *each prospective member must include the non-refundable \$20.00 processing fee* (cash or cheque made payable to "Sandy Hill Housing Co-operative," or "SHHC"). This processing fee covers our costs to carry out the mandatory credit check which we do on each and every applicant. *If you do not include this fee, and all other necessary documentation and information requested on the application, it will not be processed.* To ensure privacy, this form should be in a sealed envelope marked "Membership Committee."
- **Membership Interview:** An important part of the membership process is the interview stage. This allows applicants to learn about cooperative living and get a sense of the community in which they would be living. It also allows us to ensure applicants have an understanding of co-op principles, and are willing and interested to participate and live cooperatively and responsibly with us. Interviews are carried out by two members of the Membership Committee. They are scheduled at mutually agreeable times, and usually take a half-hour to an hour.
- **Recommendation:** If the results of the interview and credit check are favourable, you will be recommended for membership in the Co-op, and your name will be placed on the Waiting List. Your position on the Waiting List will be determined by the date of your completed application form. (Please note that no one becomes a full-fledged member of the Co-op until he or she actually moves in.)
- **The Waiting List:** Once your name is placed on the Waiting List, you might be offered a unit in as little as a month, or it could take several years. Your advancement on the list depends entirely on the availability of units. These two factors are difficult to predict, and getting a unit may entail a long wait.

We regularly contact all applicants on our waiting lists to make sure they are still interested in being members of our Co-op and remaining on our lists. Therefore it is very important to keep the Membership Committee informed of changes in your income, the size of your family, your address, or phone number. If we try to reach you and are unable to do so, we will drop your file from our list.

- **We are Volunteers.** Finally, please remember that we are all volunteers. We will endeavour to process your application efficiently and to keep you informed of its progress, but your patience is always appreciated.

MEMBERSHIP SELECTION CRITERIA

Our Co-op bylaws state that the criteria for membership are as follows:

- Commitment to and understanding of the Co-op principles, and a willingness to participate in Co-op decision making and activities (e.g. attending members' meetings, serving on committees, Board or other positions, taking on other tasks, etc.)
- Demonstrated financial responsibility.
- Household income and size meet the requirements of the Co-op (e.g. can afford the housing charge, or housing charge assistance is available and household size can be accommodated within the occupancy guidelines).
- Likely to be a good resident who will maintain the Co-op property in good condition.
- Likely to be a good neighbour who will live co-operatively with and respect the rights of others.
- Indications of a positive attitude to living in a community with people from a variety of social, economic and cultural backgrounds.
- Indications of permanency or long-term commitment to the Co-op.

SOURCES OF INCOME

The following is a list of sources of income which will help in completing the financial information section of this application.

EMPLOYMENT INCOME

Full Time, Regular, Permanent
 Part Time, Temporary, Casual
 Contract
 Seasonal
 Bonuses: Shift Bonuses, Overtime Earnings,
 Cost of Living, Annual/Seasonal Bonuses
 Commissions
 Tips and Gratuities
 Sickness Pay
 Long Term Income Protection Payments

PENSIONABLE INCOME

Canada Pension Plan Retirement Pension
 Canada Pension Plan Disability Pension
 Pensions: Private/Public/War/Disability
 Guaranteed Income Supplement
 Quebec Pension Income
 Old Age Security Pension
 Allowance for Survivor Program
 The Allowance Program
 War Veterans Allowance
 Civilian War Pension

SELF-EMPLOYMENT INCOME

Business
 Sub-Contracting
 Tutoring: All Kinds
 Child Care, Babysitting, Care Aid
 Dog Walking
 Taxi Cab Driving
 Odd Jobs

OTHER

Annuity Investments
 Interest: Stocks, Canada Savings Bonds, Bank,
 Trust Company, Credit Union
 Workmen's Compensation
 Training, Retraining Allowances
 Employment Insurance
 Compensation: Victims of Crime Act
 Payment: Official Guardian of Public Trustee
 Health Insurance: Benefits/Payments
 Student: Scholarships, Grants, Bursaries
 Student: Teacher Assistant (TA) Income
 Provincial Family Benefits
 Municipal Welfare
 Court Legal Settlements
 Farming & Farmland Revenue
 Rent Revenue: Commercial, Residential
 Military Civil Defence Allowance
 Payments: Children's Aid Society
 Support Payments: Alimony, Separation, Child
 Contributions: Family, Other
 Parking Fees

INCOME VERIFICATION

1. If you are regularly employed, please submit the following:

- Three, most recent, consecutive pay stubs with the pay periods clearly identified. *NOTE: T4 slips and/or your last Canada Revenue Agency-Notice of Assessment is not an acceptable form of proof-of-income however, you may be asked to provide these in addition to the proof-of-income provided.*

2. If you cannot provide paystubs, please submit the following:

- A signed, employment confirmation letter from your employer, on company letterhead with contact information, that states:
 - Employment start date
 - Job Classification: Permanent, Full-time/Part-time; Regular/Temporary
 - Gross Wages, weekly hours of work, monthly/annual salary
 - Overtime Salary for the past 12 months.

3. If you are employed by contract and/or are a sub-contracting employee, please provide:

- a signed copy of your employment contact; and
- three most recent consecutive paystubs.

4. If you are receiving Social Assistance, please submit:

- A letter from your Social Services Case Worker or social agency, indicating the size of your family, your monthly shelter allowance, and gross annual income.

Note: A photocopy of your benefits is not sufficient documentation by itself.

5. If you receive a pension, adult training allowance, disability and/or compensation, please submit the following:

- A confirmation letter; OR
- Copies of your monthly cheque or the slips sent to you with your cheque.

6. If you are self-employed, please submit:

- A letter of financial statement from a chartered accountant, indicating: a) the annual net income from your business; and b) total withdrawals from your business as personal salary in the last year, OR
- A statutory declaration sworn before a Notary Public of your earnings in the last 12 months and projected earnings for the next 12 months. This declaration must be accompanied by a copy of your last Canada Revenue Agency-Notice of Assessment.

7. If you are irregularly or seasonally employed, please submit:

- Your last Canada Revenue Agency-Notice of Assessment with T4 slips, as well as a confirmation letter from your current employer (or copies of your Employment Insurance warrant cards) and an estimate of your earnings for the next 12 months.

8. If you are currently unemployed, please submit:

- Copies of your weekly Employment Insurance (EI) Reports.

Note: Students and individuals unsure of what your income will be: Please provide as realistic an estimate as possible and note that it is an estimate. If necessary please explain your calculations. In this case, you will need to keep in touch with the subsidy officer to verify your income as it becomes clearer for you. This will insure that you do not end up in arrears, when you do eventually become a member.