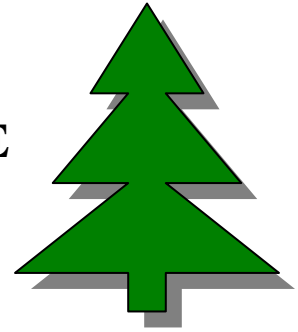


GREENLAND HOUSING CO-OPERATIVE



Dear Applicant:

Here is your Housing Application and Income Verification Form; please complete and return with a **\$10 non-refundable** application fee payable to Greenland Housing Co-operative to:

Greenland Housing Co-operative
#63 – 12055 Greenland Drive
Richmond, B.C. V6V 2E2

Greenland Housing Co-operative is located off No. 5 Road in East Richmond between Cambie Road and Bridgeport Road. There is a flashing light to the entrance of Greenland Drive. Located in a beautiful green space with parks nearby, we are close to elementary and secondary schools, transit, community centre, a public library and shopping, including a mega drugstore complete with a post office.

It is useful to ask yourself why you want to live in a housing co-operative. After all, you will be expected to attend the Annual General Meeting and all General Meetings throughout the year, plus actively participate in volunteer work for a minimum of 2 hours per month and help with the seasonal co-op clean-ups. For some individuals such demands are more than they can accommodate. For others, the annual income verification required of all members of co-ops and the unit inspections each year to maintain the buildings in good condition are felt to be an invasion of privacy.

However, for many, participation and involvement in co-op life are what make co-op living very attractive. You will have a democratic say in determining your living environment, and how the co-op operates. As a member and resident of a housing co-op, you are part of a unique form of home ownership in Canada. Members jointly have a share in the entire facility and live in units for their exclusive use and particular family size family. We establish our own rules, set our own budgets and control the administration of our co-op. Members share the benefits and responsibilities of home ownership.

Our members have found that some of the benefits of co-op living include:

- A sense of community – you will be living in a secure, friendly atmosphere, and a safe environment for raising children
- Affordability – when you volunteer your time to this community you assist in keeping control of our housing and overhead

Greenland Housing Cooperative has 62 independent living units with patio in a private backyard. There are two, three and four bedroom units. We have two disability accessible units. Each unit is provided with a fridge, stove and is plumbed for a washer, dryer and dishwasher. There are only two designated parking stalls per unit. We do not provide any other parking on the grounds, member's additional vehicles and all visitors will need to find parking on the street. We provide a "Common Room or Hall", which can be used for meetings and booked for member's use only. All window coverings are provided by the member. Utility charges such as hydro, cable and telephone are the responsibility of the member.

Shortly after receipt of the application, you will be contacted in writing and given a date for the next Orientation Meeting that you must attend to be considered for membership.

When you are contacted for an interview you will be required to provide your most recent tax assessment and three months of current pay stubs. This is to be brought to your interview in a sealed envelope. At the time of the interview you will be asked to provide photo identification, which will be copied.

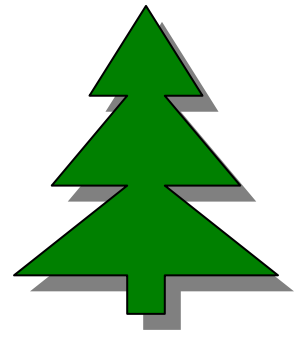
If an applicant qualifies, they may be put on a wait list for the next available two, three or four bedroom unit. If you are contacted and offered a membership, you will need to bring in a money order, in the full amount for the "Share Purchase". A new member will not have access to a unit before proof of 'home insurance' for that unit is provided.

If you are put on a wait list and your contact information changes, notify us in writing. All applications will be kept on file for one year. If you wish to continue to be considered for membership, past the first year, **you must inform us in writing**; this assures your information is maintained accurately.

Thank you for your interest in our Co-op, **PLEASE FIND ATTACHED AN APPLICATION FORM.**

Please detach this letter and keep this letter and keep for your records

(for Co-Op use only)
Date received:



GREENLAND HOUSING CO-OPERATIVE

APPLICATION FOR MEMBERSHIP

1. **APPLICANT** _____ Application Date _____
Address _____
_____ Postal Code _____
Home Phone _____ Work Phone _____ Cell Phone _____
When is the most convenient time to phone you? _____
Email Address _____

2. **CO-APPLICANT** _____ Relationship _____
Home Phone _____ Work Phone _____ Cell Phone _____
Email Address _____

3. **ALL HOUSEHOLD MEMBERS** – List the persons who will be living with you.
(including applicant and co-applicant)

Last Name	First Name	Gender (F/M)	S.I.N. (Optional)	Date of Birth (dd/mm/yr)

4. **HOUSING NEEDS** – Number of bedrooms needed? _____
Do you require a wheelchair accessible unit? Yes / No (*please circle*)

5. HOUSING BACKGROUND

Length of residence at current address _____ Number of bedrooms _____
Landlord's name _____ Phone number _____
Problem(s) with current housing? _____

If less than 2 years give previous address and length of residence

Previous Address _____ Length of residence _____
Landlord's name _____ Phone number _____

Personal References:

Name _____ Phone number _____

Name _____ Phone number _____

6. **VEHICLES** – number of vehicles owned? _____

7. PETS –

How many pets do you have? _____

What type of pets do you have? _____

8. **CO-OP LIVING** – We require members to share the responsibilities of operating and maintaining our Co-op.

Have you lived in a Co-op before? _____ How long? _____ Which one? _____

Did you serve on the Board? _____ Which committees did you serve on? _____

Which of the following would you be willing to serve on?

Finance Committee Board of Directors Maintenance Committee

Newsletter Committee Landscape Committee Membership Committee

Rules Committee Social Committee

9. SKILLS/TRAINING

Applicant Occupation _____ Length of time _____

Trade Training _____

10. **ACTIVITIES AND ABILITIES** – What abilities, hobbies, skills and interests can you share with the Co-op as a volunteer?

11. What volunteer work are you/have you been involved in for your community?

12. Tell us why you want to become a member of Greenland Housing Co-op

13. **ADDITIONAL** – if there is any other information you would like to provide, that will support your application please use this space or feel free to attach any references or personal letters.

14. Applications will be held on file for twelve (12) months only. Please contact the office to update your application to be kept for an additional year.

15. I HEREBY CONFIRM THAT ALL OF THE INFORMATION IS TRUE.

Signature _____ Date _____

(APPLICANT)

16. HOUSEHOLD INCOME

Applicant's first and last name: _____

Please give us a monthly before-tax income (gross income) of each household member.

Name of household member	Employer or source of income (e.g. social assistance, CPP, OAS)	Gross income each month

You will need to provide proof of this income at the time of application.

Social Insurance: (optional – to be used for credit checks)

Principal - Social Insurance number - _____

Associate - Social Insurance number - _____

Associate - Social Insurance number - _____

Associate - Social Insurance number - _____

**GREENLAND HOUSING CO-OPERATIVE
APPLICATION FOR MEMBERS**

SIGNATURES

We understand that only the members of Greenland Housing Co-operative may live in the co-op and we apply for membership, as set out below.

We understand that, if the co-op accepts us for membership and offers us a unit, we must buy a share purchase for the principal member.

We declare that all the information in this application is correct. We give the co-op permission to verify any or all of this information; to do a reference and landlord check as well as a credit check. We understand that acceptance of membership depends on the co-op obtaining satisfactory results from a credit check. We agree to provide our date of birth for that purpose when needed.

Signatures of all household members who are at least 19 years of age:

_____ Date _____
Applicant for principal membership

_____ Date _____
Co-Applicant

_____ Date _____
Other Applicant

_____ Date _____
Other Applicant

_____ Date _____
Other Applicant

NOTE: Personal information protection statement is to be signed with this application form.

**Greenland Housing Co-operative
Application for Membership**

PERSONAL INFORMATION PROTECTION STATEMENT

(all applicants are to sign this at the same time as their application form)

I agree that Greenland Housing Co-operative may keep the following information about me:

- Name, address, and phone numbers
- Dates of birth of present and future occupants
- Financial information - current and annual (if required)
- Co-op census information
- Household pet information
- Social Insurance Number

I agree that this personal information may be made available to people in the following positions:

- Co-op auditor
- Employees of CMHC and/or The Agency for Co-operative Housing
- Municipal employees dealing with the Home Owner Grant (for grant application)
- Co-op lawyer
- Co-op staff or management
- Designated Board or committee member(s) who have designated official duties for:
 - Membership Committee members – applications for membership
 - Treasurer – credit checks, income review, setting housing charges, applications and collection of signatures for the Home Owner Grant
 - Membership Committee Chair - landlord and other reference checks, and maintaining secure filing and storage of personal information
- Board of directors only if it is in connection with the Board's official duties
- Credit check agency (for credit checks only when you first apply)
- General meeting only if it is relevant to an appeal I make of a board decision

I understand that Greenland Housing Co-operative will use the information to:

- Contact me about this application
- Determine my eligibility for housing and membership in the Co-op
- Establish the size of unit for my household, based on co-op occupancy standards
- Decide if I qualify for subsidy and to calculate the subsidy and housing charges (when available)
- Determine eligibility for supplementary Home Owner Grant
- Conduct a credit check before approving me for membership

- Comply with the co-op's Operating Agreement and Rules Of Association
- Determine compliance with co-op rules and policies
- Decide on any request for an internal move
- Record co-op census information

I understand that the co-op will destroy personal information that it no longer needs:

- One year after a decision was made for credit checks and for any information on inactive applicants
- Seven years for financial information on members

I have read and received a copy of this statement.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

**ALL MEMBERS OF THE HOUSEHOLD 19 YEARS OF AGE AND OLDER
MUST SIGN THIS STATEMENT.**