

Membership Application Form

All applicants for membership must complete this form. The co-op uses the form to collect information the co-op needs to evaluate applicant eligibility while complying with the *Personal Information Protection Act* (PIPA). The co-op also uses this information to best match eligible households with available homes within the co-op.

Review of Information and Record Keeping

The co-op's designated agent(s) will verify your eligibility for membership based on your completed form. We will employ all reasonable safeguards to ensure your information is kept confidential. Records of unsuccessful applications will be kept for one (1) year to provide you with an opportunity to access these records, after which all records (electronic or paper copies) will be destroyed.

Important Information

The co-op will **not** process incomplete applications. Applicants who fail to provide the required information or who provide false or misleading information are ineligible for membership.

Applicants must submit completed applications:

- by sending the completed PDF application as an **email attachment** to applications@genericexcellentHC.ca
- **mailing a printed application** to Generic Excellent Housing Co-operative, 1234 Main Street, Middletown, BC, V0V 1V1.
- submitted an application through **our online system** at <https://genericexcellentHC.ca>,
- **delivering, in-person**, a printed application form to our Office at 1236 Main Street, Middletown, BC, V0V 1V1 between 9 am and noon, Tuesdays or Thursdays (except statutory holidays).

Updating your File

Please send us an update in case of a change in the household composition or if your contact information changes.

[Please update your records with us every 12 months by email or contacting our office at applications@genericexcellentHC.ca to let us know you are still interested. You do not need to send a whole new application. If you do not renew your interest, you will be removed from our waiting list (and your application destroyed as indicated above.)

Before you send your application, review this checklist:

Application Form Checklist

- ☐ I have completed **all sections** of the application.
- ☐ I have initialed the Application Declarations
- ☐ I am prepared to show government-issued ID for all household members aged 18 and over, indicating status in Canada (i.e., Canadian citizenship, permanent residency, landed immigrant status, or refugee status).
- ☐ I have completed the **Income Declaration** and declared all household members' current incomes.
- ☐ I have signed the application.
- ☐ **For submissions by mail or by hand-delivery:**
 - I have placed the application in a sealed envelope with address information (with sufficient postage).

Notes:

1. Additional documentation may be requested for the purpose of income verification, including consent for a credit check.
2. We take your personal information seriously. Your financial documents will be requested when needed and kept separated from the rest. They will only be reviewed by authorized management company staff.

Basic Information about Generic Excellent Housing Co-operative

Co-ops promote open and voluntary membership, but that doesn't mean that every co-op will be a good fit for everyone. Please read the following:

Co-op Profile

Our co-op operates 56-unit townhouse in Middletown. We offer primarily family-oriented housing. Schools in the area include Generic Excellent Elementary School and Middling High School.

We have been part of the community since 1985.

Summary of Pet Policy

Members are allowed up to a total of two cats, or one dogs, or one dog and one cat. Other permissions and restrictions apply as per the co-op's Pet Policy.

Smoke-free Housing

The co-op operates smoke-free buildings. All units are designated as **smoke-free**. Smoking is prohibited everywhere on co-op property, including in all homes, common areas, balconies, and patios. These rules apply to members and to guests. "Smoking" includes vaping and the inhaling, exhaling, burning or ordinary use of any tobacco or other product whose use generates smoke.

Share Purchase and Home Options

Co-ops require new members to purchase **shares** which can be returned when members leave the co-op. Our housing co-op requires different share amounts depending on the size of the home the member will be taking. There are also typical minimum household income expectations.

Home Type	Monthly Housing Charges** (2025)	Cost of Share Purchase	Minimum Income (/yr)
Two-bedroom (650-850 sq ft)	\$1,500	\$3,000	\$60,000
Three-bedroom (1,000-1,150 sq ft)	\$1,800	\$4,000	\$72,000
Four-bedroom (1,200-1,340 sq ft)	\$2,000	\$5,000	\$80,000

* Monthly housing charges and share purchase to be updated every year and might be changed till day of acceptance to the co-op.

** Housing charges **do not include utilities**.

Primary Application

Applicant Contact Information (photo ID will be required later)

Preferred pronouns (optional)		First (given) name	Last (family) name	
Email address				
Street address				
City			Province	
Phone	home		Postal Code	
	cell		Country	
	work		Work extension	
Mailing address (if different than above)				

Co-applicant Contact Information (photo ID will be required later)

Preferred pronouns (optional)		First (given) name	Last (family) name	
Email address				
Street address				
City			Province	
Phone	home		Postal Code	
	cell		Country	
	work		Work extension	
Mailing address (if different than above)				

Full list of household members (enter Applicant 1, then enter by age)

First (given) name	Last (family) name	Relationship to Applicant #1	Birth Date (yyyy/mm/dd)
		<i>I am the primary applicant</i>	

Non-human household members (pets)

Pet's name	Kind and breed	Weight/size	Neutered/spayed? Vaccinated?
			<input type="checkbox"/> neutered/spayed <input type="checkbox"/> vaccinated
			<input type="checkbox"/> neutered/spayed <input type="checkbox"/> vaccinated
			<input type="checkbox"/> neutered/spayed <input type="checkbox"/> vaccinated

Home requirements

What size of home are you interested in? What size of home would you accept?

☐ Two-bedroom (townhome)

☐ Four-bedroom (townhome)

☐ Three-bedroom (townhome)

Accessibility

Do you require an accessible unit?

☐ Yes

☐ No

Do you or other members of your household require assistance in the case of a fire or other emergency requiring evacuation?

☐ Yes

☐ No

Automobiles and Parking

Do you require/want parking?

☐ Yes

☐ No

Do you have an electric vehicle?

☐ Yes

☐ No

Vehicle Make	Vehicle model	Colour	License plate

Please note all vehicles must be operative, licensed and insured to be able to park on the co-op premises.

Do you require bike or scooter parking: ☐ Yes

☐ No

Residence History (for Applicant 1 and Co-applicant)

Please list your **last three addresses** and contact info for landlord or co-op reference checks.

(Additional spaces provided if co-applicant lives at a separate location.)

Address	From (yyyy-mm)	To (yyyy-mm)	Name of Landlord or Co-operative	Landlord Contact Information

Do you currently own real estate?

☐ Yes

☐ No

If yes, is this your primary home?

☐ Yes

☐ No

Please provide personal references from non-family members (employer, teacher, friend etc.)

Reference name	Relationship (specify to which applicant)	Contact	Alternate Contact

Community and Co-operative Interests

Have you or any co-applicants previously lived in a housing co-operative? ☐ Yes ☐ No

How did you hear about our co-op? _____

Do you know anyone who lives here? If yes, who? _____

Please describe why you are interested in living in a housing co-operative and how you foresee interacting with the co-operative community / your neighbors:

The co-op expects all members to participate by attending meetings and voting at the Annual General Meeting.

Describe any current or past volunteer work, or work with community groups or service clubs?

If there are any areas of activity (committees, etc.) that you like to work on, please let us know:

Income Declaration (Confidential)

Please complete the following using the information from your income documents. Here are some guidelines to calculate your ANNUAL GROSS HOUSEHOLD INCOME.

“Income” refers to total **gross** (before taxes) income of ALL family members over the age of 18.

- If you are paid **weekly**, multiply your gross income by 52.
- If you are paid **bi-weekly** (every two weeks), add your gross income and multiply by 26.
- If you are paid **semi-monthly**, add your two gross income totals and multiply by 12.

Name of household member (Applicant 1)		
Employer (if any)		
Address/contact for employer		
A	Gross annual income from employment	\$

Name of household member (Co-applicant)		
Employer (if any)		
Address/contact for employer		
B	Gross annual income from employment	\$

Name of household member		
Employer (if any)		
Address/contact for employer		
C	Gross annual income from employment	\$

This income declaration is confidential and only viewed by our management company for the purpose of verifying income and conducting credit checks on each adult applicant as per the *Privacy Act of Canada*.

Include all other sources of income here, including Income Assistance.

Source		Amount (per year)
	E	\$
	F	\$
	G	\$
	H	\$
	I	\$
	J	\$

TOTAL GROSS HOUSEHOLD INCOME (add A through J)		\$
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I hereby authorize **Generic Excellent Housing Co-operative** and its agents to obtain such credit reports and other information as may be deemed necessary in connection with the establishment and maintenance of credit account, occupancy agreement or other direct business requirements. This consent is given pursuant to section 12 of the *Personal Credit Reporting Act* R.S.B.C 1979.

Print name of household member (Applicant 1)		
Signature and date		

Print name of household member (Co-Applicant)		
Signature and date		

Print name of household member		
Signature and date		

Print name of household member		
Signature and date		

Personal information protection statement

All household members [aged 18 and over] are to sign and submit this at the same time as their application form

I agree that **Generic Excellent Housing Co-operative** may keep the following information about me:

1. Financial information to set initial housing charges based on household income. If I do not qualify for subsidy, the cop will destroy this information one year after making that decision.
2. Financial information early to set house in charges based on household income.
3. Eligibility information to qualify for the supplementary home owner grant.
4. Co-op census information, including a record of all residents in each unit for security.
5. Relationship of Co applicant to applicant, dates of birth of applicant and all current and future occupants, if this is required to establish the size of unit for my household, based on Co-op occupancy standards, order to establish subsidy and housing charges.
6. Date of birth of purposes and conducting a credit check and reporting unpaid debts to a collection agency or credit bureau, end to verify that I meet the age requirements for membership as set out in the co-op's Rules.

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

1. Co-op auditor
2. Employees of CMHC
3. Municipal employees dealing with the home owner grants (for grant application)
4. Co-op lawyer
5. Co-op staff or management
6. Designated staff, or committee members, or directors, or officers who have designated official duties for:
 - a. applications for membership
 - b. income review and setting housing charges
 - c. applications for the home owner grant
 - d. collecting signatures for the home owner grant
 - e. collecting co-op's census information
 - f. credit checks

- g. landlord and other reference checks
 - h. maintaining secure filing and storage of personal information (both hard copy and electronic)
7. Board of directors only if it is in connection with the Board's official duties
 8. Credit check agency (for credit check only when you applied for membership).
 9. General meeting only if it is relevant to an appeal I make of a board decision.

I understand that **Generic Excellent Housing Co-operative** will use the information to:

1. Contact me about this application
2. Determine my eligibility for housing and membership in the Co-op
3. Established the size of unit for my household, based on co-op occupancy standards
4. Decide if I qualify for a subsidy and to calculate the subsidy and housing charges yearly, if applicable
5. Determine eligibility for supplementary home owner grant
6. Conduct a credit check and landlord check as part of evaluating my application
7. Comply with the co-ops operating agreement or program rules with CMHC (Canada Mortgage and Housing Corporation)
8. Decide on my request for an internal move

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

- One year after a decision is made for credit checks and for my information on inactive applicants
- Seven years for financial information on members.


Signatures for Application

We understand that we are applying to be members of **Generic Excellent Housing Co-operative** ("Co-op"), as set out below. We understand that, if the co-op accepts us for membership and offers us a home, which we accept, we must provide the full amount of **Share Purchase Price** for the size of home offered, as set by the Co-op.

If offered membership, we agree to be bound by and to comply with the Rules, Occupancy Agreement and policies of the Co-op in force, and as amended from time to time.

We understand and agree, that our monthly housing charge is determined at the time of membership approval. Should our financial position change after membership is accepted, the Co-op is not obligated to reduce our monthly housing charge.

Application Declarations:



We declare that all of the information in this application is correct. We give the Co-op permission to verify any or all of this information, and to do a landlord check. We understand that acceptance of membership depends on the Co-op verifying that my household income meets Co-op requirements

We declare that we understand and agree to the Personal Information Protection Statement.

All household members who are aged 18 or more should sign below:

Applicant name (print)		Signature	Date (yyyy/mm/dd)
Applicant 1			
Co-applicant			

Please be prepared to show government-issued identification for all signatories, indicating Canadian citizenship, permanent residence, landed immigrant status, or refugee status.