

WINDFIELD CO-OPERATIVE HOMES, INC.

15-240 Westwood Road, Guelph, ON N1H 7W9 519-824-9144 windfieldcoop@bellnet.ca

INFORMATION PACKAGE AND MEMBERSHIP APPLICATION

- One application must be filled out for each adult (18 years of age and older) that will be living in the household unless the co-applicant is a spouse or common law partner.
- There is a **\$20.00 (non-refundable) processing fee per APPLICATION** unless the applicants are currently married and/or currently common law, in which case the fee will be **\$30.00 per joint application**. The fee(s) must be paid by cash or money order when submitting your application.
- The office is open from **Monday** through **Thursday** only, 9am to 4:00 with the exception of statutory holidays. It is closed from noon to 1:00 daily. Any changes will be posted on the entrance door to the community center accordingly.
- If the office is closed, please feel free to drop your application and fee in the “drop box” located to the left of the office door. Please do not leave applications in the general mailbox.
- As part of the application you will be required to read and sign the “Personal Information Protection Statement” as attached.
- Proof of income is required in the form of recent paystubs and/or a letter of “confirmation of employment” from your current employer on company letterhead for all applicants.
- If membership is approved, the Co-op will require a **onetime \$15.00 membership fee** along with a maintenance deposit in the same amount as the monthly housing charge to be paid up front in order to hold a unit. Both amounts are non-refundable.

Should you have any questions or concerns please contact the **General Manager – Mrs. Penny Parsons** - by phone or email as shown above.

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APPLICATION INFORMATION

PLEASE PRINT

FIRST NAME: _____ LAST NAME: _____

DATE OF BIRTH: Y _____ - M _____ - D _____

SOCIAL INSURANCE #: _____ - _____ - _____

DRIVER'S LICENSE #: _____

CURRENT ADDRESS:

STREET _____

CITY _____ POSTAL CODE _____

LANDLORD CONTACT: _____

NUMBER OF YEARS AT THIS ADDRESS: _____

TELEPHONE:

HOME: _____ WORK: _____ CELL: _____

EMAIL ADDRESS: _____

WHAT IS YOUR PREFERRED MOVE IN DATE: _____

PREVIOUS ADDRESS:

STREET _____

CITY _____ POSTAL CODE _____

LANDLORD NAME: _____

LANDLORD TELEPHONE #: _____ - _____ - _____

NUMBER OF YEARS AT THIS ADDRESS: _____

EMPLOYMENT INFORMATION

OCCUPATION: _____ # OF YEARS: _____

EMPLOYER: _____

CONTACT NAME: _____

CONTACT POSITION: _____

EMPLOYER TELEPHONE #: _____ Ext# _____

TOTAL GROSS (before taxes) INCOME: \$ _____

[] weekly [] biweekly [] monthly [] annually

OTHER INCOME PER MONTH: _____

***NOTE: Proof of income must be submitted with the application in the form of your last two paystubs and/or a letter from your employer on company letterhead confirming all of the above information.**

CO-APPLICANT INFORMATION

Spouse/partner – who has co-habitated with you for at least one year; if less than one year a separate application will need to be submitted however the joint application fee will still apply.

CO-APPLICANT NAME: _____

DATE OF BIRTH: Y _____ - M _____ - D _____

SOCIAL INSURANCE #: _____ - _____ - _____

DRIVER'S LICENSE #: _____

CO-APPLICANT EMPLOYMENT / INCOME INFORMATION

OCCUPATION: _____ # OF YEARS: _____

EMPLOYER: _____

CONTACT NAME: _____

CONTACT POSITION: _____

EMPLOYER TELEPHONE #: _____ Ext# _____

TOTAL GROSS (before taxes) INCOME: \$ _____

weekly biweekly monthly annually

OTHER INCOME PER MONTH: _____

***NOTE: Proof of income must be submitted with the application in the form of your last two paystubs and/or a letter from your employer on company letterhead confirming all of the above information.**

TOTAL NUMBER OF ADULTS (18 years of age & older) IN THE HOUSEHOLD: _____

CHILDREN & OTHER DEPENDANTS TO BE LIVING IN THE HOUSEHOLD:

NAME	BIRTH DATE	AGE	GENDER

*NOTE: any children 16 years of age or older who wish to become a member with the parents approval must also file an application.

PLEASE INDICATE YOUR 1ST AND 2ND CHOICE FOR UNIT SIZE:

_____ 2 bedroom townhouse - \$821/ 877 _____ 1 bedroom apartment - \$718

_____ 3 bedroom townhouse - \$895 _____ 2 bedroom apartment - \$794

_____ 4 bedroom townhouse - \$964 _____ 3 bedroom apartment - \$870

*NOTE: monthly housing charges are reviewed on an annual basis and adjusted if needed

In anticipation of your application being approved, please provide at least two **emergency contacts** that we can keep on file should such an occasion arise.

Name: _____

Name: _____

Phone #: _____ - _____ - _____

Phone #: _____ - _____ - _____

Relationship: _____

Relationship: _____

APPLICATION DECLARATION:

I, the undersigned, hereby apply for residence and membership with Windfield Co-operative Homes, Inc. I declare that the information provided is complete and correct and may be used to establish financial stability and/or credit worthiness as required by the Co-op. I understand the information related to accommodation, employment and earnings is confidential and will be used by office personnel only in processing the application.

APPLICANT...

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

CO-APPLICANT (spouse/partner)...

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

As part of our application process, once financial stability has been established, the Co-op General Manager may conduct a short interview to verify information and answer any questions you have. In preparation for this interview please complete the following questions.

INTERVIEW INFORMATION

WILL YOU NEED A TRANSLATER TO BE PRESENT: YES _____ NO _____

If “yes “in what language: ENGLISH ____ FRENCH ____ OTHER _____

WOULD YOU BE INTERESTED IN ANY OF THE FOLLOWING OCCASIONAL VOLUNTEER OPPORTUNITIES WITHIN THE CO-OP?

- _____ Property Maintenance
- _____ Administration/Office
- _____ Newsletters
- _____ Other: _____
- _____ New Member Welcoming
- _____ Labour Pool/Work Bees
- _____ Social Activities/Events

HAVE YOU BEEN INVOLVED WITH ANT VOLUNTEER OPPORTUNITIES? (Community groups, service clubs, social/sports clubs, etc.)

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PERSONAL INFORMATION PROTECTION STATEMENT

I understand that Windfield Co-operative Homes, Inc. may be required to keep my personal information on file. This personal information may be made available to individuals in the following positions in order to conduct Co-op business as needed:

- Bookkeeper
- General Manager
- Auditor
- Lawyer
- CMHC (for subsidy only)
- Agency for CMHC
- Board of Directors
- Maintenance Personnel

I further understand that the Co-op will destroy any personal information that it no longer requires upon termination of membership within the Co-op. All financial information regarding my housing charge account is considered part of the Co-op's accounting records and must be kept for a minimum of seven years even after the membership has been terminated according to legislation requirements.

Having read this statement and addressed any concerns with Co-op staff, I consent to the Co-op obtaining and retaining my personnel information as needed to conduct Co-op business.

NAME (PRINT): _____

NAME (PRINT): _____

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____