

By-law No [28]

MEMBERSHIP APPROVAL AND UNIT ALLOCATION BY-LAW

Passed by the Board of Directors on May 20, 2015.
Confirmed by the Members on October 26, 2015.

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1. ABOUT THIS BY-LAW

This By-law takes the place of or amends all previous by-laws or decisions that deal with membership approvals, unit allocations and waiting lists. Some related provisions appear in the Co-op's Occupancy By-law, Organizational By-law, and the Rent Supplement By-law. If there is a conflict between documents, the following will govern in order of authority:

- first the *Co-operative Corporations Act* and *CMHC (Canada Mortgage and Housing Corporation) Operating Agreement for Section 61 Co-operative Housing Program*
- second, the Community Housing Assistance Program
- third, the Co-op's Rent Supplement By-Law
- fourth, this By-Law
- fifth, the Co-op's Organizational or Occupancy By-law

1.1 Special meanings

Certain words have special meanings when used in this By-law.

- (a) "Government Requirements" means the laws, regulations or agreements with government bodies that apply to co-ops.
- (b) "Mandate" means the co-op's commitment, if any, to allocate units to a specific group, such as seniors, persons with disabilities, artists etc. is set out in Appendix A.
- (c) "Target Plan" means the maximum number of geared-to-income units in the Co-op as established under the Community Housing Assistance Program.
- (d) "Overhoused" is the term used to describe a household where there are fewer occupants than permitted under the minimum applicable occupancy standards.
- (e) "Underhoused" is the term used to describe a household where there are more occupants than permitted under the maximum applicable occupancy standards.
- (f) "Applicable Occupancy Standards" means the occupancy standards, if any, set out in the Co-op's Occupancy By-law and the occupancy standards set for rent-geared-to-income households under the Community Housing Assistance Program and the Co-op's Rent Supplement By-Law.

1.2 Aims of the process

The aims of the application and membership approval process are to make sure that:

- applications are evaluated fairly against the Co-op's membership criteria
- applicants have enough information to decide whether they are interested in living in the Co-op
- the Co-op has enough information to evaluate the application
- the process minimizes loss of revenue caused by vacancies.

1.3 Non-discrimination

In assessing applications for membership the Co-op will comply with the *Ontario Human Rights Code* and will not discriminate against anyone in a way that is prohibited by the *Human Rights Code*. The Co-op will assess applications on the basis of the Co-op Principle of Open and Voluntary Membership.

1.4 Membership criteria

Applicants for membership in the Co-op must meet the following standards:

- household income must not exceed the income ceiling CMHC sets for the year
- at least one member of the household is aged 16 years or older
- the household meets the Co-op's mandate
- the household's housing related history does not give the Co-op reasonable grounds to believe the household may fail to pay the housing charge
- the household size meets the Applicable Occupancy Standards
- applicants have
 - a positive attitude towards living in a community with people from different social, economic, and cultural backgrounds, and a commitment to treating other members with respect
 - an interest in contributing to the operation and life of the Co-op
 - a willingness to maintain the unit in good repair.

The Co-op will apply these standards equally to all applicants.

2. APPLYING TO THE CO-OP

2.1 Application requirements

All applicants must apply to the Co-op on the application form that the Co-op provides. Schedule A of this By-law provides a sample form. Application forms must be complete and signed by all adult household members.

All members of the applicant's household who are 16 years of age or older and intend to live in the Co-op must apply for membership or long-term guest status. If they do not, the Co-op will not consider the application.

All applicants must go through the Co-op's membership or long-term guest approval process.

All applicants must provide proof of income in a form determined by the Co-op.

2.2 Confidentiality

Each applicant must sign a form that gives permission for the Co-op to conduct a credit check and landlord check, for purposes of determining housing related history only. The co-op will use the information obtained only in connection with the application. *(This consent is part of Schedule A - Sample Application Form)*

2.3 Membership approval process

The Board may adopt procedures for dealing with member applications. Until the Board decides otherwise, the procedures will be as stated in Schedule B Membership Approval Process. The procedures shall conform to this By-law.

3. REFUSALS AND REVIEWS

3.1 Purpose of this article

The Co-op will consider all applications seriously and will not refuse applications without careful consideration. This article sets out the rules for the refusal of applicants.

3.2 Refusals

The reasons to refuse an applicant must conform to the criteria stated in section 1.4 of this By-law, the grounds set out in the Co-op's Rent Supplement By-law, and to Government Requirements. The Notice of Decisions to Refuse a Membership Application is attached to this By-law as Schedule D.

3.3 Reviews

If any member of a household disagrees with a refusal of their membership application, they have the right to a review of the decision. There is only a right to a review the first time an application from a household is refused. The procedure for reviews are set out in the Notice of Decision to Refuse a Membership Application as set out in Schedule D, attached to this By-law.

3.4 Record of refusals

The Co-op will maintain a written record of refusals according to Government Requirements.

3.5 Re-applying after refusal

Applicants that have been refused membership can submit a new application in the future. For example, the applicants may feel that their circumstances have changed and they now meet the Co-op's membership criteria.

The Board may decide not to consider the application if they feel that the circumstances have not changed.

4. WAITING LISTS

4.1 Two waiting lists

There are two waiting lists in the Co-op:

- “The Internal Waiting List”
- “The External Waiting List”

The “Internal Waiting List” is made up of people who live in the Co-op who

- are required to transfer under the Rent Supplement By-law
- are required to transfer under the Co-op’s other by-laws
- want or need to move to a different unit.

The “External Waiting List” is made up of households who do not live in the Co-op but have applied for a unit.

4.2 Priority

The Internal Waiting List normally has priority over the External Waiting List.

Article 9 of the Co-op’s Occupancy By-law describes the order of priority for allocating units on the Internal Waiting List.

The priority may not apply in the case of an application for relocation of part of a household described in section 5.7 where an additional geared-to-income subsidy is required. In that case, the timing of the relocation will be determined by the approval of geared-to-income subsidy and by the Target Plan requirements.

Articles 5 and 6 of this By-law describe how the Internal and External Waiting Lists are set up and used by the Co-op.

5. INTERNAL WAITING LIST

5.1 Member's right to apply

Subject to section 5.3, members may apply to transfer to any size or type of unit for which they qualify (or will qualify at the time of transfer). All households must meet any Applicable Occupancy Standards.

Members may specify that they only wish to transfer to a particular area of the Co-op, a particular type of unit or a particular unit or units.

All requests to transfer to another unit in the Co-op must be submitted to the Co-op office using a form provided by the Co-op. The Co-op may use Schedule E Internal Transfer Application.

5.2 Required transfers under the Rent Supplement By-law

Geared-to-income households that must make a required transfer under the Co-op's Rent Supplement By-law have greater priority on the List than households described in sections 5.3 and 5.4 of this By-law.

5.3 Required transfers under the Co-op's Occupancy By-law

For households that have to make a required transfer under the Co-op's Occupancy By-law the rules are set out in Article 9 of the Occupancy By-law. These households have greater priority than households described in section 5.4 of this By-law.

5.4 Members requesting an internal transfer

For members that do not have special priority status and are requesting an internal transfer that is not required under the Rent Supplement By-law or the Occupancy By-law, priority will be lower than households described in sections 5.2 and 5.3 of this By-law. The record date for determining an applicant's ranking in this category on the Internal Waiting List will be the later of:

- the date that a completed application for transfer is received by the Co-op and
- the earliest date on which the member is first permitted to make an application for

transfer under section 5.6 Minimum period of residence.

Ranking within this category on the Internal Waiting List will be based on the record date unless an exception is made for such reasons as finances (a market-paying member wants to move to a less expensive unit), conflicts with neighbours or health reasons.

If a member requests an exception to their ranking on the Internal Waiting List, a notice will be given to applicants higher on the List in order that they might indicate any reason why they should have priority. Confidential information about the person requesting the exception will not be given. The board will determine the order of priority for such exceptions, based on the situation.

5.5 No trading of units

No trading of units directly between members will be permitted.

5.6 Minimum period of residence

- (a) Except where the internal transfer is required under the Co-op's Rent Supplement By-law or Occupancy By-law, or where the household has been given special priority status and has requested a transfer, applicants for internal transfer must have been resident as members in a unit in the Co-op for a minimum of one year immediately prior to submitting an application to transfer. Following an internal transfer, members must have been resident in that unit for a minimum of one year immediately prior to applying to transfer to another unit.
- (b) The Board may waive the one-year residency requirements set out in (a), for any of the following reasons:
 - the number of persons in the member's household exceeds the maximum under Applicable Occupancy Standards; or
 - the member's household size has changed and, as a result of the change, the household qualifies for a size of unit for which it was not previously eligible; or
 - the household needs to move to a less expensive unit because of an unexpected change in financial circumstances; or
 - any other special need recognized by the Board.
- (c) A person who moved into the Co-op to join a member already resident may not apply to transfer independently of that member for a period of one year after becoming a member and will not be eligible to have the waiting period waived under (b).

5.7 Relocation of part of household

If one or more, but not all, residents who live together in a unit wish to transfer to a separate unit, they may do so provided that

- at least one of the persons remaining in the original unit is a member of the Co-op and at least one of the persons moving to the new unit is a member of the Co-op
- at least one member remaining in the old unit and at least one member moving to the new unit have resided in the old unit for the minimum period of residency set out in section 5.6 Minimum period of residence
- the household is not in arrears or if the household is in arrears, the household complies with section 5.10 Arrears
- the size of the household remaining in the old unit and the size of the household moving to the new unit will, at the time of the transfer, meet the Applicable Occupancy Standards
- any new residents in a household who are 16 years of age or older are accepted for membership or given long-term guest status in the Co-op
- the Board is satisfied that the household remaining in the old unit and the household moving to the new unit will meet the obligation to pay housing charges for the unit in the amount and at times they are due
- if the new household requires geared-to-income assistance, the household must have applied for a rent supplement and the allocation of assistance has been approved under the Community Housing Assistance Program.

5.8 Priority

- (a) When a unit becomes vacant, or the Co-op determines that a unit is going to become vacant, the rules for the order of priority for allocating a unit are set out in section 4.2 of this By-law.

If the unit will be offered to members who have requested an internal transfer and are on the Internal Waiting List, it will only be offered to qualified members who have indicated an interest in that unit or that type of unit. The unit will be offered in accordance with the members' record dates or approved exceptions as set out in section 5.4.

- (b) The unit will not be offered to anyone on the External Waiting List until it has been refused by all qualified members on the Internal Waiting List.

5.9 Serious damage to unit

Despite anything in the Co-op's By-laws, if the board determines that a household is required to move because of fire or other serious damage to their unit, or contamination of their unit or any other reasons that require the unit to be vacant, the board can offer any vacant unit to that household. When the household's original unit is repaired they will move back. The board can decide to give them the option of staying in the new unit.

5.10 Arrears

A household on the Internal Waiting List will not be eligible for a unit that becomes available if the household is in arrears, with the exception of:

- a household that has requested an internal transfer and has been given special priority status
- an overhoused geared-to-income household
- a market-paying household that wishes to transfer to a less expensive unit and has signed a payment agreement and is meeting the terms of the payment agreement.

5.11 Role of staff in making offers

- (a) Co-op staff are authorized to make offers to households that are on the Internal Waiting List.
- (b) Co-op staff will keep the Board up to date on information they may have regarding potential move-outs and internal transfers. This is to permit offers to be made quickly.

5.12 Priority if member unavailable

If the Co-op is unable to contact the member with priority on the Internal Waiting List within 48 hours the unit will be offered to the next eligible member. The original household will retain its priority on the Internal Waiting List. The Co-op will maintain written records of the attempts to contact or the actual contacts made with each household including date and time of contact.

5.13 Effect of refusals

For geared-to-income households that are overhoused, rules about refusals are in Article 9 of the Co-op's Occupancy By-law and the Community Housing Assistance Program.

For households that have requested an internal transfer and been given special priority status, the rules about refusals are in Article 9 of the Co-op's Occupancy By-law.

For households that are required to move under the Co-op's Occupancy By-law because they don't meet the Co-op's occupancy standards, rules about refusals are in Article 9 of the Occupancy By-law.

Other households on the Internal Waiting List may refuse two units that have been offered and retain their priority on the Internal Waiting List. If they refuse three units that meet the conditions specified by them in their Internal Transfer Application, they will be removed from the Internal Waiting List.

5.14 Notification of acceptance by applicant

- (a) Members must notify the Co-op office within 48 hours of being offered a unit whether they wish to accept the unit. If they fail to do so, they will be considered to have refused the unit.
- (b) Once a member on the Internal Waiting List has accepted a unit, the member must vacate his or her existing unit and move into the new unit on the date specified when the unit was offered. Acceptance of the unit may not be withdrawn without the consent of the board. Members of the household cannot appeal the board's decision.
- (c) When a member accepts a unit, they must come into the office and sign a form provided by the Co-op accepting the unit and agreeing to move and/or a new Occupancy Agreement. This should be done within the 48 hours, but can be postponed by Co-op staff if it is a weekend or is inconvenient for other legitimate reasons.

6. EXTERNAL WAITING LIST

6.1 Maintaining the External Waiting List

- (a) The External Waiting List will include
 - households applying directly to the Co-op for units
- (b) Priority on the Co-op's External Waiting List will be based on the date when a completed application form was received by the Co-op from the applicant.

6.2 Unit allocation priority

As set out in Government Requirements, following the Target Plan will be the first priority when allocating units to households on the External Waiting List. Based on the Target Plan, units will be offered to households on the External Waiting List based on priority as set out in section 6.1.

6.3 Offering units

- (a) Co-op staff are authorized to make offers to households that are on the External Waiting List.
- (b) A unit will be considered available to an applicant on the External Waiting List if no member on the Internal Waiting List is eligible or has accepted the unit.
- (c) When a unit becomes available to a household on the External Waiting List, it will be offered to the household with priority on the External Waiting List that has completed the Co-op's membership approval process as set out in Schedule B Membership Approval Process, has been accepted for membership, is eligible for that size and type of unit, and indicates it wants the unit.

6.4 Withdrawal of membership approval

Where new information about an approved applicant comes to the attention of the Co-op prior to the offer of a unit, the Co-op may make any appropriate change to its External Waiting List or may withdraw its approval of the application for membership without liability. If approval of the application is withdrawn, the application will be treated as if originally refused and the applicant will be entitled to a review as described in section 3.3 of this By-law.

6.5 Priority if applicant is unavailable

If the Co-op is unable to contact the household with priority on the External Waiting List within 48 hours, the unit will be offered to the next eligible household. The original household will retain its priority on the waiting list. In order to avoid vacancy losses, the Co-op can contact several households in order of priority. The Co-op will maintain written records of the attempts to contact or the actual contacts made with each household including date and time of contact.

6.6 Refusals

- (a) A household on the External Waiting List may refuse a unit because the date of occupancy is less than the 60 days from the date the unit is offered without losing its priority on the waiting list.
- (b) A household on the External Waiting List that has applied directly to the Co-op may refuse two units that have been offered and still retain their priority on the External Waiting List. Subject to (a), if the household refuses a third unit, it will lose its priority on the waiting list with the record date for its application being changed to the day the household turned down the third unit.

6.7 Notification of acceptance

- (a) Households must notify the Co-op office within 48 hours of being offered a unit whether they wish to accept the unit. If they fail to do so, they will be considered to have refused the unit.
- (b) When a household accepts a unit, they must come into the office and sign an Occupancy Agreement. This should be done within the 48 hours, but can be postponed by Co-op staff if it is a weekend or is inconvenient for other legitimate reasons.

- (c) If the household does not, within 48 hours, inform the Co-op office, that it accepts the unit and signs the Occupancy Agreement, it will be considered to have refused the unit.
- (d) Acceptance of the unit may not be withdrawn without the consent of the board. Members of the household cannot appeal the board's decision.
- (e) If a household on the External Waiting List accepts a unit that has been offered to them, they will not be required to take occupancy and start paying the housing charges for at least one full calendar month from the date they were first offered the unit. If the unit is vacant earlier, the household must make all reasonable efforts to move in and start paying the housing charges earlier, if it can be done without financial hardship to them.

6.8 Deposits and charges

- (a) Article 3 of the Co-op's Occupancy By-law sets out the charges to members.
- (b) The applicant must pay the monthly housing charge beginning on the date specified in the Occupancy Agreement or on the date the member gets the keys to the unit, whichever is earlier.
- (c) A Member Deposit equal to the current housing charge for the unit is due prior to occupancy. The Co-op may allow the household to pay the Member Deposit at another time. The household must sign a Payment Agreement.

The Member Deposit may be returned after the household has vacated the unit and met all of the requirements regarding vacating a unit that are in the Co-op's Occupancy By-law. The Co-op will not pay interest on the Member Deposit.

7. REVIEW OF WAITING LIST DECISIONS

7.1 Right to review

All members and applicants can request a review of decisions regarding their priority on the Waiting Lists, acceptance of a unit or any other decision regarding the Waiting Lists.

7.2 Process for review

The review process is as set out in Article 3.3 of this By-law. The Co-op must follow those procedures when making a decision regarding an applicant's place on the waiting list and when dealing with an applicant's appeal of the decision.

8. NO LIABILITY

8.1 No liability

- (a) Anything in the Co-op's by-laws, or any commitment made by anyone that is not authorized by the board will not create any liability for the Co-op.

The Co-op will not be liable to anyone for:

- any error, omission, or mistake concerning the waiting lists
 - the allocation of units
 - the failure to allocate units
- (b) The provisions of the Co-op by-laws are for the benefit of the Co-op and its members. They do not create any rights in favour of non-members. Anyone who is accepted for membership will have no right to make any claim respecting any breach of this by-law or any of the other Co-op by-laws.
- (c) The Co-op will in no case have any liability if a unit is not available for occupancy on a date notified or agreed to with anyone because of failure of the prior occupant to vacate or need for repairs or maintenance work.

8.2 Matters not addressed in By-law

The board will decide anything relating to membership approval and waiting lists not set out in the By-law or the Co-op's other By-laws.

Certified to be a true copy of By-law [28] of ForWard 9 Community Development Housing Co-operative, passed by the Board of Directors at a meeting held on _____, 2015 and confirmed by a two-thirds vote at a meeting of members held on _____, 2015.

Board Recording Secretary

SCHEDULE A

Application Form

1. Applicant

Last Name: _____

First Name: _____

Date of Birth: _____

Female ☐

Male ☐

Address (including postal code):

Phone (home): _____

Phone (work): _____

E-mail: _____

2. Co-Applicant

Last Name: _____

First Name: _____

Date of Birth: _____

Female ☐

Male ☐

Address (including postal code) if it is different from the applicant's:

Phone (home) _____

Phone (work) _____

E-mail _____

3. Other household members

Last Name	First Name	Female/ Male (F / M)	Date of birth (day/month/year)

4. Unit

What size of unit do you need? _____

5. Housing Background

How long have you lived at your current address? _____

If you have lived there less than 2 years, please give your previous address.

How much do you pay in rent each month? _____

If you pay for utilities, how much do you pay? _____

Landlord's phone number _____

6. Parking

List all vehicles belonging to the household.

Make	Colour	Licence Number

7. Pet Policy/By-Law

The co-op has a pet by-law. What pets do you have?

8. Household Income

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

Name of household member	Employer or other source of income (for example, Social Assistance, CPP, OAS)	Gross income each month

You will need to provide proof of this income.

Signatures

We are applying to be members of ForWard 9 Community Development Housing Co-operative.

We understand that, if the co-op accepts us for membership and offers us a unit, we must pay a one-time membership fee of \$25.00 per 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, and to do a landlord check and a credit check.

We understand that ForWard 9 Co-op will use the information to

- contact us about this application
- determine our eligibility for housing and membership in the co-op.

We understand that the information in this form and other information about us will only be disclosed to the board of directors, committees, staff, consultants and regulators of the Co-op on a need-to-know basis. We understand that the Co-op will destroy personal information about us that it no longer needs, subject to government requirements.

Signatures of all household members over 16 years of age:

Date: _____

SCHEDULE B

Membership Approval Process

1.

Roles and

Responsibilities

The Board of Directors will delegate the responsibility for the membership process to a Membership Committee. Board members cannot be members of the Membership Committee.

The Board of Directors will appoint the members of the Membership Committee and approve the job description for the committee. The Membership Committee can be the Co-op staff, a committee of members or Co-op staff and members. All persons involved in the membership process must sign Confidentiality Agreements.

The Membership Committee shall conduct interviews and make decisions to recommend acceptance or refusal of applications. All recommendations are forwarded to the Board of Directors for approval.

When the board decides to refuse an application, the applicant is entitled to request a review of the decision. The rules about requesting a review are in Schedule D of this By-law. The board will conduct the review as described in Article 3.3 of this By-law.

2.

Interview

process

The Co-op staff is responsible for conducting landlord and credit checks, completing an application summary sheet, and scheduling interviews.

The application summary sheet will include the following information:

- names, ages and relationships of the household
- rental history
- size of unit requested

The summary sheet will not include information on the market or geared-to-income status of the household.

A Membership Interview Form shall be completed after each interview. It shall be in a format approved by the board and must comply with the criteria described

in sections 1.2, 1.3 and 1.4 of this By-law. The Co-op may use the Membership Interview Form attached to this By-law as Schedule C.

Every member of a household that is 16 years of age or older must attend the interview. The interviewer (s) will complete and sign the Interview Form including their recommendations. The form will be forwarded to the Board for approval and to the Membership Committee for information only.

3.

Membership

Decisions

The board can make a decision to approve or refuse an application, or the board can make other decisions such as a second interview.

4.

Contract between

Co-op and approved

Applicants

When an applicant is approved for membership there will be deemed to be a contract between the Co-op and the applicant whereby the Co-op is obligated to allocate a unit to the applicant in accordance with the Membership Approval and Unit Allocation By-law and to permit the applicant to take occupancy and become a member in accordance with Article 2 of the Co-op's Organizational By-law.

SCHEDULE C

Membership Interview Form (1)

To be completed by interviewers recommending acceptance

Date	Applicant(s):	Interviewer(s):
Applicant requested: modified unit <input type="checkbox"/> Yes <input type="checkbox"/> No special needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant requested: size of unit type of unit	Household Composition

Membership Criteria	Reasons why interviewers believe that Membership Criteria will be met
The household meets the Co-op's mandate (if any)	
The household's rental history gives the Co-op reasonable grounds to believe the household will pay the housing charge in full and on time	
The household meets the applicable occupancy standards	
Shows a positive attitude towards living in the co-op and is likely to treat other members with respect	
Interested in contributing to the operation and life of the co-op	
Willing to maintain the unit	

General observations and comments:

Membership Interview Form (2)

To be completed by interviewers recommending refusal

Date of Interview	Applicant(s):	Interviewer (s):
Applicant requested: modified unit <input type="checkbox"/> Yes <input type="checkbox"/> No special needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant requested: size of unit type of unit	Household Composition:
The Co-op can REJECT applicants for the following reasons only. The Co-op must advise the applicant(s) and provide details to support this decision.		
Rejected Applicant(s) Because <i>(check appropriate box):</i>		Reasons for This Decision
<ul style="list-style-type: none"> Household does not meet the Co-op's mandate (if any) 		
<ul style="list-style-type: none"> There are reasonable grounds to believe that based on the applicant's housing related history, the applicant(s) may fail to pay housing charges in the amount and at the time it is due. 		
<ul style="list-style-type: none"> The applicant(s) did not agree to accept the responsibilities of membership in the Co-op or There are reasonable grounds to believe that the applicant(s) will not accept or will be unable to accept the responsibilities of membership in the Co-op 		
General observations and comments:		

SCHEDULE D

Notice of Decision to Refuse a Membership Application

Dear (applicant's name)

RE: APPLICATION FOR MEMBERSHIP

I regret to inform you that Board of Directors has not approved your application for membership in Forward 9 Co-operative for the following reasons:

- ☐ No Credit Rating Available
- ☐ Credit Rating Unacceptable
- ☐ Poor Landlord Verification Report
- ☐ No acceptance of membership responsibilities

Please be advised that you have the opportunity to appeal this decision by submitting a letter to the Board of Directors within thirty days of receiving this letter.

Yours truly,

(Coordinator's name)
Coordinator

SCHEDULE E

Internal Transfer Application

Name: _____

Current Unit: _____

Number of bedrooms in current unit: _____

Number of bedrooms requested: _____

Other household members who will be living with you:

Name	Date of birth	Relationship (if applicable)

Length of time in current unit: _____

Reasons for Requesting Transfer:

- ☐ Overhoused (fewer occupants than allowed under applicable occupancy standards)
- ☐ Underhoused (more occupants than allowed under applicable occupancy standards)
- ☐ Family abuse
- ☐ Medical condition or disability makes the unit inaccessible or aggravates a condition
- ☐ Current housing charge unaffordable (market-paying household)
- ☐ Other (specify) _____

Please add any relevant details about why you are seeking a transfer

I understand that the Internal Transfer process is subject to the provisions of the Membership Approval and Waiting List By-law and that the Co-op may require documentation to support this application to transfer.

Signed: _____

Date: _____

APPENDIX A

Membership Mandate

1. Able to live independently
2. Willow Court applicants must meet the minimum age requirement of 55 years of age or older (senior citizen)

APPENDIX B

Date

Name

Address Line 1

Toronto, ON XXX XXX

Dear (First Name):

Forward 9 Housing Co-operative is pleased to inform you that your application for membership has been approved.

Your name will be placed on the external waiting list and as soon as an appropriate vacancy becomes available, we will contact you. At that time, the Co-op will ask you to provide an update proof of income.

The Co-op office should be notified of any changes in your circumstances (i.e. changes in household size, income, your present address and/or contact information).

Please be advised that there are no subsidies currently available at Forward 9 and the waiting period for an appropriate sized is approximately seven years and longer.

Should you have any questions, please feel free to contact me at 416- 690-4279, e-mail to forward9@rogers.com or Fax 416-690-7513.

Sincerely yours,

Co-ordinator

APPENDIX C

Date

Name

Address Line 1

Toronto, ON XXX XXX

The Membership Committee is updating the waiting lists. Please confirm your continued interest in Forward 9 Housing Co-operative by filling out the following form and returning it to the office by (45 days from date of this letter).

If no response is received by this date, your name will be removed from the waiting list.

How would you prefer to be contacted?

Please check one only.

☐ E-mail

☐ Telephone

☐ Cell Phone

☐ Mail

Name:

Present Address:

Telephone No: Home:

Work:

Fax:

Cell phone:

Please provide your e-mail address if available:

e-mail: _____

Gross Income:

It is your responsibility to inform the Co-op office in writing of any change in your income, telephone number, e-mail address, home address and household size.

Unit Size Requested:

bachelor ☐

one bedroom ☐

two-bedroom ☐

three-bedroom ☐

Please note that the Co-op does not have any special needs facilities, subsidies may not be available in the future, and the waiting period is approximately seven years and longer.

When a unit becomes available, we will request updated proof of income and a credit check will be done.

Should you have any changes or questions, please feel free to contact the office at 416-690-4279, fax 416-690-7513 or e-mail: forward9@rogers.com

Sincerely,

Membership Committee