

# Huron Pines Housing Co-Operative Application

Huron Pines Housing Co-Operative  
 1453 Huron Street  
 P.O. Box 32023  
 London, ON N5V 2J8

Phone: 519-601-4774  
 Fax: 226-663-9260

*This application was prepared with reference to the Ontario Human Rights Code.*

*Note: The Affordable Housing Program requires only one person to live in a one bedroom unit and two or more people are required for a two bedroom unit.*

Huron Pines Housing Co-operative Inc. is the first co-op to be built in London since 1995. The Co-op consists of four (4) one bedroom units, eighteen (18) two bedroom units, in the North East section of London.

We recognize that this application form asks for a great deal of information. There is a reason for asking each question. If you would like clarification about any of the questions, either why it is being asked or its meaning, please do not hesitate to contact us at the phone number above.

Please note that all personal information given here is strictly for the use of the Co-op in evaluating your request for membership and will be kept confidential.

Please print	Applicant	Co-Applicant
Name		
Birth date		
Relationship		
Address		
City		
Province		
Postal code		
Phone number		

Unit size requested	
Do any members of your household have any health problems, which would affect your housing needs? Yes    No	
Remarks:	

## Household Information

Complete for all members and Stay-Over guests of the household (*please print*)  
(exclude applicant and co-applicant identified on first page)

First and last name	Birth date	Relationship to applicant	(m) member (v) visitor

## Pets

Name	Age	Type ( dog, cat, etc.), Size, Remarks

Vehicle	License Plate Number

## Current Housing Information    May we use as a reference?   Y   N

<i>Please print</i>	Applicant	Co-Applicant
Current Landlord		
Phone		
Address, City, Province and Postal Code		
Length of stay		
Reason for leaving (or application for co-op)		
Number of bedrooms		
Monthly rent/mortgage		
Are utilities included?		

## Previous Housing Information

<i>Please print</i>	Applicant	Co-applicant
Previous Landlord		
Phone		
Address, City, Province and postal code		
Length of stay		
Reason for leaving		
Number of bedrooms		
Monthly rent/mortgage		
Were utilities included?		

### Reference Information

<i>Please print</i>	Applicant	Co-applicant
Social Insurance Number		
Bank/credit union number		
Address		
Phone		

### Employer Information

	Applicant	Co-applicant
Occupation		
Employer name		
Phone Number		
Address		
Gross monthly income		
Monthly Income from other sources		

### Other references (not relatives)

List name, address and phone number

Applicant	Co-applicant

I/we understand that only members of HURON PINES HOUSING CO-OPERATIVE INC. may occupy a housing unit and I/we hereby apply for membership to this Co-op.

I/we understand that HURON PINES HOUSING CO-OPERATIVE INC. is formed for the purpose of providing housing at cost to its members and that membership includes the responsibility to participate in the operation and the maintenance on or in the Co-operative.

I/we understand that accommodation in HURON PINES HOUSING CO-OPERATIVE INC. depends on being accepted for membership in the Co-operative and that I/we may be interviewed for membership at a later date.

I/we declare that all information in this application is correct and hereby authorize the Co-operative to verify any or all of the information contained herein, and to perform a credit check at the discretion of the Co-operative.

<b>Application to Co-op</b>	<b>Signature</b>	<b>Date</b>
Applicant		
Co-applicant		

I/we hereby certify that I/we are a bona fide legal resident or landed immigrant of Canada and fully disclose income from all sources and this may be verified by HURON PINES HOUSING CO-OPERATIVE INC.

I/we understand that misrepresentation of income as defined for the purpose of the Affordable Housing program, failure to notify the Co-op of income greater than five (5) times the monthly rent (housing charge), or illegal residency in Canada, gives the Co-op the right to terminate occupancy in the co-op, in addition to other remedies provided by law.

<b>Application to Co-op</b>	<b>Signature</b>	<b>Date</b>
Applicant		
Co-applicant		

## **Documentation Required for Income Verification**

Our Co-op needs to verify your source of income to ensure that you can make your financial obligations to the monthly Housing Charge. Should you require subsidy, the following will explain what would be required by Huron Pines Co-op to satisfy this policy.

1. Regularly Employed

- Submit confirmation letter(s) from your employer(s) stating gross wages and hours, or annual salary and overtime pay
  - Note: T4 slips or income tax returns are acceptable documentation by themselves
2. Irregularly or seasonally employed
    - Submit you last income tax return and T4 slips as well as a confirmation letter from your current employer or a copy of your employment insurance warrant statement and affidavit estimating your earnings for the next 12 months
  3. Unemployed, receiving EI payments
    - Submit a copy of your employment insurance warrant statement
  4. Government Assistance
    - Submit letter(s) from the agencies from which you receive benefits, DVA (Department of Veteran Affairs), Worker's Insurance System, Worker's Compensation and setting out those benefits
    - Note: a copy of your benefit cheque is not sufficient documentation by itself
  5. Pension
    - Submit a copy of each of your pension cheques, which could include:
      - OAS                      Old Age Security
      - GAI                      Guaranteed Annual Income
      - CPP                      Canada Pension Plan
      - Or private pensions, Worker's Insurance System, etc.
  7. Self-employed
    - Submit a letter of financial statement from a chartered accountant including the following:
      - Net income from your business
      - Total withdrawals from your business as personal salary in the last 52 weeks or an affidavit with supporting documents, such as tax forms, declaring your total annual income, sources and amounts
  8. Support payments received
    - Submit alimony, separation, or support payments. These amounts must be verified with legal documents from the Family Court or a lawyer
  9. Rental Income
    - Submit copies of cheques or written agreements made if you have rental property that you own, such as a summer cottage

10. Income Yielding Asset or Investments

- Submit statements or tax forms relating to dividends or interest paid on stock/investment papers, savings accounts, bonds, debentures, bank deposits or notes, trust accounts, credit unions, mortgage or loans, if the level of assets exceeds \$2000.00

In addition to the verification of income required, the Co-op may request a copy of your **LAST INCOME TAX RETURN**.

Note: **ALL INCOME MUST BE REPORTED** including the following:

- Part-time earnings, bonuses and incentive pay, commissions, overtime pay, tips and gratuities, earnings from home child care, housework, etc.

Every adult member of you household, plus every child not attending school full-time, must declare his or her income.

**Please list and attach the appropriate income verification.**

**Co-op Occupancy Committee Report (internal use only)**

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

**Financial Responsibility**

Landlord check:
Credit check:

**Household Size and Income**

Household Composition:
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25% of income \$	Subsidy required? Y/N
Current Housing Cost \$	
Committee Recommendation:	
Occupancy Committee	

Name:		Date:	
Name:		Date:	

HURON PINES  
HOUSING CO-OPERATIVE INC.

AUTHORIZATION FOR CREDIT REPORT

In conjunction with your application for membership in the Huron Pines Housing Co-operative and to rent a unit at 1453 Huron Street in London, you are required to agree to allow the owner to obtain credit information. Please indicate your concurrency by acknowledging the Statement below.

I/we certify that the information provided on our Application is true and correct and I/we agree to allow Huron Pines Housing Co-operative Inc., or its agent, to conduct such credit investigations as may be required in conjunction with the Application, and from time to time, as may be required under my/our tenancy agreement.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

WITNESS

APPLICANT

WITNESS

APPLICANT

P.O. Box 320023, London, ON N5V 2E6  
[www.huronpines.ca](http://www.huronpines.ca)