

**Application for Membership  
Brighton Yards Housing Co-operative Inc.  
64 Pepler Street (Office)  
Waterloo, Ontario N2J 4P7 519-886-9242 Fax: 519-886-2752**

**1. Contact Information**

Last Name	
First Name	
Address	
Postal Code	
Home Phone	
Work Phone	
Email	

**2. Unit Requirements**

What size of unit do you require?	
When would you like to move in?	
Do you require an accessible unit?	
How many people will be living in your household in total? _____ Adults: _____ Children: _____	Children's Names and Birthdate 1. _____ 2. _____ 3. _____ 4. _____
Do you know anyone in the currently living at the co-op? Who?	
How did you hear about the co-op?	

**3. Other Information**

Do you require a parking spot? How many?	
Do you own a pet? What kind?	

#### 4. Co-operative Awareness

Have you ever belonged to a co-operative before? Where? What kind?	
Why do you want to move into the co-op?	
Have you been involved with any volunteer organizations such as a community group, service club or trade union? If so, please list.	

#### 5. Participation

All Co-op members are expected to volunteer to help with the running of the Co-op. Please specify the area of interest for each applicant. Please note first and second preference. Initial your choice if there is more than one adult applicant.	
Finance	Member Selection/Orientation
Green Committee	Member Relations
Member Education/Participation	Board of Directors
Social	Maintenance or Landscape
Newsletter	Other: _____
Unit Inspection	Grounds Upkeep (snow shovelling, lawn mowing, etc.)
Why are you particularly interested in this committee or activity?	

## 6. Housing Background

(Confidential Information)

The Co-op uses the following information to establish your tenancy history.

How long have you lived at your current address? (If less than 2 years, please provide two previous addresses and length of tenancy)	
Please provide contact information for the landlords of the above addresses.	
How much do you currently pay each month for housing (mortgage or rent, excluding utilities)?	

## 7. Personal Income

The Co-op uses the following information to perform a credit check and to determine eligibility under CMHC income guidelines.

Birth Date: D/M/Y (please specify for each applicant)	
Social Insurance Number	
Bank/Credit Union (Please provide contact information)	
Occupation and Employer (please provide contact information)	
Length of time with present employer	
Monthly Income (please specify for each applicant) *Proof of employment – copy of paystub or bank statement or letter from employer stating income must be included with application	

### **Declaration and Signatures**

- I/We understand that only members of Brighton Yards Housing Co-operative may occupy a housing unit and I/We hereby apply for membership in the Co-op.
- I/We understand that this application must be accompanied by the following:  
\$20.00 application fee per adult member over 18 (\$40 max for 3 or more applicants)  
Non-refundable.
- Income verification in a form suitable to the Co-op for each member of the household who receives an income. This can be in the form of a bank statement, or a copy of a pay slip. Application will not be processed until information is received.
- Applicant cannot reside in a unit at Brighton Yards Housing Co-op while applying
- I/We understand that the Brighton Yards Housing Co-operative exists for the purpose of providing housing at cost to its members and that membership includes the responsibility to participate in managing the Co-op.
- I/We understand that accommodation in the Brighton Yards Housing Co-operative depends on being accepted for membership in the Co-op.
- I/We declare that all the information in this application is correct and hereby authorize the Co-op to verify any or all of the information contained herein, and to perform a credit check at the discretion of the Co-op.

#### **Signature(s) of Applicant(s)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PLEASE NOTE: Your application will not be recorded as submitted until the application fee and all required information has been received.**

# Personal Information Protection Statement

**I agree that Brighton Yards Housing Co-operative Inc. may keep the following information about me:** (some of this information is required for subsidy agreements and our operating agreements with various government agencies)

Name and address	Phone numbers
Members of my household	Date of Birth
Housing Background	Household Income
Source of income	Email addresses

**I agree that this personal information may be made available to people in the following positions:** (some of this information is required for subsidy agreements and our operating agreements with various government agencies)

Office coordinators	Office bookkeepers
Co-op Auditors	Co-op lawyers
Board of Directors and officers	Membership Committee
CMHC their agencies and agents	City of Waterloo their agencies and agents
Region of Waterloo their agencies and agents	
Phoning Committee (members name, unit and phone numbers only)	

**I understand that Brighton Yards Housing Co-operative Inc. will use the information to**

- Contact me about this application
- Determine my eligibility for housing and membership in the Co-op
- Decide if I qualify for subsidy
- Decide on any request for an internal move

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

I have read and received a copy of this statement.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

[All members of the household 16 years of age and older must sign this statement.]