

MIMICO CO-OPERATIVE HOMES INCORPORATED

1 Summerhill Road, Suite 100, Toronto, ON M8V 1R9 Phone: (416) 255-1807 Fax: (416) 255-0510

Dear Applicant:

Thank you for your interest in Mimico Co-operative Homes Incorporated.

Located at 1 Summerhill Road in Etobicoke, Mimico Co-op is a 172 unit non-profit high-rise, which opened in 1988 to provide affordable housing in a stable community where singles and families of mixed incomes work co-operatively to manage their common affairs.

In selecting members, the co-op looks for people who will honor their obligations to the co-op, respect their neighbors rights and do their part to make it work.

There are 56 one-bedroom (600 sq. ft.) units, 73 two-bedroom (800 sq. ft.) units, 24 three-bedroom (950 sq. ft.) units, 13 three-bedroom (1250 sq. ft.) town houses and 6 four-bedroom (1400 sq. ft.) Town houses.

The housing charges, including utilities are \$842 for a one-bedroom, \$1,022 for a two-bedroom, \$1167 for a three-bedroom, \$1175 plus gas for a three-bedroom town house and \$1286 plus gas for a four-bedroom townhouse. Housing charges include sector support of \$4.00 per month. Parking is an additional \$38.00 per month per vehicle.

Members are responsible for their own cable and telephone charges. A percentage of the units are reserved for households whose monthly income charge are geared to their income.

If you are interested in Mimico Co-op please complete an application form carefully. Each adult 16 years and over must fill in their name on the application. Verification of income must be included with your application such as a letter from your employer on company letterhead clearly stating your gross earning or cheque stubs for a recent consecutive two-month period.

If a unit becomes available and your credit and landlord checks are successful, you will then meet with office staff who will provide you information on Co-operative housing. The Board of Directors will make the final decision on your application. **A \$25 membership fee for each person 16 years of age and older will be required when you have been accepted and a unit is available for you.**

For questions or more information, phone (416) 255-1807 or fax us at (416) 255-0510 or by email at mimico-coop@on.aibn.com. **Our co-op website: mimicoco-op.ca**

Our office hours are Mondays & Tuesdays 10:00 a.m. to 4:00 p.m., Wednesdays 12:00 noon to 7:00 p.m. and Fridays 10:00 a.m. to 1:00 p.m.

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APPLICATION FOR MEMBERSHIP

An "Applicant is any adult (16 years or older) residing with the family. Please answer all questions with detailed information on ALL applicants. If more space is needed, please attach a plain sheet of paper.

1. Applicant "A" - Adult 1

Surname _____ First Name _____

Date of birth (m/d/y) _____

Address: _____

City: _____ Postal Code: _____

Telephone (Home): _____ Work: _____ ext _____

Applicant "B" - Adult 2

Surname: _____ First Name: _____

Date of birth (m/d/y) _____

Address: _____

City: _____ Postal Code: _____

Telephone (Home) _____ Work: _____ ext. _____

2. List all other members of the household

SURNAME	GIVEN NAME (S)	BIRTH DATE (DD/MM/YY)	SEX

Note: single parents must provide proof of custody

3. Housing Needs

Number of Bedrooms:

Apartment Size: one two three **Townhouse Size:** three four

Do you require an accessible unit? _____

How much notice would you require for moving? _____

4. Pet Policy

Do you own a pet? **Yes** **No**

The Co-op has a pet policy that allows only one dog and two cats per unit.

Restriction:

dogs must not exceed twenty-four inches in height, **known aggressors** (i.e.: Doberman Pinchers, Pit Bulls, Rottweiler, Mastiffs, German Shepherds, etc.), venomous snakes and other animals or insects. (For more info. please speak with your interviewers at time of interview).

What pets do you have? _____

NOTE: ONLY ONE DOG AND TWO CATS ALLOWED PER UNIT

5. Please list all vehicles (cars, trucks, vans, etc)

Year	Make	Model	Colour	Plate
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Proof of vehicle Insurance must be provided at time of move-In

6. Participation in the Co-op

All Co-op members are expected to volunteer some time to help with the running of the Co-op. The Co-op has organized many committees to allow members to have input into the management of the co-op and the organization of community activities. Please indicate which of the following committees would be of interest to you. Initial your choices if there is more than one applicant in your household.

Social Committee []	Welcome Committee []	Gardening []
By-law Committee []	Newsletter []	

Other than volunteering on a committee, there are many other ways that members can help in the Co-op. Please note any other volunteer activities that you might be interested in: _____

7. Content Insurance

Proof of current content (renters/Home) insurance must be provided at move-in. Please note that the Co-ops insurance does not cover any damages to the contents in a members unit. As a Co-op member, you can purchase personal content insurance at a discounted price from the Co-operators Group. For more information see the Co-op office.

8. General Information

How did you hear about Mimico Co-op? _____

Why do you want to move into the Co-op? _____

Have you lived in a Housing Co-op before or been involved in any form of Co-operative or credit union? If yes, please give details: _____

Do you speak a language other than English? _____

Are you willing to translate for other members? _____

Any other comments concerning your application to the Co-op? _____

9. Housing Background

How long have you lived at your current address? _____

If you lived there less than two (2) years, please provide previous address.

Move-out notice requirement of the current landlord: _____

The Following information is strictly confidential

1. Monthly cost of present housing:

- 1) Rent: \$_____ per month
- 2) Utilities: \$_____ per month (if not included in rent)

Landlord Reference

Name of Landlord _____ Phone: _____

Address: _____

2. Household Income

Please provide us with monthly before tax income (gross income) of each household member:

Name of household member	Employer or other source of income (ie, Social Assistance, CPP, OAS)	Gross monthly income before deductions

Income verification must accompany application (pay stubs, letter from employer, etc.)

I understand that this application must be accompanied by the following:
Proof of income in a form suitable to the Co-operative for each member of the household who receives an income (see the following page for information on PROOF OF INCOME).

A letter from your landlord with the following information:

- Present Landlords name, address & telephone number
- Applicants present rent and what it includes
- Have there been any problem with payments? (NSF, Late payment, etc.)
- Are there any problems as a tenant? (Noise, etc.)

If any of the above information is missing the application process will be delayed

DECLARATIONS

1. I/we understand this application must be accompanied by the following:
 - Proof of income for each adult.
 - Landlord/Lady reference
2. I/we understand that a credit check will be done with the Credit Bureau for all adults over 18 years old.
3. I/we understand that must attend an information session before this application is approved.
4. I/we understand that as a member of Mimico Co-operative Homes, I will be expected to volunteer time to help with the running of the Co-op.
5. I/we understand if I owe money to any of the Housing Authorities, which makes up the Ontario Housing Corporation, or to any other Co-op, I/we will be required to clear this debt before moving into Mimico Co-operative Homes.
6. I/we understand that living in a unit at Mimico Co-operative Homes will depend on my signing a occupancy agreement with the Co-op, and that before I move in I will be require to pay the first month housing charge and a member deposit equal to a full months housing charge of the particular unit.
7. I/we understand we must provide copy of a current content (renters/home) insurance when I receive keys to my new unit and must provide annually update to the co-op office.
8. I/we declare that all the information in this application is correct and hereby authorized Mimico Co-operative Homes and its agents to verify any or all of the information contained herein, including a credit and a landlord check.
9. I/we understand that only members of Mimico Co-operative Homes Inc. may live in the Co-op and we apply for membership.
10. I/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 and a \$200.00 non-refundable deposit as an initial installment on the first month's housing charge will be required once the applicant agrees to accept a particular unit.
11. I/we understand that storing of contrabands, unlicensed weapons will results in termination of membership.

Please note that the co-op does not accept cash payments

Signature of all household members over 16 years of age:

Date: _____

PLEASE NOTE: *Your application will not be recorded as received until ALL information is received in our office.*

PROOF OF INCOME

1. **If you are self-employed or a member of a partnership, submit a financial statement prepared by a chartered accountant concerning your most recent fiscal period indicating:**
 - i. the gross and net profit from you business
 - ii. total payment from your business to you or members of the household as personal salary, bonus, dividends, loans or otherwise in the last year; and

If your business does not normally prepare financial statements, submit a letter from a chartered accountant or a statutory declaration, sworn before a notary public, or your earnings in the past twelve months and projected for the next twelve months.
2. **If you are regularly employed, submit one of the following:**
 1. A letter from your employer stating your gross wages, overtime pay or annual salary for the past year
 2. Original copies of eight consecutive recent pay stubs
3. **If you are receiving social assistance**
 1. Submit the most current statement from the social agency showing the size of your family and any amount of benefits received and a copy of your drug benefit card.
4. If you are receiving a pension or annuity, submit one of the following:
 1. A confirmation letter
 2. Copy of most recent monthly pension cheque
 3. The slips sent to you with the cheque
5. **If you are irregularly or seasonally employed, submit one of the following:**
 1. Your last income tax return with related T4 slips and the Notice of Assessment issued by Revenue Canada.
 2. A confirmation letter from your current employer stating you gross wages and overtime pay
 3. Copies of any unemployment insurance warrant cards
 4. An estimate of your earnings for the next twelve months
6. **If you are currently unemployed, submit the following:**
 1. Copies of the last three consecutive unemployment (“My Claim Page”) warrant stubs.

PROOF OF LANDED STATUS

7. Please provide proof of your status by submitting one of the following:
 1. Copy of your Canadian Birth Certificate
 2. Copy of Canadian Citizenship Card
 3. Copy of Permanent Resident Card
 4. Copy of Canadian Passport

Mimico Co-operative Homes Inc. Application Form

Commitment to Active Participation

After the co-op receive your completed application form the co-op staff will review the information you provided to make sure we have all the necessary information. The first step if for the staff to conduct a credit check; a landlord check and the income verification will be reviewed carefully.

The next step is to set a date and time for you to be interview by two members of the Co-op's Member Selection Committee. The purpose of this interview is to get an impression of you as a potential member and for you to understand Co-op living.

The interviewers will consider your willingness to participate and your potential as a good neighbour. Usually the interviewers will recommend acceptance as a future member to the Board of Directors who makes the final decision. Please understand that if one or both interviewers have any doubts about: your understanding of what a co-operative is; your willingness to be an active member; or your consideration for other members, you may be invited to a second interview or may not be recommended for membership.

Living in a residential co-operative can be fun, interested and very rewarding. There is the advantage of feeling part of a community and a sense of security not generally felt in a rental unit. This, however require a commitment of your time and energy. This could be an ideal situation for some, but the co-operative living is not for everyone. This would be a good time for you to give serious though to the lifestyle change you are about to make. While most people have the right to live in a Co-op, it is equally important to know that with that right come responsibilities.

You should be aware that housing co-operative do not fall under the Landlord and Tenant Act, rather they are governed by the Co-operative Corporation Act.

Mimico Co-operative Homes Inc. Application Form

Commitment to Active Participation

Please read and consider carefully before signing the following statement. You should be aware that this is not a legal document but rather a declaration of your understanding, commitment and intent.

1. I/we understand the need for every Co-op member to be a fully participating member in both the running of the co-op and the building of community spirit.
2. I/we understand that attendance at all General Membership Meetings is mandatory. If occasionally I am unable to attend, I will advised the office in advance that on this particular occasion I will not be able to attend. This is referred to as “giving regrets”. If I do not notify the office in advance and do not attend a members meeting I understand that an automatic fee of \$25 will added to my account.
3. I am aware that attending General Members Meetings is not sufficient to keep the Co-op functioning effectively. Participation in committee work and/or work parties will be necessary. Also, that to become involved in these areas I may:
 - Contact the staff for advise and suggestion
 - Respond to notices posted on the notice board
 - Be contacted by other members
 - Initiate my own participation
4. I understand that failure to follow the Co-op By-laws will result in the loss of members privileges, for example :
 - loss of privilege to relocate to another unit,
 - rental of the party room
 - the loss of membership

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

*****All adult applicants 16 years of age and older must sign this form before approval for membership can take place.***