

Membership Committee - Application Procedure

People who are interested in applying for membership must first complete an application form, which may be obtained from the Borealis Cooperative Housing website at www.borealiscoop.com, or e-mailing BorealisHousingCoop@hotmail.com or sending a self-addressed stamped envelope to the Membership Committee, 2000 Finlayson Drive, Yellowknife, NT, X1A 3C7. A blank application form and brief overview of the co-op will then be e-mailed or mailed to the prospective member.

Interested applicants are then required to complete the application form and return it to the Membership Committee. Once the completed application has been returned, it will be reviewed and sorted according to individual need (i.e., unit size) and then filed according to date of application. The application form and background information provide a primary screen for unsuitable applicants so applicants are encouraged to fully complete the application form.

Vacant units at the Co-op are NOT filled on a "first-come first-served" basis. Several times a year the Membership Committee will contact applicants on file to schedule a home interview. Applicants will be given an overview of co-op living and then interviewed to determine suitability for co-op membership. Applicants must meet the following selection criteria:

- Household income and unit size requirements (income verification will be required)
- Assessment of the applicant's current living condition
- Credit and personal reference checks
- Skills and experience
- Commitment to cooperation, participation and community living
- Likelihood of being a good neighbor who will respect the rights of others, and a good resident who will maintain the unit and its surroundings
- No indication of prejudice on the basis of age, race, ethnic origin, religion, sex or sexual orientation
- Degree of housing need

Successful interviewees will be recommended to the Board. Once an applicant has been accepted for membership by the Board, he/she will be placed on the "approved" external waiting list for an available unit. As units become available applicants on the waiting list will be notified. This is usually done 30 days prior to the actual vacancy date of the unit. It is the responsibility of applicants to ensure that their contact information is current.

Applicants who do not meet the selection criteria will be notified in writing.

Borealis Housing Cooperative Limited

Application for Membership

All information on this form is used for the purpose of processing membership applications. All information given by prospective members is confidential and will not be released to the general membership of the Borealis Housing Cooperative Limited.

APPLICATION FOR MEMBERSHIP

I/we _____ hereby make an application for membership in Borealis Housing Cooperative Limited.

I/we understand that Borealis Housing Cooperative is formed for the purpose of providing housing at cost for its members. Membership includes the responsibility to participate in the administration and maintenance of the Borealis Housing Cooperative.

I/we agree to comply with the terms of all Borealis Housing Cooperative by-laws, rules and regulations, operating policies of the Borealis Housing Cooperative.

I/we understand and agree that if I/we provide false or misleading information to the Borealis Housing Cooperative that this may be considered by the Board to be sufficient reason to deny or revoke membership in the Borealis Housing Cooperative.

I/we declare that I/we are of legal age to enter into a contract.

I/we understand that if I/we are receiving a subsidized rate for accommodation, the Borealis Housing Cooperative will require detailed information on changes that affect the subsidized housing charges. This includes, but is not limited to, monthly household income and changes in the number of members living in the unit.

Signature of Applicant #1: _____ Date: _____

Signature of Applicant #2: _____ Date: _____

Signature of witness: _____ Date: _____

Please print and complete the following:

APPLICANT #1:

Name: _____ Age: _____
Address: _____ City: _____
Province/Territory: _____ Postal Code: _____
Contact No(s). _____ E-mail: _____

If less than one year at present address, please indicate your former address and the name of your landlord:

APPLICANT #2:

Name: _____ Age: _____
Address: _____ City: _____
Province/Territory: _____ Postal Code: _____
Contact No(s). _____ E-mail: _____

If less than one year at present address, please indicate your former address and the name of your landlord:

PLEASE LIST ALL OTHER MEMBERS OF THE HOUSEHOLD:

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VOLUNTEER EXPERIENCE:

The business and social affairs of Borealis Housing Cooperative are managed by members. For this reason, skills and experience in group activities are important resources for the Cooperative. Please list your volunteer participation or other activities that might prepare you to make a contribution to the Cooperative.

Applicant #1

Applicant #2

Why do want to live at Borealis Housing Cooperative?

SIZE OF UNIT REQUESTED:

2 Bedrooms

3 Bedrooms

4 Bedrooms

Number of pets owned by all prospective residents of the unit: _____

Number of vehicles owned by all prospective residents of the unit: _____

APPLICANT #1 FINANCIAL INFORMATION

NAME: _____ OCCUPATION: _____
CURRENT EMPLOYER: _____ PHONE: _____ YRS. EMPLOYED: _____
ADDRESS: _____ CITY/PROV/TERR: _____
GROSS MONTHLY INCOME: _____ NET MONTHLY INCOME: _____

PREVIOUS EMPLOYER (if less than 1 year): _____
ADDRESS: _____ PHONE: _____ YEARS EMPLOYED: _____
BANK: _____
ADDRESS: _____

PRESENT LANDLORD: _____ PHONE: _____
ADDRESS: _____
LENGTH OF STAY: _____ PRESENT RENT AND UTILITIES: _____

PREVIOUS ADDRESS (if less than 1 year): _____
PREVIOUS LANDLORD: _____ PHONE: _____
LENGTH OF STAY: _____ PRESENT RENT AND UTILITIES: _____

Is there any reason why your current landlord or previous landlord should not be contacted? If so, please explain.

AUTHORIZATION

I, the undersigned, hereby authorize Borealis Housing Cooperative Limited to obtain or exchange any personal information with any personal information agent towards establishing or verifying my financial standing. I also give the Cooperative permission to conduct a landlord/reference checks. I declare to the best of my knowledge that the information I provided is accurate.

Applicant #1 Signature: _____ Date: _____

Witness: _____ Date: _____

APPLICANT #2 FINANCIAL INFORMATION

NAME: _____ OCCUPATION: _____
CURRENT EMPLOYER: _____ PHONE: _____ YRS. EMPLOYED: _____
ADDRESS: _____ CITY/PROV/TERR: _____
GROSS MONTHLY INCOME: _____ NET MONTHLY INCOME: _____

PREVIOUS EMPLOYER (if less than 1 year): _____
ADDRESS: _____ PHONE: _____ YEARS EMPLOYED: _____
BANK: _____
ADDRESS: _____

PRESENT LANDLORD: _____ PHONE: _____
ADDRESS: _____
LENGTH OF STAY: _____ PRESENT RENT AND UTILITIES: _____

PREVIOUS ADDRESS (if less than 1 year): _____
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Applicant #2 Signature: _____ Date: _____

Witness: _____ Date: _____