



## Windy Woods Co-operative Homes of London Inc.

#101- 111 Belmont Drive

Telephone (519) 668-2381

London, Ontario, N6J 4X9

Email: windywoodscoordinator@gmail.com

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### **Welcome to Windy Woods Co-operative!**

Thank you for applying for membership at our housing co-op. Date received: \_\_\_\_\_  
Number of bedrooms required are: \_\_one \_\_two \_\_three \_\_four

Please ensure that you complete all areas of the application form. It is very important that you clearly print all information. Once you have completed and signed your application form, please return the forms to the Co-op office. The office address is listed above. There is a mail slot in the office door if the office is closed.

Once we have a unit available in the size you request or qualify for, the co-op office staff will complete a landlord reference check and credit check, then you will be asked to meet with the membership committee for an interview. The Board of Directors and they make the final decision. You will be contacted by telephone to be offered the unit. Please inform the co-op office of any contact information changes.

The co-op does have the right to decline applicants due to poor landlord references, fraudulent applications and not meeting the requirements of co-operative living. Applicants with poor credit may be asked to offer a co-signer with their application.

Current Market Housing Charges-05-01-24 – 1 Bdr reg. Apt - \$716.00; 1 Bdr Lg Apt - \$766.00; 2 Bdr Reg Apt - \$799.00; 2 Bdr Lg Apt - \$841.00; 3 Bdr Access Apt - \$885.00; 3 Bdr TH - \$975.00; 4 Bdr TH - \$995.00.

#### **Notes:**

1. Housing charges are due on or before the first business day of each month – or earlier.
2. Monthly housing charges include water. Monthly housing charges do not include sector support, London hydro, Enercare hot water tank rental or Enbridge gas.
3. You are required to provide proof of unit content insurance, London Hydro, Enercare and Enbridge gas prior to key transfer.

Other Additional Fees (when applicable): Late Fees \$25.00 1<sup>st</sup> time; \$50.00 2<sup>nd</sup> time  
NSF Fees \$6.00

Co-operatively yours,

*Lorri Sutherland*

Lorri Sutherland,  
Property Manager, Windy Woods Co-operative Homes  
Apex Property Management & Consulting Inc.

Windy Woods Co-operative Homes of London Inc.  
**APPLICATION FOR MEMBERSHIP**

The requested information is used to determine the applicant(s) eligibility for Membership at Windy Woods Co-operative Homes of London Inc. This information may be shared with the Co-Operative's auditor and or The City of London Housing Division should it be necessary for internal audit purposes. This information will be retained by the Co-op should it be required that the Member's account be placed with collections after move out. The applicant(s) name(s) and contact information will be shared with the Co-Operative's Member Development Committee in order to reach the applicant(s) for interview purposes.

**PLEASE PRINT CLEARLY**

Is an interpreter required? \_\_\_ yes, \_\_\_ no.

If yes, what is your primary language: \_\_\_\_\_

**APPLICANT #1**

NAME: (Please include middle name) \_\_\_\_\_

ADDRESS: (Include City and Postal Code) \_\_\_\_\_

PHONE # (H): \_\_\_\_\_ (W): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL INSURANCE #: \_\_\_\_\_

DRIVERS LICENSE NO.: \_\_\_\_\_

**APPLICANT #2**

NAME: (Please include middle name) \_\_\_\_\_

ADDRESS: (Include City and Postal Code) \_\_\_\_\_

PHONE # (H): \_\_\_\_\_ (W): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL INSURANCE #: \_\_\_\_\_

DRIVERS LICENSE NO.: \_\_\_\_\_

Applicants are considered to be anyone that will reside in the household that is 16 years of age and older. If there are more than 2 applicants please include their information on the reverse side of this page.

## Windy Woods Co-operative Homes of London Inc.

**HOUSEHOLD INFORMATION**

Please complete the following for anyone else that will be residing in your household.

<u>Last Name</u>	<u>First Name</u>	<u>Date of Birth</u> <u>M/D/Y</u>	<u>Relationship to</u> <u>Applicant(s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CONFIDENTIAL EMPLOYMENT INFORMATION****APPLICANT #1 –**

Sources of income (check all that apply) \_\_\_ Earned, \_\_\_ Pension, \_\_\_ Assistance.

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Gross monthly income: \$ \_\_\_\_\_

**APPLICANT #2 –**

Sources of income (check all that apply) \_\_\_ Earned, \_\_\_ Pension, \_\_\_ Assistance.

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Gross monthly income: \$ \_\_\_\_\_

**CURRENT HOUSING INFORMATION**

**CURRENT LANDLORD** – Name of landlord or mortgage company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_

How long living at this address? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

**PREVIOUS LANDLORD** – Name of landlord/mortgage company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

How long did you lived at this address?: \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

**PREVIOUS LANDLORD** – Name of landlord/mortgage company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

How long did you lived at this address?: \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

## Windy Woods Co-operative Homes of London Inc.

Your landlord or mortgage company will be contacted in order to verify that you have not been an arrears concern. If your landlord or mortgage company cannot give you a satisfactory arrears report it could be reason to deny you Membership and Occupancy Rights at Windy Woods.

### **UNIT REQUIREMENT INFORMATION**

**The City of London Occupancy Standards stipulates that children of the opposite sex that are over five years of age are not permitted to share a bedroom.**

Number of bedrooms required are:  one  two  three  four

Do you require a wheelchair accessible unit:  yes  no.

If you answered yes do you require a roll in shower  yes  no.

### **GENERAL INFORMATION**

**PARKING** - The Co-ops' Parking Policy does not allow un-plated or inoperable vehicles, oversized vehicles, boats or trailers to be stored in the parking areas. If you do not have a vehicle you will not be allocated a parking space. A maximum of two vehicles per household are permitted to park on the Windy Woods lot. The Co-op charges a 2<sup>nd</sup> vehicle fee of \$20.00 monthly for households with more than one vehicle.

Year	MAKE	MODEL	COLOUR	STICKER MONTH	LICENSE PLATE

**PETS** – The Co-op's Pet Policy requires that pets be spayed or neutered. Exemptions to this policy can be obtained by writing to the Board of Directors and explaining your case. Maximum number of pets in a unit are 2 cats and 1 dog. No exotic pets allowed.

TYPE OF PET	GENDER	SPAY/NEUTER DATE	DATE OF SHOTS

**PARTICIPATION** – All Co-op Members are obligated to participate in some manner to assist with the ongoing operation of the Co-operative. The exact nature and amount of this commitment may be varied from time to time by the Co-operative, but only in accordance with its' By-laws, Rules, or Regulations.

What committees are you interested in joining?

	Board of Directors	Maintenance	Finance	Newsletter	Events	Membership
Applicant #1						
Applicant #2						
Applicant #3						

Windy Woods Co-operative Homes of London Inc.

**INSURANCE –** The Co-op’s Bylaws require all Members to carry and provide proof of members unit and liability insurance prior to move in and annually there after.

I/We understand that to be eligible to occupy a unit I/We must become a member(s) of the Co-operative and sign an Occupancy Agreement. I/We understand that providing proof of unit and liability insurance is a requirement to become a member(s). I/We also understand that to become a member I/We must support “Co-operative Principles”.

**FURTHERMORE**

1. I/We understand that Co-operatives are formed for the purpose of providing housing at cost to its’ Members and that Membership requires me/us to participate fully in the management and maintenance of the Co-operative including attending general membership meetings each year and participate in the democratic functioning of the co-operative.
2. I/We understand that accommodation in the co-operative depends on being accepted for Membership into the Co-operative.
3. I/We authorize Windy Woods Co-operative to obtain or exchange personal information with *the credit bureau, the mortgage company or landlord authorized on this application, and employer (any personal information agent or agency)* for the purpose of establishing or verifying my/our financial standing.
4. I/We declare that all of the information in this application is current and correct.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**To be signed and dated by everyone in the household that is 16 years of age and older.**