

Frances Gardens Housing Coop
PO Box 164
Sooke, BC V9Z 0P7
francesgardens6579@gmail.com

Tel (250) 642-4242

Fax (250) 642-7242

Office Hours: Tuesdays 8:30AM-3:30 PM
The office is located in the carport of Unit 4 - 6579 Throup Road

Surname of Applicant:	First name of Applicant:
Street address:	City:
	Province:
Date of Birth	Postal Code
Home phone:	Work phone(s):
Cell phone(s):	Email address(es):

Surname of Co-Applicant:	First name of Co-Applicant:
Street address:	City:
	Province:
Date of Birth	Postal Code:
Home phone:	Work phone(s):
Cell phone(s):	Email address(es):
Relationship to Applicant:	

List all other household members

(please include any children living with member less than full time):

Surname	First name	M/F	Date of birth	Relationship

Surname	First name	M/F/ Other	Date of birth	Relationship

Unit Size: All units are 3 bedroom duplexes.

Tell us about your current housing situation (If less than two years please provide previous landlord's name and phone number.

Current Landlord Name	Phone Number
How long there?	# of bedrooms
Rental cost	Were pets allowed?
Monthly Hydro cost	Reason for leaving?
Do you find your current housing is adequate to meet your needs? Why or Why not?	

Previous Landlord Name	Phone Number
How long there?	# of bedrooms
Rental cost	Were pets allowed?
Monthly Hydro cost	Reason for leaving?

Do you have any pets?

Cat / Dog - Name	Breed	Spayed / Neutered	Licensed	Indoor/Outdoor

-Please be prepared to provide proof of spaying/neutering at your interview.

How many vehicles does your household have - complete below:

Make	Model	Colour	License	Oversized
				YIN
				YIN
				YIN

What led you to be interested in Co-operative housing and our Co-op in particular?

What skills do you have to offer in a volunteer capacity to help the co-op to thrive?

Do you know anyone who currently lives in Frances Gardens Housing Co-operative?

Name _____ Unit # _____ Call for reference? Y / N

Please list two personal references, one of whom is not a family member, who has known you for at least three years and would be willing to answer some questions about you?

Name:	Phone:
Relationship:	How long has this person known you:

Name:	Phone:
Relationship:	How long has this person known you:

Consumer Credit and Tenancy File Inquiry Consent Form

(For one or two co-tenancy applicants otherwise complete a separate application)¹.

Definitions: Information².

The word "**Information**" means **credit information, personal information, and information about the services** you use that are provided by the **Housing Provider or Housing Provider's agent as listed in this rental application** and information relating to your tenancy at the **Premises applied for in this rental application** including information regarding the duration of your tenancy, monthly rent, emergency contacts and any matters relating to your lease/tenancy agreement, including misrepresentations relating to, defaults under and/or breaches of your lease/tenancy agreement or any other matter experienced by the **Housing Provider or Housing Provider's agent**.

"**Credit Information**" means information about you, including your name, age, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant's/spouse's/same-sex partner's name and age, number of dependents, particulars of education or professional qualifications, the field of employment, places of employment, previous places of employment, employment durations, estimated income, paying habits, outstanding debt obligations, cost of living obligations, involvement in bankruptcy proceedings or Housing Provider and tenant disputes, assets, and banking information (including account and credit card information).

"**Personal Information**" means information about you including but not limited to the credit information that may be relevant to your suitability as a tenant or for the assessment of other applications made by you (e.g. loans, financial, internet, phones, cable) if you have consented to the use of the information for this purpose, and may include: publicly available information obtained from the Internet, news sources or public records, databases, and listings; online maps of your address used to verify the address information provided by you; and references (provided by you to the Housing Provider) concerning your character, reputation, physical or personal characteristics or mode of living or about any other matter or experience concerning you that is relevant to your suitability as a tenant.

Collection, Use, and Disclosure of Information:

In consideration for the **Housing Provider or Housing Provider's agent** accepting you as a tenant and entering into a lease/tenancy agreement with you, you expressly consent to and authorize the following:

1. **The Housing Provider or Housing Provider's agent** may obtain Information about you through a tenancy and/or credit report conducted by **Rent Check Credit Bureau Ltd.** and as permitted or required by law. You expressly authorize **Rent Check Credit Bureau Ltd.** to provide Information regarding you to **The Housing Provider or the Housing Provider's agent**.
2. **The Housing Provider or Housing Provider's agent** may use Information about you to determine your suitability as a tenant as permitted or required by law.
3. **The Housing Provider or Housing Provider's agent** may disclose Credit Information about you to **Rent Check Credit Bureau Ltd.**, as permitted or required by law, for inclusion within a database of rent-roll information and a tenancy file on you, for purposes of:
 - tenancy reporting and credit reporting under provincial credit and consumer reporting acts;
 - establishing a credit history and or rental history;
 - maintaining aggregate statistical data for purposes of tenancy and credit scoring;
 - supporting business application approval processing, usability studies, and research.
4. You expressly authorize **Rent Check Credit Bureau Ltd.** to retain positive Credit Information regarding you for the purposes outlined in section 3 above, for up to 20 (20) years. Negative Credit Information shall be maintained on record under provincial credit and consumer reporting acts.
5. You agree that all statements on this Residential Rental Application are true, and you expressly authorize all references given to release information about you to **the Housing Provider or Housing Provider's agent** for verification subject to sections 1 to 6.
6. **Rent Check Credit Bureau Ltd.** may also disclose your Information to any third party, but only with your prior express consent to do so or where required by law.

Please provide your consent by checking the following box and signing in the appropriate space below.

☐ Yes, I have read and agree to the collection, use, and disclosure of Information as outlined above.

I have read, understood, and voluntarily agree to the terms and conditions outlined above.

☐ Yes, I have read and agree to the collection, use, and disclosure of Information as outlined above.

I have read, understood, and voluntarily agree to the terms and conditions outlined above.

_____X	_____X
Applicant's Signature	Co-Applicant's Signature
_____X	_____X
Print Name	Print Name
_____X	_____X
Date: yyyy / mm / dd	Date: yyyy / mm / dd

¹ Signature space is provided for the applicant and co-applicant however Rent Check suggests that if more than 2 applicants the Housing Provider provides additional tenancy applicants with a separate copy of this Residential Rental Application for completion.

² **DISCLAIMER:** Rent Check does not represent, warrant, or guarantee that this Consent Statement will be valid or enforceable in all circumstances or for every Housing Provider. Each Housing Provider should modify the language of this Consent Statement to suit their circumstances and should obtain legal advice regarding the appropriate consent to be obtained from their prospective tenants. The Housing Provider or Housing Provider's agent cannot disclose any information not covered by this consent for whatever reason to Rent Check Credit Bureau Ltd.

Household Income:

Please provide the gross monthly income for each household member over 19 (include all sources of income before deductions):

Name of Household Member	Employer / Main Source of Income	Other Sources of Income	Gross Monthly Income
			\$
			\$
			\$
			\$
			\$

***You will be required to provide proof of income if the co-op calls you for an interview**

During the interview process, applicants will be subject to a credit check

I/WE understand that, if the co-op accepts us for membership, we must buy a share purchase of \$5000.00

I/WE declare that all information in this application is correct. We give the co-op permission to verify any or all of this information, and to do a landlord check and credit check. We understand that acceptance of membership depends on the co-op obtaining satisfactory results from the credit check. We agree to provide our dates of birth for the purpose when needed. We understand that we will be required to provide proof of income upon interviewing for membership within the co-op.

Applicant Signature

Partner/ Spouse Signature

Date

Date

PERSONAL INFORMATION PROTECTION ACT (PIPA)

The Personal Information Protection Act governs the collection, use and disclosure of personal information by organizations such as Frances Gardens Housing Co-operative in a manner that recognizes both rights of individuals to protect their personal information and the need for the organization to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances. Frances Gardens Housing Co-operative collects and maintains records like income verification, number of unit occupants, e.g. to effectively provide services to members and maintain operations. Furthermore, Frances Gardens Housing Co-operative does not sell, trade, rent or make available in any way, personal information about its members to third party organizations. Please note Frances Gardens Housing Co-operative has no control over third parties that access information which is available publicly. The information in this application is subject to the Provincial Information and Protection Act (PIPA).
