

Old Grace Not-for-profit Housing Co-operative Ltd. is building four 3-bedroom townhouses in the Wolseley neighbourhood.

Phase 2 Townhouse Application Form

Location

The four townhouses are located at the NW corner of Preston Avenue and Evanson Street.
The site is kitty corner from the co-op's Phase 1 housing complex.

The four townhouses will be numbered 250, 254, 258, 262 Evanson Street.

Affordable Housing for Families

Applicants must expect to have a total household income of \$75,592 or less in 2018.

Each townhouse has 3 bedrooms. There must be at least 3 people living in the household.

Additional Member Shares

The additional Member Shares required for each townhouse cost \$26,000.

This money is the co-op's contribution towards the building construction costs.
The additional Member Shares must be paid before construction can begin.

The townhouses are scheduled to be ready for occupancy in fall 2018.

Monthly Housing Charges

In a housing co-op, the co-op owns the building and residents pay monthly housing charges for their unit.

The housing charge for each townhouse is estimated to be \$1,254 per month in 2018.

Sorry, there is no provincial Rent Supplement available for these townhouses

Before completing this application form:

Please review the building layout, floor plans, and amenities for the townhouses.
Decide which townhouse you want to live in.

Find out more about the co-op, its policies, and how it operates
by clicking the ***About*** tab on the OGHC website home page

**Please email the Membership Committee at oldgracehousingcoop@gmail.com
if you have any questions about this application form, or need assistance completing it.**

OLD GRACE NOT-FOR-PROFIT HOUSING CO-OPERATIVE LTD.

Personal Information Protection - Consent Statement

1. I/we agree that Old Grace Not-for-profit Housing Co-operative Ltd. may keep the following information about me / our household on file:

Household contact information	Household size and composition
Medical information (disability)	Pet information
Present housing situation	Household income
Record of co-op loan & repayment	

2. I/we understand and agree that the co-op will use the information to:

- Contact me/us about this application.
- Determine my/our eligibility for co-op membership and occupancy.
- Determine if I/we qualify for affordable housing under MB Housing's rules.

3. I/we agree that this personal information may be made available to the following people, only as it relates to my/our application, and only on a need-to-know basis:

OGHC Membership Committee	OGHC Board of Directors
OGHC Finance Committee	Manitoba Housing

4. I/we understand that the co-op will destroy personal information that has been collected as soon as it is no longer needed.

5. I/we understand that the full text of *OGHC's Protection of Personal Information Policy* is available on the public pages of the co-op's website (www.oldgracehousingcoop.ca)

6. I/we have read and received a copy of this statement.

Applicant #1

Signature

Date

Applicant #2

Signature

Date

TOWNHOUSE APPLICATION FORM – PRE-CONSTRUCTION

PART 1: INFORMATION ABOUT YOUR HOUSEHOLD

1. Please list the co-op members who will be living in the townhouse:

Applicant #1: I confirm that I am a Friend of OGHC

Last Name: _____ First Name: _____

E-mail address: _____

Phone (1): _____ Phone (2): _____

Mailing Address (including postal code): _____

Please contact me using (give preference): email Phone 1 Phone 2

Other instructions: _____

Applicant #2 I confirm that I am a Friend of OGHC

Last Name: _____ First Name: _____

E-mail address: _____

Phone (1): _____ Phone (2): _____

Mailing Address (if different from above): _____

Please contact me using (give preference): email Phone 1 Phone 2

Other instructions: _____

2. Please list all the adults and children who will be living with you.

- Everyone in your household who is 18 years of age or older, and is not a dependent, is expected to apply for individual membership before moving into the co-op.
- Dependents (eg adult children, elderly parents) may apply for *Long-term Guest* status instead of full co-op membership. Long-term guests can attend co-op meetings but cannot take part in decision-making.

Name (First, Last)	Relationship	Age now (years)		
		0-5	6-17	18+

3. Which of the townhouses do you prefer to live in? (check the building plan for the unit numbers)

1st choice: _____ 2nd choice: _____

Is there any other information about your townhouse choice that you want the co-op to know?

PART 2: LIVING AT OLD GRACE HOUSING CO-OP

1. The co-op is a completely smoke-free community.

I/We have read and understand the **OGHC No-Smoking Policy** and agree that our household will follow it.

2. The co-op welcomes well-behaved pets.

I/We have read and understand the **OGHC Pet Policy** and agree that our household will follow it.

I/We do not have any pets at present.

I/We have the following pets:

Pet Type	Number

I/We understand that I/we must provide rabies vaccination information for dogs or cats prior to moving in.

3. The co-op is committed to reducing its carbon footprint by encouraging residents to consider alternatives to private vehicle ownership. Applicants for co-op housing are not guaranteed a parking space. There is a monthly charge of \$85 or \$100 for parking, depending on location.

3.1 I/We do not require a parking space

There will be two Peg City Car Co-op vehicles stationed on the 200 Arlington Street site. As an incentive to living car free, every Old Grace Housing Co-op resident who joins Peg City Car Co-op will receive a \$75 driving credit (equivalent to one year's annual fee and application fee) for no charge.

3.2 I/We would like more information about joining Peg City Car Co-op

Some co-op members are exploring private car-sharing as an alternative to vehicle ownership.

3.3 I/We would like more information about private car-sharing with another co-op resident.

There is a waiting list for parking spaces. Some off-site parking is available in the neighbourhood.

3.4 I/We want to apply for a co-op parking space
(please complete the ***OGHC Parking Application Form*** to be added to the waiting list)

4. OGHC members are expected to take an active part in co-op life.

4.1 I/We have read and understand the expectations of co-op members as detailed in ***OGHC House Rules - Member Involvement.***

4.2 I/We agree that our household will contribute an average of 8 hours per month towards the co-op (by involvement in social activities, work groups, committees and the board).

4.3 I/We agree to take part in making decisions that affect co-op life by attending the Annual General Meeting and all other membership meetings.

PART 3: TOWNHOUSE FEATURES AND CO-OP FACILITIES

Design features of the townhouses are described in full on the **Plans** tab of the OGHC website. Please note that all townhouses have:

- rear-entry level access (a common-use ramp) behind the building
- a ground-floor washroom that is wheel-chair accessible
- a second-floor bathroom fitted with a bath and shower.
- a dishwasher hookup in the kitchen (see online plan for location)
- a washer/dryer hookup in the second-floor utility room (there is no basement).

If you want to buy appliances, or move appliances from your current home, you can install these after you move into your townhouse. The co-op will need proof that your appliances meet Energy Star standards (to make sure our co-op's energy-efficiency targets are met).

The four townhouses are part of Old Grace Housing Co-operative. As a co-op resident member, you will be able to use all the co-op's common areas and facilities on the 200 Arlington site. These include:

- Common Room and kitchen on the ground floor
- second-floor laundry with multiple washers and dryers (card-operated)
- second floor library, with computer access
- basement activity area and exercise room
- courtyard and garden; roof-top deck
- basement level indoor storage for your bike
- two guest suites for short-term rental by your visitors

PART 4: TOWNHOUSE ALLOCATION PROCESS

1. Priority on the Waiting List for Units is based on the date that applicants joined the co-op and paid their one-time \$50 fee.
2. The Membership Committee will supervise the process of allocating the townhouses to eligible applicants. If an applicant's first choice of townhouse is unavailable, his/her second choice will be offered.
3. In the event that neither of the applicant's choices is available, the applicant will be contacted by the Membership Committee and given the opportunity to accept another townhouse from any still available.
4. If the applicant is not allocated one of the available townhouses, he/she may choose to keep his/her name on the co-op's *Waiting List for Suites*, in the event one of the townhouses becomes available later on, before the Phase 2 building is completed in fall 2018.
5. The applicant will also be informed about any suitable 3-bedroom suites that become available at the 200 Arlington site.

PART 5: FINANCIAL AGREEMENT

A. PAYMENT OF DEPOSIT ON A TOWNHOUSE

A deposit of \$1000 is required with your completed application form, to confirm your sincere interest in becoming a co-op resident. This payment is fully refundable if a townhouse cannot be allocated to you.

I /We have attached a cheque / money order for my/our \$1000 deposit.

I /We have made an e-transfer for \$1000 to oldgracehousingcoop@gmail.com

B. PROOF OF ELIGIBILITY FOR AFFORDABLE HOUSING:

You are eligible for affordable housing if your **household** income (Line 150 from each adult's income tax return) is below the Program Income Limits set by MHRC. **The Program Income Limit for 2017 is \$71,255 for a Family Household (with children or dependents). In 2018, this rises to \$75,592 per year.** To apply for one of these 3-bedroom townhouses, there must be at least 3 people living in your household.

MB Housing requires OGHC to verify and record the total annual gross household income of applicants before allocating the townhouse units, and again before the applicants actually move in.

- 1) Each member of your household aged 18 years or older must send the OGHC Membership Committee a *Certified Income Tax Return (Option C)* for the **2016 tax year** (which is the most recent one available).

Please call Canada Revenue Agency at 1-800-959-8281. You will need to speak to a representative to get this document. Be ready to prove your identity by giving your SIN Number, date of birth, and the income stated on Line 150 of your most recent tax return. The proof of income document will be mailed to you in 8-10 working days.

- 2) You can send in your completed townhouse application form without the *Certified Income Tax Return*. Please mail the tax return to the OGHC Membership Committee as soon as you receive it.

The co-op must know that your household income makes you eligible for affordable housing before you are allocated a townhouse and pay your additional Member Shares.

Note: OGHC will request a *Certified Income Tax Return (Option C)* for the **2017 tax year** in June 2018, to confirm that your household still qualifies for affordable housing. This information will be required before you sign your *Occupancy Agreement* (similar to a rental agreement).

C. PAYMENT OF ADDITIONAL MEMBER SHARES:

I/We understand that our additional Member Shares (\$26,000) must be purchased as follows:

- \$1,000 as a deposit with the completed Application Form
- \$25,000 balance within one month of being allocated a townhouse

I/We understand that my/our additional Member Shares (\$26,000) will be held in trust until released by the Manitoba Registrar of Co-operatives.

I/We understand that my/our additional Member Shares (\$26,000) can only be withdrawn before the townhouses are completed if another investor (applicant) can be found. This transaction will only be permitted if the amount of capital available to the co-op for construction is not reduced.

Declaration

I/We declare that all information on this application is true and correct and hereby authorize Old Grace Not-for-profit Housing Co-operative Ltd. or its representative, to verify any and all of the information herein, including information relating to family members, spouses, partners and/or roommates as detailed herein.

I/We hereby agree to comply with the terms of the general bylaws, rules and regulations, housing agreements and operating policies of Old Grace Not-for-profit Housing Co-operative Ltd. for its members.

I/We understand and agree that any misrepresentation such as under-declaration of household income, provision of incorrect financial information, failure to disclose the true number of people residing in my/our household, and other similar acts will give Old Grace Not-for-profit Housing Co-operative Ltd. enough valid reason to cancel my/our registration with the co-op.

Signatures of all adult *Friends of OGHC* now applying for townhouse occupancy:

Applicant #1	_____	_____
	Signature	Date
Applicant #2	_____	_____
	Signature	Date

**When you have completed this application form,
please make a copy for your own records.**

Return your completed townhouse application form to:

Membership Committee
Old Grace Not-for-profit Housing Co-operative Ltd.
c/o DSI Tandem Co-op Resources Ltd.
Unit 303 – 93 Lombard Avenue,
Winnipeg, MB. R3B 3B1

Applications can be mailed to this address, or dropped off during office hours (Mon-Fri 8:30-4:30).
Contact OGHC by email if you need your application picked up from your home.