



Inukshuk Housing Co-Operative Ltd.

Information Booklet & Membership
Application Form

Updated: June 2015

IMPORTANT INFORMATION & CONSIDERATION

Before applying for membership, it is important for you to understand that each member of Inukshuk CO-OP must assist in the activities, maintenance and business of the Co-op by either serving on the Board of Directors or on one of the various committees. Consistent and regular participation in the business and maintenance of the Co-op is compulsory for all members in order to ensure the continuance of the Co-operative.

As a Co-operative, all business and day to day operations of the complex are performed by the members who live here and as such the members are the Landlord & Management Company combined. As a member of the Inukshuk Co-op, you will be called upon to perform various duties and aid in the interview and inspection processes, regardless of committee participation or your personal schedule. This condition of membership is placed upon every member who lives within the Co-op, and is part of the occupancy contract you will sign if you are accepted.

Apart from the Board of Director positions, Inukshuk Co-op currently has the following committees: Membership, Maintenance, Finance, Bylaws & Policy, Volunteer, Parking Committee and the Board may be creating more if the need arises. You are free to join as many as you are interested in, but attendance and participation in at least one of these is mandatory for every member of the Co-op in addition to the standard inspection and interviewing requirements. Non-participation is a violation of the membership contract and is contrary to the Co-operative Housing movement at large.

In addition to the volunteer duties described above, each member must regularly attend the General Co-op meetings, which are typically scheduled on a monthly basis. It is at this meeting that the entire co-op discusses the business of the past, upcoming months and addresses any other concerns the members may have. All decisions are put to a democratic vote, so your attendance at the meetings is vitally important for determining the future and business of the Co-operative.

HOW DOES THE APPLICATION PROCESS WORK?

Applications

When units become available at Inukshuk the membership committee endeavours to fill these units as expeditiously as possible with suitable members. The membership committee will only contact potential members when units become available, but applications are kept on file for 6 months and placed on a waiting list, if you wish. Applications are prioritized in the order they are received.

Complete the following application and ensure that all required supporting documents are provided. Your application will not be processed if it is incomplete. Once we receive your application, and there are units available, the membership committee will contact you by phone for a brief consultation. During the consultation, applicants will be asked questions regarding employment, availability, and are informed of some of the procedures at Inukshuk. The membership committee will determine the suitability of each candidate and make the decision for occupancy. Following the interview, the membership committee will inform the Board of Directors regarding your approval for membership. A credit check and/or a job verification may be done by a representative from the membership committee or another member of the board.

In preparation for the interview you are welcome to do some research and prepare for our interview by visiting the following websites: www.chfc.coop or our very own website www.ykinukshukcoop.ca,

Acceptance

If you are accepted through the application and consultation process stated above, you will have 72 hours to secure the unit. Securing the unit require you to submit a certified cheque or money order for \$3000. Everyone who resides at Inukshuk has a \$3000 deposit referred to as "Shared Capital". Details on this "Shared Capital" can be found in the Inukshuk By-laws. You, and all adults who will be residing in the unit, will be required to sign an Occupancy Agreement which details the terms of occupancy.

Before keys are handed out, there are a few other documents and post-dated cheques that will be required. You will be required to provide proof of utility hook-ups for water with the City of Yellowknife and power with Northland Utilities. Post-dated cheques will be made out to "Inukshuk Housing Coop" and will be completed to the end of the calendar year and are dated for the first of each month. Should cheques not clear, there will be extra charges as per the by-laws of the Coop, details are explained in the General Information section below.

Once previous members have vacated the unit, a walk-through and a move-in inspection report of the unit will be completed. Once terms of occupancy are acceptable, keys will be given to you.

Welcome to the Inukshuk Co-Op!

IMPORTANT – WHO IS GOING TO SEE MY APPLICATION & WHAT WILL HAPPEN TO IT?

This application and all information provided within it are kept in strict confidence by the Board of Directors and their appointed representatives. All persons who have access to this information are bound by the Oath of Ethics. Following your meeting with the Membership Committee and if you are accepted, your application will be placed in a secured file cabinet. Otherwise, it will be destroyed if you should be denied membership. In either instance, Inukshuk Co-op Housing Co-op does not distribute any personal information of potential applicants or members information to any third parties unless directed by legal authorities.

PRINCIPLES OF THE CO-OPERATIVE

In submitting this application for membership and residence in the Inukshuk Co-op Housing Co-operative, you must understand and accept the following Co-operative principles:

- Open and voluntary membership regardless of social, political, religious or other human rights considerations
- Member control through responsible participation in decision making. Participation in decision making occurs on the basis of equal rights in voting regardless of the extent of the member's investment. One member, one voice.
- No return on capital since Co-operatives is not operated to yield large returns on investments, but instead, for the benefit of those who use them.
- Co-operative education of members and the general public about the principles and practices of Co-operation.

GENERAL INFORMATION REGARDING INUKSHUK CO-OP

The Inukshuk Co-operative started occupancy in December 1988. The Co-op has 50 units, a common use community hall which also houses our general office and central heating system.

Other interesting Facts:

- Our Co-op consists of 7 – 2 bedroom units, 13 – 3 bedroom units, 4 – 3 bedroom carport units; 4 – 4 bedroom carport units, 7 – 3 bedroom units, 15 – 4 bedroom units. Three units are designated Assisted Living Units.
- All appliances are the responsibility of the member.
- Units are grouped together in duplexes triples and four-plexes.
- A common super mail box is located at the exit on to Range Lake Road. Mail is not delivered to each unit individually.
- All housing charge payments are due on the 1st of each month. Any late or unpaid arrears are assessed a \$100 administration fee as well as a \$25 NSF fee if the cheque gets returned from your bank. Payable immediately upon notification.
- Each unit receives at least one electrified plug-in and may be eligible for two parking spaces depending on type and location of unit.

ADDITIONAL INFORMATION

The following documents are also required with your application form:

- A signed letter from the employer of EACH working member in the family that is applying for membership at Inukshuk Co-op. This letter must include: Start date of employment, position title, the fact that you are not in a temporary or probationary place of employment and your total gross salary.
- SELF EMPLOYMENT: if any member of the household is self-employed, a letter detailing type of work, where you conduct your business, gross earnings per year, and total expenses per year will be subject to review by the Inukshuk Co-op Finance Committee. Please be advised that all home businesses of any type within the Co-op must first be approved by the Board. Any home business starting up or operating without Board approval may result in the member being evicted from the Co-op.

Please ensure that all appropriate and relevant documentation is submitted with your application. Incomplete applications will NOT be processed.

MEMBERSHIP APPLICATION FORM

Inukshuk Housing Co-Operative Ltd.
PO Box 1051, Yellowknife, NT X1A 3P1
Email: inukshukmembership@gmail.com

Supporting documentation is required for each member in the household & the application will not be processed until all information is received. All adult members in the household shall be designated as Applicant or Co-Applicant

Personal Data:

Name of Applicant: _____

Date of Birth: _____

Present Address: _____

How long have you lived there? _____

Previous Address: (If residing at present address less than one year.)

How long did you live there? _____

Telephone Number: _____

Cell Number: _____

Email Address: _____

How much notice to vacate is required at your present accommodation? _____

Are you willing to be placed on a waiting list if you are accepted? Yes ___ No ___

Do you expect your household composition to change within the next year? Yes ___ No ___

If Yes, how _____

Are you: [] Married [] Common-Law [] Divorced [] Single []

Keep Your Application Current

It is your responsibility to inform the Co-op of any changes to the information in this form. If we are unable to reach you by phone for more than a 6- month period, your name will be removed from the waiting list.

Co-Applicant - Second Adult in Household fills this part.

Name of Applicant: _____

Relationship to Applicant: _____

Date of Birth: _____

Present Address: _____

How long have you lived there? _____

Previous Address: (If residing at present address less than one year.) _____

How long did you live there? _____

Telephone Number: _____

Cell Number: _____

Email Address: _____

How much notice to vacate is required at your present accommodation? _____

Are you willing to be placed on a waiting list if you are accepted? Yes ___ No ___

Do you expect your household composition to change within the next year? Yes ___ No ___

If Yes, how _____

Are you: [] Married [] Common-Law [] Divorced [] Single []

OTHER PERSONS WHO WILL BE RESIDING IN THE UNIT (Dependents)

Name Relationship to Applicant(s) Age Work or School?

ACCOMMODATION HISTORY:

If the information requested below is not the same for each applicant, please provide additional information concerning each adult on a separate sheet. Landlord references will be required and must be attached.

Applicants Current Residence (Circle One) House Condo Apartment Other

Do you: Rent ___ Own ___ Other _____

Monthly rent/mortgage payment: \$ _____ Utilities: \$ _____

Landlord's Name: _____

Landlord's Address: _____ Phone: _____

Reason for moving: _____

Co-Applicant (same as above _____) or:

Co-Applicants Current Residence (Circle One) House Condo Apartment Other

Do you: Rent ___ Own ___ Other _____

Monthly rent/mortgage payment: \$ _____ Utilities: \$ _____

Landlord's Name: _____

Landlord's Address: _____ Phone: _____

Reason for moving: _____

VEHICLES:

Number of vehicles are you bringing to the Co-op: _____

Make, Model and License Plate Number(s): _____

PETS:

The keeping of pets in the Inukshuk Co-op is not a right but a privilege voted in to policy by the general membership. A member may keep pets only in accordance with the pet policy and may be required to pay additional deposit. Further details on the pet policy can be obtained at the Community Hall.

Do you currently, or do you plan on keeping a pet? [] Yes [] No

If yes, how many and of what type? _____

Height at shoulders: _____

Are your pets spayed/neutered? [] Yes [] No

Date of last shots: _____

OTHER INFORMATION:

Please use a separate piece of paper if you require additional space in order to answer the following questions, and attach it to this application.

Have you or any other member of your household previously applied to Inukshuk Housing

Co-Op? If yes, when? _____

Have you ever lived in a Housing Co-op before? If yes, which one and why did you leave?

How did you learn about our Co-operative? _____

Why do you want to move into Inukshuk? _____

Have you up-to-date tenant insurance at this time? (Please be advised that tenant and liability insurance is mandatory while living at the Inukshuk. The Board can ask at any time for proof of coverage to ensure proper and current coverage is in place). _____

Since the Co-op is managed and maintained by the volunteer efforts of the people who live here, in what way do you feel you can contribute to the Co-operative? Please be as specific as possible.

Which committee are you planning on joining? (Number in order of preference.1, 2, 3, 4 etc.)

Board []; Maintenance []; Finance []; Bylaw and Policies []; Parking []

(Note – if a committee is full, you will be assigned to the next committee of preference.)

How many hours a week are you willing to volunteer? _____

ACKNOWLEDGEMENT:

Please check the appropriate box below to acknowledge that you are aware of each statement below, and that you agree to abide by them as a condition of membership with Inukshuk Housing Co-operative. Have each applicant /co-applicant sign below.

You are aware that as a condition for membership with Inukshuk Housing Cooperative, you will be required to volunteer your time towards maintaining the overall operations & business of the Co-operative as part of the contract of membership? Yes [] No []

Failure to abide by the bylaws of the Co-operative Act or the bylaws and policies of Inukshuk Housing Co-operative may be grounds for termination of membership requiring leaving your unit. Yes [] No []

AUTHORIZATION:

I AUTHORISE THE INUKSHUK HOUSING CO-OPERATIVE LTD. TO MAKE ANY INQUIRIES TO MY EMPLOYER(S) OR TO ANY OTHER SOURCE FOR THE PURPOSE OF VERIFYING FACTS HEREIN STATED. DISCOVERY OF FALSE INFORMATION WILL RESULT IN THE TERMINATION OF MY SUBSIDY AND/OR RESIDENCY WITHIN THE CO-OPERATIVE.

I/We, hereby give my consent for Inukshuk Housing Co-op to collect the information on this application form for the purpose of determining my eligibility for membership in Inukshuk Housing Co-op. I understand that this information will be kept in a secure location and that once it is no longer required for membership purposes, it will be destroyed. From time to time and with my consent, the Co-op may be required to disclose personal information to outside agencies such as legal authorities. If I have any questions about Inukshuk Housing Cooperative's privacy practices, I can contact the Board of Directors at inukshukhousing@gmail.com

I DECLARE THE INFORMATION CONTAINED WITHIN THIS APPLICATION FORM TO BE TRUE AND CORRECT.

Applicants Signature _____ **Date** _____

Co-Applicants Signature _____ **Date** _____