Heatherglen Housing Co-operative Ltd.

143 Sunbank Lane SE

Calgary, AB. T2X 1X4

Telephone 403-256-3423 Fax: 403-256-3939

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Office Hours: Monday through Thursday – 9:00 AM to 5:00 PM

Friday – 9:00 AM to 12:00 PM

# General Information about Heatherglen Housing Co-operative

Heatherglen is an 84-unit Townhouse Co-operative in Sundance. We have 2 and 3-bedrooms townhouses, which include refrigerator, stove, dishwashers (most units), basement, laundry hook-ups, parking, on-site laundry facilities, fenced yards and on-site maintenance. With Membership in Heatherglen Housing Co-operative, you also receive access to Sundance Lake and its facilities.

The Co-operative’s operation depends upon healthy and active participation of their members. **Every Member is required to volunteer** **when called upon by a Board of Director**. This includes attending and participating in making decisions at membership meetings. Although volunteering is an essential part of co-operative living, it is also an enriching opportunity to give back to our community.

Benefits of living in a Co-operative:

* Living in a clean maintained community.
* Member controlled – we make the decisions.
* Opportunity to easily meet your neighbours.
* Safe environment for children.
* Working towards common goals with the community.

# Heatherglen Member Procedures and Cost

Members are required to purchase non-interest-bearing shares in the non-profit Co-operative. We never own our own townhouse as an individual, but rather, we share in the ownership of the entire townhouse complex. Purchasing shares entitles each member (household) to one vote in the Co-operative affairs.

After acceptance to Heatherglen Housing Co-operative and Prior to move in, you will be required to:

1. Purchase **$2,000.00 in non-interest**-bearing member shares.
2. Pay your **first month Housing Charges.**
3. Supply post-dated cheques for the fiscal year.
4. Pay pet deposit of **$250.00** (if applicable)

**Heatherglen Housing Co-operative Monthly Charges:**

2 Bedroom Townhouse (900 sq. ft.) $1020.00 + $20.00 Sundance Lake Fee = $1040.00

3 Bedroom Townhouse (1040 sq. ft.) $1055.00 + $20.00 Sundance Lake Fee = $1075.00

MANDATORY - Members are also responsible for all personal Utility charges and insuring their own household contents!

There is a $25.00 charge for an extra parking stall per month (if applicable & available)

Heatherglen Member Responsibilities and Requirements:

* Volunteer when called upon.
* Live peaceably and be respectful of neighbours.
* Pay all housing charges at the beginning of every month.
* Maintain the interior of unit to be neat and clean.
* Maintain walkways in winter – clear snow and salt/sand when necessary.
* Maintain grass in front and back yard – mow and water lawns.
* Keep a neat and tidy yard free of debris and animal feces.
* Obtain contents & liability Insurance prior to move-in.
* Each member must have their own gardening tools, shovels, mowers and trimmers.

Board of Directors – Makes and carries out decisions for the Co-operative. Directors are voted in by the Members of Heatherglen.

Penalties:

Housing Agreement is for 2 years without penalties.

Should you leave in the 1st year of occupancy Heatherglen retains $200.00

Should you leave in the 2nd year of occupancy Heatherglen retains $100.00

This money is removed from your Member share.

Application for Membership

A Non-refundable Application Fee of $30.00 is required.

Proof of income is required before an application is processed. All information will be held confidential under the privacy act.

Personal Information:

Name: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names/Ages of Children and other Occupants:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO YOU REQUIRE A: 2 Bed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or 3 Bed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Information

Vehicle; Year \_\_\_\_\_\_\_ Make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color \_\_\_\_\_\_\_\_\_\_ Plate # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle; Year \_\_\_\_\_\_\_ Make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color \_\_\_\_\_\_\_\_\_\_ Plate # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you require a second parking stall? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_ (2nd stalls are $25.00/mo.)

Members are not to use the Visitors parking stalls.

Housing Information

(1) Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you lived there? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Name and Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for moving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent/Mortgage monthly payment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If present address is less than 2 years, please include previous address.

(2) Previous Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long did you live there? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for moving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent/Mortgage monthly payment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever lived in a Housing Co-operative? \_\_\_\_\_\_\_\_

If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why would you like to be a member of Heatherglen Housing Co-operative? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your hobbies, interest and skills? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Household Income and Reference Information: (Please print clearly and carefully)

(1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S.I.N # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle Plate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_

Average Monthly Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S.I.N # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle Plate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Average Monthly Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Household Monthly Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit References:

IE: Credit cards, Department store cards, Utilities, etc.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completing and returning this application form is the first step in the Membership Application Process for Heatherglen Housing Co-operative Ltd.

Until all steps have been completed and final approval for membership is granted by the Board of Directors of the Co-operative, I understand that I am an applicant only and am not guaranteed membership or occupancy right in Heatherglen Housing Co-operative.

I also understand that by applying for membership in the Co-operative, I am agreeing to fulfill my responsibilities to the Co-operative and will actively participate in the affairs of the Co-operative.

The information on this form is correct and I authorize persons appointed by the Co-operative to perform the necessary credit and reference checks.

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

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE USE ONLY

Date Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Fee Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PET AGREEMENT

As a responsible pet owner, your pet requires care and attention in order to lead a happy and healthy life. As a responsible pet owner, you want to ensure that your pet is safe from harm; that he/she does not run loose in the neighbourhood and/or common areas OR create problems for your neighbours.

*Your co-operation in maintaining the following rules will allow for “quiet enjoyment” for everyone.*

1. All dogs and cats must be licensed – City of Calgary Bylaw 23M89, Section 6(a); ($250.00 Fine).
2. All droppings must be picked up immediately, NOT left until later. Have a container or bag with you when you walk your dog. City of Calgary Bylaw 23M89, Section 4(e); ($100.00 Fine).
3. Dogs must be on leash less than six feet long at all times. Dogs must not run at large, City of Calgary Bylaw 23M89 Section 3; ($100.00 Fine); and the dog will be sent to the pound.
4. Excessive barking will be treated as a noise complaint, City of Calgary Bylaw 23M89 Section 4(a) (v); ($100.00 Fine). And could be grounds for eviction in accordance with Heatherglen’s Pet Policy.
5. Cats must be confined inside the unit or enclosed area and not allowed to wander at large. City of Calgary Bylaw 23M89 Section 164(3); ($50.00 Fine).
6. Pets are NOT to be tied to patios or yards for long periods of time, or when residents are not home. Pets are to be taken off the property for walks.
7. Cats are NOT allowed to wander common areas, but must be kept in the unit or on a leash.
8. Dogs cannot exceed our 25-pound size restriction. No large breed dogs allowed!
9. Maximum of TWO pets will be allowed per unit and must pay the pet deposit of $250 and inform the office immediately. Owners will be responsible for ANY/ALL damages caused by their pet(s).

REPEATED BYLAW & REGULATION INFRACTIONS WILL RESULT IN LOSS OF PET PRIVILEDGES, FINES AND/OR LEGAL ACTION/EVICTION.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a resident of Heatherglen Housing Co-operative have read and fully understand and agree to adhere to the above rules and regulations.

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

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Type of pet(s): \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_ Breed(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Color(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_ Age(s): \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_

License No(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_