

## **INFORMATION LETTER FOR APPLICANTS**

Before you decide to apply to Quality Living Housing Cooperative (QLHC), you should do some research on housing cooperatives. From your research it is very important that you learn:

- what a cooperative is, specifically a housing cooperative
- the aims of housing cooperatives
- the structure of a housing cooperative
- how a housing cooperative function
- the obligations of a member of a housing cooperative
- the main differences between a housing cooperative and other forms of housing

After you have completed your research, if you decide that becoming a member of a housing co-op is the right choice for you and your family you may submit your application to our office in person or by mail.

### **Application Form:**

In order to best serve you we feel it is imperative that you are made aware of, and fully understand, our application policy and procedures. Only completed applications in the order they are received will be accepted. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. If an application is returned to you ‘incomplete’, you have to resubmit a new application.**

In order to apply for membership, it is necessary to complete the application form in detail, and forward it and along with your non-refundable application fee of **\$30.00** per applicant (over the age of 18). Send a cheque or money order made out to **Quality Living Housing Cooperative** (no cash, please).

**Credit and Landlord Reference Checks:** These will be completed on all applicants 18 and over.

**Interview:** An interview is required to assist the Membership Committee with the application approval process. All persons eighteen years of age and over who are applying to live in the Co-op **must** attend the interview.

**Location:** The co-op is located off Viewmount Drive, in the Fisher Glen area of the former city of Nepean. The NCC’s Greenbelt runs along the south of the site, and City Allotment Gardens) borders the west side. Please visit [www.qualitylivinghousingcooperative.ca](http://www.qualitylivinghousingcooperative.ca) .

**Co-op Description:** Quality Living Housing Cooperative has a total of one hundred and one (101) garden homes. There are fifteen two-bedroom units, sixty three-bedroom units and twenty-six four-bedroom units. Three of the 3-bedroom units are wheelchair-accessible.

Each unit has carpeting on the top floor and either carpet or laminate flooring in the living/dining area. There is tile floor in the entrance foyer, kitchen, upstairs bathroom and the powder room (3&4-bedroom units only). The basements are unfinished. Each unit is equipped with a refrigerator and an electric stove. Hook-ups for a washer and dryer are in the basement, but the Co-op does not

provide these appliances. There is a sliding door to the fenced back yard. The units are heated by natural gas and are individually metered for both electricity and gas.

Parking is of a group nature, in front of the units. There are a limited number of parking spaces available for visitors. Second parking spaces are limited and may be available for an additional \$20.00 per month.

We pride ourselves on being a family-oriented community and there are many children living here. This housing community may not be suitable to anyone who does not have an appreciation for young children, as they run and play freely within the confines of our Co-op.

Directly across the street is Borden Farm Day Care Centre. Several schools, in all School Boards are also within a short distance. Also within a few minutes' walk are two city parks: Raoul Wallenberg Park and General Burns Park (which has a swimming pool, baseball diamond, tennis club, summer children's programmes and winter skating rink). Merivale Mall is less than 2 km.

**Monthly Costs:** The monthly housing charges, as of April, 2021, are:

2 Bedroom Unit	3 Bedroom Unit	4 Bedroom Unit
\$820.00	\$922.00	\$994.00

These amounts **do not** include the cost of hydro or natural gas.

**Upfront Costs and Charges:** After viewing and accepting a unit, you will be expected to sign an Occupancy Agreement. The following amounts are then due:

First month's housing charge, accompanied by post-dated cheques up to and including March 1 (given that the fiscal year is April 1 to March 31.)

One-time Membership Fee of **\$15.00**

"Member Loan" equivalent to one-and-a-quarter (**1.25**) times the monthly housing charge. This member loan shall be returned to the member without accrued interest, minus any sum of money that may be due and owing by the member to the Co-op, either because the unit not being left in good repair, or because of any other default by the member. The member loan cannot be used in part or in whole toward the last month's housing charge.

The member loan charges are as follows:

2 Bedroom Unit	3 Bedroom Unit	4 Bedroom Unit
\$1,025.00	\$1,152.50	\$1,242.50

Thank you for your interest in Quality Living Housing Cooperative. We will be happy to answer any questions you might have at your interview; or, if you have any questions regarding your application, please call us at (613) 226-3406.

Please **do not** forget to include your proof of income and application fee (cheque/money order for **\$30.00** per person over 18) with your application form. Any incomplete application will be returned to applicant.

Thank you.