

## Eastwood Housing Co-operative

Policy Number: 504

Policy Title: Application for Membership

Committee Approval: 26 February, 2001

Revised: N/A

Board of Directors Approval: 20 March, 2001

27 March, 2017

General Membership Approval: 26 April, 2001

30 March, 2017

The Membership Committee shall manage the process for becoming a member of the Co-operative from the application to orientation stages. This will be done in a business like manner to ensure that the needs of both the applicants and Co-operative membership are considered and protected.

### Application:

- Each applicant will complete an “Application for Membership and Occupancy” form. (see attached **Appendix 1** or visit the Co-operative web site)
- The Committee shall maintain a register of all contacts with the Co-operative regarding possible membership. (See attached **Appendix 2** and **Policy 201 Appendix C (b)**)

### Interview:

- A representative of the Committee will contact the applicant for a suitable interview date.
- Two members of the Membership Committee, or other members of the Co-operative approved by the Committee, will conduct the interview according to interview guidelines.
- They will make reference checks with previous landlords and such other people as felt reasonable to obtain an accurate picture of the applicant.
- At no time during contacts with landlords or others will any information concerning the applicant, possible vacancies, etc. be given by the Committee representatives.
- The two interviewers will complete the “Membership Interview Report”) see **Policy 506, Appendix 1**) in all cases and attach it to the application and references.
- The interviewers’ recommendations will be presented to the Membership Committee for assessment prior to any presentation to the Board of Directors. The Committee may approve or disapprove the application, and, if approved by the Committee, make recommendations to the Board on possible approval and placement on the waiting list.  
**Note: the Committee cannot determine or suggest where an applicant should appear on the waiting list. That rests with the Board.**
- The applicant will be notified in writing or email of the result of their application and/or interview.
- The Board of Directors approved applicant will be placed on a “Waiting List” until suitable accommodations become available.

### Offers of Units:

- The first person on the Waiting List will be notified by the **Chairperson or designate** of the Membership Committee when a unit of appropriate size is available.

- Applicants on the Waiting List will be contacted semi-annually to ensure they are still interested in Co-operative membership.