

Eastwood Housing Co-operative
Policy Number 509

Policy Title: Addition of Persons to a Member's Household

Committee Approval Date: 26 February, 2001	Revised: N/A
Board of Directors Approval Date: 20 March, 2001	27 March, 2017
Membership Approval Date: 29 April, 2010 Amended	30 March, 2017

The Eastwood Housing Co-operative reserves the right to approve the individuals that occupy each of the units within the Co-operative. The process for initial occupancy is contained in **Policies 504, 506 and 508**. Only those individuals shown on the Member's Occupancy Agreement are entitled to occupy the Member's unit.

The member is required to provide the Board of Directors with the name(s) of any person who intends to reside in the Member's unit in excess of 3 months. This includes any additions to the household due to marriage, birth, adoption or common law relationship. This must be done within 15 days and is done by informing the Board, in writing, of the name(s) and date of occupancy together with a request that their Occupancy Agreement be so amended.

The Board of Directors shall instruct the Membership Committee to investigate the person or persons that are to be added to the household. A complete report will be provided to the Board of Directors together with the Committee's recommendation for or against admission.

Where the Board of Directors rejects the Member's application, the Member has the right to appeal the decision to the Board within 5 days of their receipt of the written rejection notice. Where such an appeal is denied, the Member must remove the person(s) from their unit within 5 days.

Failure by the Member to remove the extra occupant(s) from the Member's unit will result in the member being given a Notice to Quit for their unit. From this notice there is no appeal.

Upon approval of the addition of a person to the Member's unit, the Treasurer and Secretary of the Board will prepare a new Occupancy Agreement showing the necessary changes. This will be done within 7 days of the approval and will be signed appropriately. One copy will be retained for the Co-operative files and the other given to the Member.