



## SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

### OPERATIONS POLICY

SUBJECT: Membership Application Policy

ORIGINAL DATE OF APPROVAL: September 2020

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: \_\_\_\_\_

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#### Submitting an Application

- Prospective applicant will be informed that the wait time for a unit is not known and submitting an application does not guarantee a place on the waiting list.
- Applications will be handed out upon request at the office or by email.
- Applicants will have one month to return the application with all required documents (2 most recent pay stubs, latest Notice of Assessment, Letter from employer and landlord, self-employed applicants need to supply verification of regular income). Only applications with all required documents will be accepted.
- The accepted applications will be date and time stamped.
- **Applicants will be required to check in with the SMHC office once a year or they will be removed from the queue.**

#### Qualifying for the Waiting list

- Applicants will go through the qualifying process as required for the waiting list.
- The qualifying process is: applicant must pay an application fee, applicants must qualify financially, meet the best use of space and have a good credit check.
- Qualifying applicants will be sent an information booklet and will have one month to call and set up an interview.
- If the qualified applicant has a satisfactory interview their names will be brought to the Membership Committee for approval to be presented to the Board of Directors for final approval.
- Applicants approved by the Board of Directors will be placed on the waiting list in the order their application was received.
- **Prospective members on the waiting list must check in with the SMHC office every six months to keep their position on the waiting list or their names will be removed.**