



C/O DANBURY PROPERTY MANAGEMENT (WINDSOR) INC.
2296 Richmond Street, Unit 2
Windsor, Ontario N8Y 1L6
P 519-974-3003 F 519-974-6893

GENERAL INFORMATION

Riverside Garden Court Co-op Inc. is a privately-run market value Townhome Co-op, consisting of a total of 65 units made up of 2, 3, and 4-bedroom townhomes.

At Riverside Garden Court, our goal is to provide excellent housing with a safe, community feel at an affordable rate. We are a non-profit housing co-operative and are able to provide housing at-cost to our members without government subsidies. Our members are expected to maintain their unit's interior and exterior (gardens, patio and surrounding areas) in excellent condition.

The Co-op does not come under the Tenant Protection Act. Co-operative Housing in Ontario is governed by Provincial Co-operative Corporations Act, R.S.O. 1990, c. C.35

A 5 Member Board of Directors, duly elected at the General Membership Meeting, held annually, administers the Business of the Co-op. Nominations for the Board of Directors is open to any member in good standing when Director positions become available.

The Board of Directors maintains a strict rule and a condition of your Housing Agreement that no pets are allowed in a Member's Unit. This rule is strictly enforced and will result in eviction if not adhered to.

All applications are accepted at the property management office, but these applications are dealt with at the sole discretion of the Board of Directors as to a Member's acceptance into the Co-op.

Applications are kept on file for 1-year from date of receipt. After which time if you wish to remain on the potential members list you will need to reapply, no notification will be sent.

If selected for membership consideration the Co-op currently requires the following:

- 1) An interview with members of the Board of Directors.
- 2) A cheque for \$25.00 (non-refundable) to be paid at the time of the interview with the Co-op.
- 3) Review of the Rules and Regulations of the Co-op.

If accepted for membership the Co-op currently requires the following:

- 1) A cheque for the first months Housing Charge due at signing of the Housing Agreement with Management
- 2) A Member Loan of \$850.00
- 3) A Maintenance Deposit of \$850.00

The Maintenance Deposit and Member's Loan to be paid to the office by certified cheque, 10 banking days prior to occupancy. The Maintenance Deposit and Member's Loan is refundable, without interest, upon termination of occupancy, **except** if there is damage to the Unit or the Member is in arrears with their Housing Charges, at which time the cost will be deducted.

Upon acceptance, you will be considered a member not a tenant.



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HOUSING CHARGES AS OF MARCH 1, 2020 ARE AS FOLLOWS:

2-bedroom unit: \$829.00
3-bedroom unit: \$871.00
4-bedroom unit: \$915.00

Please note:

It is recommended that the housing charges do not exceed 40% of your income. The co-op may request a co-signer to ensure the members financial commitment can be met.

All Housing Charges must be paid by cheque, money order or pre-authorized debit, the Co-op does NOT accept cash.

RULES AND REGULATIONS HIGHLIGHTS

Members are requested to ensure that all toys and equipment are properly stored inside on a daily basis.

As a Member, you are expected to ensure that all garbage and rubbish is disposed of in the bins provided at the north and south end of the Co-op property. Garbage and recycle bins are not to be kept on patios.

A complete list of Rules and Regulations of the Co-op will be provided to new Members upon receipt of the Member Loan and Maintenance Deposit by the office.

Please remember

NO PETS ARE ALLOWED.



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Membership and Housing Application

PART 1: HOUSEHOLD INFORMATION (please print clearly)

Name of Applicant(s): _____

Present Address: _____

(Street, City, Postal Code) _____

Telephone Number: Home: _____ Cell: _____

Age: _____ Marital Status: _____

Other Members of household:	Relationship to applicant:	Age:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of vehicles: _____

Size of requested unit: 2 Bedroom _____ 3 Bedroom _____ 4 Bedroom _____ Any _____

I/We hereby apply for membership in Riverside Garden Court Co-op and if my application is accepted, I agree to pay the \$25.00 processing fee.

I/We understand and accept the following principles and requirements:

- The co-op is formed for the purpose of providing housing at-cost to its members and that membership includes the responsibility of participating in management and maintenance of it.
- That I/We will sign and abide by the Co-op's housing agreement.
- That the first months housing charge is payable on approval of membership and is non-refunded should I/We not occupy the unit.
- That the member loan and Maintenance deposit is payable 10 days prior to occupancy.
- **That the Co-op has a strict no pets policy and therefore absolutely no cats or dogs are allowed.**

By signing this application, you are verifying that you have read all the above information and agreeing to abide by the terms as stated.

Signature of applicant(s):

Date:



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PART 2: CURRENT HOUSING, INCOME AND REFERENCE INFORMATION

(This part of the application is confidential)

Accommodation History:

Length of time at present address: Years: _____ Months: _____

Number of Bedrooms: _____

OWNERSHIP: Do you own your present dwelling? YES / NO

Monthly Housing Cost:

Estimate your monthly housing costs (mortgage/rent, taxes, condo fees, etc.)

Are utilities included? YES / NO

If utilities are not included, how much are utilities per month: _____

Name of Present Landlord: _____

Address: _____

Telephone: _____

Name of Previous Landlord (if present is less than 2 years): _____

Address: _____

Telephone: _____

HOUSEHOLD INCOME: If there are more than two people in the household receiving income, list the information for additional people on a separate sheet of paper.

Applicant Name: _____

Employer: _____

Address: _____

Telephone: _____

Occupation: _____

Years with company: _____

Monthly Income: \$ _____

List other sources of income and monthly amounts:

Co-Applicant Name: (if any) _____

Employer: _____

Address: _____

Telephone: _____

Occupation: _____

Years with company: _____

Monthly Income: \$ _____

List other sources of income and monthly amounts:

REFERENCE/REFERAL INFORMATION:

(i.e. Current/previous Co-op Members, vendors)



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PART 3: ADDITIONAL FINANCIAL INFORMATION

(This part of the application is confidential and for management use only)

Applicant Name: _____
Social Insurance Number: _____
Driver's License No: _____
Bank/Credit Union: _____
Address: _____

Account Number: _____
Other References (with phone number)

Co-Applicant Name: (if any) _____
Social Insurance Number: _____
Driver's License No: _____
Bank/Credit Union: _____
Address: _____

Account Number: _____
Other References (with phone number)

I/We declare that all information in this application is correct and authorize the Co-operative to verify any or all of it and to perform a credit check at the discretion of the Co-operative.

Signature of applicant(s):

Date:

Mail to: DANBURY PROPERTY MANAGEMENT
2296 Richmond St., Unit 2
Windsor, ON N8Y 1L6
Re: Riverside Garden Court Co-op

Or Email to: info@danburypropertymanagement.com

Or Fax to: 519-974-6893