

Schedules and Appendices

Dalhousie NLP Housing Co-operative Inc.

Schedule A
Occupancy Agreement

Dalhousie N/P Housing Co-operative Inc

If you are receiving housing charge assistance, "Terms of the Member's Housing Charge Subsidy, Appendix C" is part of this agreement.

Please print or type. Add additional pages if necessary.

1.
2.
3.

Unit # & Street:

City:

Date of Occupancy:

Membership Terms:

1. The Co-op gives you the right to occupy a unit.
2. The main terms of your occupancy rights and obligations are contained in the Occupancy By-law. The remaining co-op by-laws also contain rights and obligations of members. You agree to obey all co-op by-laws and decisions made by the board and co-op members.
3. Under the *Co-operative Corporations Act* and the co-op's by-laws, the co-op can change the terms of membership and occupancy. You are entitled to a notice of all general meetings where members will decide on these changes. You are also entitled to attend and vote at these meetings. You will be bound by these changes even if you do not agree with them.
4. If there is a conflict between the co-op's by-laws and this Agreement, the co-op's by-laws, including the appendices, have priority.

By signing this Agreement, you acknowledge receiving a copy of it. You are responsible for reading and understanding this Agreement. You are entitled to ask any questions and to have them answered.

Member 1:	Date:
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Member 2:	Date:
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Member 3:	Date:
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Co-op

by:	Date:
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Appendix A
Charges to the Member(s)

Dalhousie N\P Housing Co-operative Inc

These figures may change from time to time.

Please print or type. Add additional pages if necessary.

List each
Member in the
Member Unit:

1.

2.

3.

4.

Address of
Member Unit:

Unit # & Street:

City:

Monthly Charges as of _____, 19__.

Housing Charge _____

Housing Charge Assistance - _____

Your Housing Charge is: _____

Parking Charge + _____

Admin Charge + _____

Your Total Housing Charge is: _____

Member Deposit:

Member 1: Date:

Member 2: Date:

Member 3: Date:

Member 4: Date:

**Appendix B
Member's Household**

Dalhousie N/P Housing Co-operative Inc

Please print or type. Add additional pages if necessary.

Unit # & Street: _____

City: _____

List each person in the household:

1. _____

2. _____

3. _____

4. _____

5. _____

I/We agree to give prompt written notice of any change in my/our household size or the persons who make up my/our household. This includes any long-term guests.

Member 1: _____ Date: _____

Member 2: _____ Date: _____

Member 3: _____ Date: _____

Member 4: _____ Date: _____

Schedule D Notice to Appear

Dalhousie N/P Housing Co-operative Inc.

Please print or type. Add additional pages if necessary.

To Members:

List each
Member in
the Member
Unit:

1.

2.

3.

Address of
Member
Unit:

4. Unit # & Street:

City:

The board of directors is going to consider ending your membership and occupancy rights at a board meeting.

This meeting will be on _____, 19____, in the _____ at _____, _____, Ontario. The board meeting will start at _____ p.m., but you do not have to arrive before _____ p.m.

The proposed date for ending your membership and occupancy rights is _____, 19____. The board may set a later date.

You may appear and speak at the meeting. You may present written material. You may have a lawyer or other representative speak for you.

You may appeal the board decision to a general meeting of the members.

You do not have to vacate your unit, but the Co-operative may obtain a Writ of Possession (eviction order) from a court after your membership and occupancy rights are ended. If you do not vacate your unit, the Co-operative will also seek a court order that you pay its legal costs.

Dalhousie N/P Housing Co-operative Inc.

The Grounds for ending your membership and occupancy rights are:

Arrears:

1. You owe the co-op \$_____ of housing charges as of _____, 19____. This is contrary to paragraph ____ of the _____ By-law (By-law No. _____).

2. You have repeatedly paid your monthly housing charges late. This is contrary to paragraph ____ of the _____ By-law (By-law No. _____).

Other:

Paragraph(s) that the member has broken.

3. Specific:

Paragraph that provides for eviction.

Describe the details of what the member did wrong, including dates if appropriate.

Details:

Co-op _____

by: _____ Date: _____

**Schedule E
Board of Directors
Eviction Decision**

Dalhousie N\P Housing Co-operative Inc.

Please print or type. Add additional pages if necessary.

List each Member
in the Member
Unit:

To Members:

1.

2.

3.

4.

Address of
Member Unit:

Unit # & Street:

City:

Background:

1. The Co-operative gave the member(s) a Notice to Appear as required by paragraph _____ of the _____ By-law (By-law No. _____) and section 171.8 of the *Co-operative Corporations Act* (as amended by Bill 166).
2. The member(s) (attended/did not attend) the board meeting. A representative of the member(s) (attended/did not attend) the board meeting.
3. This decision was made by a majority of the directors at a proper meeting.
4. The occupancy rights of the member(s) in the above unit are ended on _____, 19 _____. The membership of the member(s) in the co-operative is ended on the above date
5. The board of directors made its decision because:

Put a line through the incorrect phrases.

Fill in the date, which cannot be any sooner than the proposed date in the Notice to Appear.

Dalhousie N\P Housing Co-operative Inc.

Reasons:

Arrears:

[Empty rectangular box for notes]

1. The member(s) owe(s) the co-op \$ _____ of housing charges as of _____, 19 _____. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____).

2. The member(s) has/have repeatedly paid monthly housing charges late. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____).

Other:

Paragraph(s) that the member has broken.

3. Specific:

Paragraph that provides for eviction.

Details:

Describe the details of what the member did wrong, including dates if appropriate.

Further Decision:

Complete if there are conditions the member can meet to stop the eviction. Fill in "The membership and occupancy rights of the member will not end if" and the condition such as signing a Performance Agreement or making payments at certain times

Resolution of the board of directors of Dalhousie N\P Housing Co-operative Inc., passed _____, 19 ____ at a proper meeting, which resolution is still in effect and has not been amended.

Signature for the Co-op:

[Signature line for Co-op]

by: _____ Date: _____

Schedule F
Notice of Board of Directors Eviction Decision

Dalhousie N\P Housing Co-operative Inc.

Please print or type. Add additional pages if necessary.

List each
Member in the
Member unit:

1.

2.

3.

4.

Address of
Member Unit:

Unit # & Street:

City:

A meeting of the board of directors was held on _____, 19____. You were given a Notice to Appear to be considered at that meeting. The board of directors decided to end your occupancy rights in the above unit on _____, 19____, and decided to end your membership in the Co-operative on that date. (See the attached Board of Directors Eviction Decision.)

Leave your unit by _____, 19____. If you do not, the Co-operative will start a court proceeding against you.

To find out how you may appeal this decision see paragraph ____ of the _____ By-law (By-law No. _____) and section 171.8 of the *Co-operative Corporations Act* (as amended by Bill 166).

Signature for the Co-op:

Co-op

by:

Date:

**Schedule G
Performance Agreement
Arrears and Late Payment**

Dalhousie N\P Housing Co-operative Inc.

Please print or type. Add additional pages if necessary.

List each
Member in the
Member Unit:

1.

2.

3.

4.

Address of
Member Unit:

Unit # & Street:

City:

Include this paragraph only if the board of directors has decided to end membership and occupancy rights.

The board of directors decided to end your membership and occupancy rights at a meeting on _____, 19 ____.

You admit that the following is true:

1. You owe the co-op \$ _____ of housing charges as of _____, 19 _____. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____).

2. You have repeatedly paid your monthly housing charges late. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____).

Schedule H
Performance Agreement

Dalhousie N/P Housing Co-operative Inc.

Please print or type. Add additional pages if necessary.

List each Member
in the Member Unit:

1.
2.
3.
4.

Address of Member
Unit:

Unit # & Street:
City:

Include this paragraph
only if the board of
directors has decided to
end membership and
occupancy rights.

The board of directors decided to end your membership and occupancy rights at a meeting
on _____, 19 ____.

You admit that the following is true:

Describe the details of
what the member did
wrong, including dates if
appropriate.

Any outstanding resolution to evict you is cancelled. The co-op agrees not to end your membership and
occupancy rights as long as you agree that for ____ months you:

Fill in what the member
agrees to do or not to do.

Signature(s) of
Member(s):

Member 1:	Date:
Member 2:	Date:
Member 3:	Date:
Member 4:	Date:

Signature for the
Co-op:

Co-op by:	Date:
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Any outstanding resolution to evict you is cancelled. The co-op agrees not to end your membership and occupancy rights as long as you do the following:

Change and/or add to this list depending on the payment terms.

1. You agree to pay your entire debt on the following schedule:

(a) \$ _____ when you sign this Agreement.

(b) \$ _____ on or before _____, 19 ____.

(c) \$ _____ a month from then on.

In addition, you will be responsible for paying interest as stated in the co-op's by-laws.

2. You agree to pay your monthly housing charges on or before the first day of each month from the date this agreement is signed.

3. You agree to make the above payments by certified cheque or money order. You agree to make these payments to the co-op office by 4 p.m. on or before the agreed dates. If any of the agreed dates is a weekend or holiday, you can make the payment on the next business day.

4. You acknowledge that you understand the terms of this Agreement and have had the opportunity to get legal advice.

5. You must meet all the deadlines in this Agreement. You must not miss any of them unless you have authorization from the co-op.

Signature(s) of Member(s):

Member 1: _____ Date: _____

Member 2: _____ Date: _____

Member 3: _____ Date: _____

Member 4: _____ Date: _____

Signature for the Co-op:

Co-op _____

by: _____ Date: _____