**Article 1 - Member Selection Process**

1.01 The aim of the selection process is to ensure that all applicants are evaluated equally and fairly against the Co-op’s selection criteria.

* 1. Each applicant shall submit a completed application, including:

 i The application form, filled in and signed by all applicants

 ii Proof of income in a form determined by the Co-op

* 1. Credit checks and landlord checks, where appropriate, shall be conducted on all applicants in accordance the Member Selection Committee procedures as approved by the Board.
	2. The record date for determining an applicant’s place on the Waiting List shall be the date when the completed application form and proof of income are received.
	3. Membership interviews shall be conducted by two members from the Member Selection Committee in accordance with procedures recommended by the Committee and approved by the board. All members of a household 16 years old and over will be required to attend a membership interview, unless an exception is approved by the Board.
	4. The interviewers will prepare recommendations to the Board to accept or reject an applicant, in accordance with the selection criteria.
	5. The Board will normally ratify the recommendations of the Committee, however the board may choose to make a different decision than the Committee recommendation.
	6. Applicants may appeal a rejection of their application for membership by submitting to the Board a written notice of appeal within seven days of receiving notification of the rejection.
	7. In the case of an appeal, two interviewers from the Member Selection Committee other than those who originally carried out the interview will conduct an appeal interview within thirty days of receipt of the request. The interviewers shall report directly to the Board. No subsequent appeal by the applicant will be considered.
	8. Applicants may, at a future date, submit a new membership application to the Co-op if they feel that their circumstances have changed and that they now meet the Co-op’s member selection criteria. The Committee may, at its discretion, decline to consider a new application if it feels that an applicant’s circumstances have not substantially changed since the previous applications was considered.

**Article 2 – Occupancy Standards**

2.01 When determining the size of a unit that a household is eligible to occupy, only permanent members of the household shall be considered. A person who is only periodically resident in the household (such as a child under the joint custody of separated parents or a spouse who works out of town) may be considered to be a permanent member of the household provided the Board is satisfied that it is appropriate to treat such person as a permanent member of the household rather than as a guest.

* 1. In the allocation of wheelchair-accessible units, preference will be given to applicants using wheelchairs over other applicants.

**Article 3 – Orientation Session**

The Co-operative will hold periodic Orientation Sessions for applicants and new members. Where the Co-op has 65 days or less to fill a unit, applicants will attend the Orientation Session after occupancy, however if there is no unit to be filled immediately, an applicant will normally attend the Orientation Session prior to the interview.

**Article 4 – Waiting List**

4.01 The Waiting List shall identify applicants’ record date, the size and type of unit they are eligible to occupy, any restrictions applicants have identified concerning units they wish to be offered, and whether the applicant requires housing charge assistance.

4.02 A Co-op representative shall review the financial information on file concerning applicants from the Waiting List who have been offered a unit. Such applicants shall be required to submit updated proof of income and the Co-op shall carry out

a further credit check on the applicant if more than six months have passed since the information on file was compiled.

* 1. Allocation of Units
	2. Where new information about an accepted applicant comes to the attention of members of the Member Selection Committee, Board or staff, prior to the offer to and acceptance of a unit by such applicant, the staff or Committee, may make any appropriate change to the Waiting List or the Board may withdraw its acceptance of the applicant’s application without liability. In the latter event, the application shall be treated as if originally refused and the applicant shall be entitled to appeal under 1.09 of this Policy.
	3. When a unit becomes available to an applicant from the External Waiting List, it will be offered to the first household on the Waiting List wanting and qualifying for that size and type of unit, with the following exceptions:
		1. If the Co-op is unable to contact the first household on the list within 48 hours, the unit will be offered to the next eligible household. The original household will retain its position of the List.
		2. If the household to whom the unit is first offered does not accept the unit because the date of occupancy is less than 60 days from the date the unit is offered, the Co-op will offer the unit to the next eligible household. The original household will retain its position on the list.
		3. If housing charge assistance is available beyond what is needed to satisfy any internal applications, the vacant unit will be offered to the first eligible household on the Waiting List that requires assistance even though there may be households which applied earlier and are eligible to occupy the unit.
	4. A household may turn down two units that have been offered and retain its place on the Waiting List. A unit turned down under 4.03 (b) ii) shall not be considered a refusal for these purposes. If a household turns down a third unit, it shall lose its priority on the Waiting List with the record date for its application being changed to the day it turned down the third unit. If the household fails to advise the Co-op office within 24 hours of being offered a unit whether it will accept a unit whether it will accept a unit, it shall be considered to have turned down the unit.

**Article 5 – Internal Waiting List**

5.01 If a household is forced to vacate a unit because of damage to the unit by fire or other form of damage and has requested an internal move, the household shall have priority to relocate, in accordance with the Co-op in cases where:

* 1. Housing charge assistance is not available and a household needs to move to a less expensive unit; or,
	2. Because of a change in household size, a household receiving housing charge assistance requires a smaller unit in order to continue to receive smaller unit in or to continue to receive assistance; or,
	3. A household is judge by the Committee to be severely under-accommodated or over-accommodated.

In all cases where the Co-op gives priority for relocation to a household under this section, the Co-op will attempt, as far as possible, to accommodate existing requests for relocation before assigning an appropriate size unit to the household in need.