Willow Park Housing Co-op Ltd. – Application for Membership

Listed below are the 2025 rates as of **January 1, 2027**

Size of Unit	Share & Deposit	Monthly Housing Charges	Minimum Yearly Income Requirement	Maximum persons per unit
One Bedroom (Lower)	$1,441.00	$691.00	30,000.00	2
One Bedroom (Upper)	$1,501.00	$751.00	30,000.00	2
Two Bedroom	$1,683.00	$933.00	33,000.00	4
Three Bedroom	$1,814.00	$1064.00	38,000.00	6
Four Bedroom	$1,931.00	$1181.00	40,000.00	8

All applicants authorize credit checks and financial investigations by signing the application.

All Applicants must produce valid government issued photo ID. In the event you do not have photo ID, two pieces of government approved ID (e.g., Manitoba Health card, Birth Certificate) will be accepted.

NOTE: Only persons planning to live in the unit may apply; no guarantors or others may be included.

The criteria required to qualify are:

1. Applicant and co-applicant must apply in person.
2. Willow Park Housing Co-op is intended for 'Single Families' living with a specified number of occupants per unit size, as outlined above.
3. Must be gainfully employed with current employer for a minimum of 1 year, or have an independent, guaranteed and ongoing source of income (i.e., Pension).
4. Must attach an official letter of employment that includes start date, verifies salary, hours of employment, and your prospect of future employment. Letter of employment must have been issued within three months of date applying.
5. Credit check must not show any bankruptcies or negative credit rating.
6. Must attach a copy of your 2026 Income Tax Notice of Assessment showing that you meet the minimum income requirement to be provided at the time the application is submitted. *Note: If line 15000 – Total Income, does not show the minimum income amount for the unit you are applying for, please wait and apply when you meet this criteria.* Information for a partial year or projected income will not be accepted if the income requirement is not met.
7. The administration fee is $100.00. $25.00 (non-refundable) to be paid at the time the application is submitted with the remaining $75.00 due when a unit has been accepted by you. Note: your share, deposit and remaining administration fee will be due within 24 hours of accepting a unit.
8. Upon leaving the unit, monies may be withheld from shares and deposits to cover any damages, cleaning costs, etc., at the discretion of the Board of Directors.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCE

Willow Park Housing Coop Ltd. reserves the right to change membership requirements at any time.

Viewing an available unit will be done on weekdays between 10 AM and 4 PM.

Two refusals to accept - after viewing - will result in removal from the waiting list; maximum three refusals.

Applicants are responsible for ensuring that the office has current contact information.

If our office is unable to reach an applicant, after three attempts they will be removed from the list.

Applicants on the waiting list for more than two years must re-apply (at no additional expense) to show continuing interest or they will be removed from the list. Upon re-applying, a new credit check will be done and a new income tax assessment will be required; If a negative credit rating is found, the applicant will be removed from the list or if the applicant no longer meets the minimum income requirement (subject to change), the applicant will be removed from the list.

Pet Policy: 1-bedroom units – maximum of two pets with a maximum of one small dog*

2-bedroom units – maximum of three pets with a maximum of one dog

3 & 4-bedroom units – maximum of three pets with a maximum of two dogs of which one is a small dog*

Any applicant removed from the list will be notified in writing; a letter will be sent to the address on record.

Any applicant removed from the list must wait 1 year before re-applying.

Willow Park Housing Coop Ltd. Office Hours: 1 to 5 PM weekdays **ph. 204-632-0746**

3-71 Dorset St., Winnipeg, MB R2X 2R8 **email** wpcoop@mts.net

Willow Park Housing Co-op Ltd.

If notice to vacate is properly given during the first two years of occupancy, the following early move penalties will be charged. $30.00 per month for each month during the first year and $15.00 per month remaining during the second year.

Size of Unit requested: 1 2 3 4 (Please circle one only)

PRIMARY APPLICANT

Are you gainfully employed? Y N

If not list income sources: _____

_____

Name:

_____

Date of Birth: _____

S.I.N. _____

Phone: MAIN _____

ALT/WORK _____

Email: _____

Present home Address:

Address: _____

City: _____

Postal Code: _____

How long at this address: _____

Previous address if less than 2 years:

_____

_____

Employer: _____

_____

How many month/years employed? _____

Position: _____

Annual Salary: _____

Hours worked per week: _____

Bank Information

Name of bank: _____

Branch: _____

Phone Number: _____

CO-APPLICANT

Are you gainfully employed? Y N

If not list income sources: _____

_____

Name:

_____

Date of Birth: _____

S.I.N. _____

Phone: MAIN _____

ALT/WORK _____

Email: _____

Present home Address:

Address: _____

City: _____

Postal Code: _____

How long at this address: _____

Previous address if less than 2 years:

_____

_____

Employer: _____

_____

How many month/years employed? _____

Position: _____

Annual Salary: _____

Hours worked per week: _____

Bank Information

Name of bank? _____

Address? _____

Phone Number? _____

Monthly Costs (mortgage, utilities, etc.)

1)
2)
3)
4)
5)

Monthly Costs (mortgage, utilities, etc.)

1)
2)
3)
4)
5)

List all Debts: (Name, Payment, Balance)

1)
2)
3)
4)
5)

List all Debts: (Name, Payment, Balance)

1)
2)
3)
4)
5)

References:

Name: Address: Phone number:

1)

2)

Marital Status:

Married Single Common law
Widowed Divorced Separated

Additional Occupants: (Name & Age of each)

1) 2)
3) 4)
5) 6)

I/We certify that all the information given is, to the best of my/our knowledge, complete and accurate. I/We agree to comply with the terms of the HOUSING AGREEMENT and the RULES, REGULATIONS, and POLICIES book. I/WE authorize Willow Park Housing Co-op Ltd., at their expense, to complete ALL necessary credit checks related to this application. I/We fully understand that acceptance is conditional on passing all checks performed. I/We agree to follow the Pet Rules and Regulations and I/We also agree to purchase an I.D. tag for each pet owned by me/us. I/We understand that one-bedroom units are only allowed one cat or one small dog. All other size units can have three pets maximum, with conditions. I/We also understand that the monthly housing charges are payable on the 1st of each month. Non-compliance with any of the Rules, Regulations and Policies may result in a membership review.

Signature _____ Signature _____

Date _____ Date _____

Received at the Office by:

_____

Date: _____

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