

***Appendix D: Special Needs Unit Terms***

**Norris Crescent Housing Co-operative Inc.**

**Names of members:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Unit address:** \_\_\_\_\_  
\_\_\_\_\_

**Names of any non-member occupants 16 years old or older:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Basic rules:**

1. This document is an agreement between the co-op and each member and between the co-op and each non-member occupant who signs it. They are called the “household” in this document.
2. Each member of the household agrees to comply with the rules and obligations in this document and the applicable parts of the co-op’s Occupancy Agreement and by-laws. Words used in this document have the same meaning as in the co-op’s Occupancy By-law.
3. This document states some of the rules and obligations for households that occupy a special needs unit. It does not state all of them. Government requirements and co-op by-laws have many other rules and obligations that apply. These rules can change. These rules can govern over this document.
4. Households that occupy a special needs unit are responsible for finding out about all the rules and obligations that apply to them and any changes in them. The co-op can give people information and answer questions about these rules and obligations.
5. No one may occupy the Unit except people who were members of the household at the time the Occupancy Agreement was signed and any additional people authorized by the co-op under its by-laws.

**Updating information:**

6. Each of the members of the household must truthfully and completely give the co-op all information that is relevant to occupying a special needs unit and must ensure that that information is accurate and complete at all times.
7. Periodically the household will have to update the record of all persons in the household. The household will have to give proof of continuing eligibility for special needs housing.
8. The household must report the following changes to the co-op within ten days after they happen:
  - any change in any relevant document previously provided
  - any change in household composition
  - any change that would affect continuing eligibility for special needs housing.
9. All members of the household must give any information that the co-op requests for any investigation of continuing eligibility for special needs housing. Each member of the household is responsible to make sure that all persons in the household also give all requested information to the co-op.
  - If asked, households must give complete proof and details about the above. This request can include originals or copies of any documents and sworn statements from everyone involved.

**Losing eligibility:**

10. Households can lose their eligibility for special needs housing if they break any of the rules that apply – whether or not the rules are stated in this document.
11. Households can also lose their eligibility for special needs housing without breaking any rules. This can happen for reasons like:
  - The household lives in a special needs-modified unit and no longer has any members that require accessibility modifications.
  - The household lives in a special needs-support services unit and no longer has any members who require the support services.

Each of the undersigned agree that the co-op can receive, through its employees or agents, credit information from any credit agency or other source. All persons in the member's household must sign a separate authorization for a credit check if requested by the co-op.

Each of the undersigned agrees that personal information that the co-op receives during its investigations will be kept confidential, but it may be shared as stated in government requirements.

**Signatures:**

Date: \_\_\_\_\_  
Name of member: \_\_\_\_\_

Date: \_\_\_\_\_  
Name of member: \_\_\_\_\_

Date: \_\_\_\_\_  
Name of member: \_\_\_\_\_

Date: \_\_\_\_\_  
Name of non-member occupant: \_\_\_\_\_

Date: \_\_\_\_\_  
Name of non-member occupant: \_\_\_\_\_