



Fact Sheet

Housing Charges

In the Co-op sector we use the term housing charge instead of rent. We use this term because our housing charge will help cover all expenses that run the Co-op. These monies will cover the following: mortgages, any staff, and repairs of all kinds, some social events, heat, hot water and reserve.

This does **not** include: parking spot, phone, cable, hydro, or insurance.

All housing charges must be in on the last day of the month, for the following month. For example: the housing charge for the month of July must be received by the office by the 30th of June. WE DO NOT ACCEPT CASH.

If you are late there will be a charge of **\$35** dollars. A notice will be sent to appear before a meeting of the Board of Directors at which the option of eviction may be considered if housing charges are not paid in full before the fifth day of each month. Late payment of housing charges twice within a year will be considered chronic late payment. A notice to appear will be issued to members who pay their housing charges chronically late. Failure to pay late payment charges will be considered non-payment of housing charges.

Housing charges may be paid by cheque, EFT (*Electronic Funds Transfer*) or through the Debit machine located in the office. If a cheque for payment of housing charges is returned by the bank or credit union for any reason including NSF (*not sufficient funds*), funds held, stop payment or account closed, a **\$60** charge will be applied to the member account (*on top of the late fee of \$35*). Upon notification by the Co-op, returned cheques must be replaced within 2 days. A Notice to Consider Eviction will be issued if a returned cheque is not replaced within 2 days of notification by the Co-op. If two cheques are returned within a twelve month period, the member will be required to pay housing charges by certified cheque or money order for a period of one year. Payment in any other form will not be accepted. Failure to pay returned cheque charges will be considered non-payment of housing charges.

Maintenance Guarantee

All members must pay a maintenance guarantee of **\$344.00**. This amount goes up by the same percentage that the housing charges go up each year. This is to help cover the cost of any damage the co-op may incur repairing your unit upon your moving out. This is above the normal wear and tear of every day living. If there is no damage to your unit, then you will receive the total maintenance guarantee back when you move out.

Participation

To help keep the quality of life in the Co-op, we require that you must participate in the Co-operative. You are required to give four hours per month. You are also required to attend general members meetings. These are held about 2 times a year. This is your time to suggest to us how you want the Co-operative to be run. We all have equal say in the running of the Co-op. If you can't give 4 hours per month on a committee, you may help in other ways such as gardening, cleaning the side stairwells, shovelling snow in the winter, delivering notices from the office, etc.

Pet Policy

You are welcome to have a pet but it may only be either **1 dog or 1 cat**.

You are welcome to have fish and birds. All animals must be reported to the office. (The reason for this is in the event of a fire.) **YOU MUST PICK UP AFTER YOUR PETS, AND PETS ARE TO REMAIN ON LEASH AT ALL TIMES WHEN OUTSIDE OF YOUR UNIT.**

PLEASE STOOP & SCOOP!

Grievances

When you have a problem with a neighbour you must try to solve any differences amongst yourselves. If this cannot be done then the next step would be to send a letter to the Co-op office addressed to the Board of Directors with your grievance. At this point the Board will try to address the issues between the members to a satisfactory conclusion. If you are feeling harassed, threatened, or are made to feel unsafe by a neighbour's actions you are always allowed to call Police.

Annual Inspections

The annual inspections are to check for any damages to the buildings and to determine any deficiencies with the appliances, radiators, and unit. This will help the Co-op to budget correctly in order to plan for future repairs that may be required.

It is the member's responsibility to take care of the unit and co-op property (appliances, bathroom fixtures, counter tops, cupboards, floors, walls etc.) within the units. Members are required to put in a work order for repairs to be completed on the unit. The work orders should be sent into maintenance in a timely manner to avoid further damage to the unit. If you do not report a repair need to the co-op, and the issue becomes worse as a result of you not reporting the issue, you may be charged for the cost to repair this issue. The member will also have to pay if the repairs are a result of damage or neglect by the member.

Normal wear and tear repairs will not be charged back to the member.

Paint and Wall Paper

If you wish to paint your unit, it must be in neutral colours, or prior to your move out you will be required to paint the unit back to a neutral colour or white. You must buy the supplies and do the painting yourself. The co-op currently does not reimburse. You are welcome to wallpaper; however, the wallpaper must be removed prior to your move out.

Carpeting

If you wish to put down carpeting, it must have jute backing for under pad, please no foam. The carpets must never be permanently affixed to the floors. If this is the case the member will be responsible for sanding and refinishing of the hardwood floors.

Garbage & Organic Waste

Organic waste will be picked up every Tuesday. Household garbage and organic waste will be picked up every alternate Tuesday. The pickup schedule is available on the City of Toronto website. Electronics and appliances may be placed by the curb every Tuesday for pickup. However, large bulk items such as chesterfields and couches will also be picked up on Tuesday but will require you to contact the City prior to pickup.

NOTE: Members are responsible for separating their garbage, recycling and organic waste. Not only is it in accordance with City Bylaws it is your civic responsibility to do so.

Yard waste will begin on March 22nd and will be picked up every alternate Tuesday.

Laundry

There are three laundry rooms available for members of Norris Crescent Co-op. These are located in the north side basement at the back of buildings 11, 21, and 25. These facilities are coin operated. The cost is \$1.25 for either a wash or a dry. Change is available in the Co-op office during open office hours. The machines take either quarters or loonies. The machines are serviced by Phelps (1-866-557-5599).

The hours for doing laundry are 8:00 a.m. to 10:00 p.m. Please be considerate of the members whose bedrooms are located directly over the laundry rooms.

MEMBERS ARE NOT ALLOWED TO HAVE WASHERS/DRYERS/DISHWASHERS IN THEIR UNIT. The plumbing and venting system of the units cannot support these machines.

Visitors

You are allowed to have a visitor live with you for three months. After which they must apply for membership. At this point they must become a member or a long-term guest. If you receive a subsidy through the co-op you must report any income your visitor is receiving after three months.

People over the age of 16 are encouraged to become a member of the Co-op, or must become a long term guest after the age of 18.

If you have a guest, you are responsible for their actions and if there are any difficulties the Co-op may request that your guest leave the Co-op. If the trouble persists, your membership and occupancy rights will be in jeopardy.

Parking

The Co-op has outdoor parking only. Each spot is numbered. Members pay per month per vehicle. Spots are limited and will be given to members over non-members. The Co-op does on occasion rent parking spots to non-members.

The Co-op has a limited number of visitor parking spots, only four (4). Visitor parking passes are issued by the office to all units. Members are requested not to park in visitor parking at any time.

Insurance

It is the member's responsibility to get contents and liability insurance for their unit. The Co-operators offer discounts to members of Co-ops who choose to get their insurance through them.

Move Outs

The member must give sixty (60) days written notice of move-out, and the notice must end on the last day of a month (e.g. you can give notice of move out for June 30, but not for June 1 – 29).

There will be two (2) inspections of your unit before you move out. This will help us determine what repairs you are required to do before move out and what repairs the co-op is required to cover.

Your Last Month's Deposit will be applied to the last month you live here (though you may need to pay extra for any parking you have in that final month)

Applicant copy

I/we have read, and understood the information given to me/us at the interview for membership at Norris Crescent Housing Co-Operative Inc.

Name of Applicant (*please print*)

Signature of Applicant

Name of Applicant (*please print*)

Signature of Applicant

Name of Applicant (*please print*)

Signature of Applicant

Name of Applicant (*please print*)

Signature of Applicant

Signature On behalf of the Membership Committee Member

Date