

APPLEGROVE CO-OPERATIVE HOMES INC.
"Co-operatively owned and operated by the members who live here"

Security of Tenure Policy

The purpose of Applegrove Co-operative Homes Inc. is to provide affordable housing in a comfortable environment for its members. This Policy will outline how the Security of Tenure Reserve will be used to assist members who are currently paying market housing charges during periods of serious temporary financial difficulties beyond their control.

Eligibility: (all of the following).

1. Security of Tenure will only be allocated to households who are already residing at Applegrove Co-op for a period of at least 6 months.
2. The member(s) must be paying full market housing charges.
3. The member household has experienced a significant decrease in their income since moving into the Co-op.
4. The amount of subsidy required for the household shall be greater than \$50 per month.
5. The member household is eligible for Provincial rent geared to income subsidy and there is currently none available to offer.

Verification:

1. The member(s) must apply for Security of Tenure in writing prior to the period for which it is to cover. The request must also be accompanied by proper documentation.
2. Documentation to accompany requests for Security of Tenure are (amongst others): layoff notice, Employment insurance or Social assistance claim/stubs, separation papers between partners, doctors certificate, letter covering any extenuating circumstances. The member household must be able to present information regarding their current source of income and monthly gross amounts.
3. All Security of Tenure applicants should also submit an application for Provincial rent geared to income subsidy. As subsidy becomes available, subsidy regulations will replace those of the Security of Tenure Policy.

Allocation:

1. Security of Tenure funding is limited. The Board of Directors is solely responsible for allocation of assistance from the Security of Tenure Fund and has the right to deny assistance from the fund.
2. Security of Tenure is a privilege of residence of Applegrove Co-operative, not a right. The Board of Directors has total discretion as to whether a member household is allocated assistance from the Security of Tenure fund. The Board will consider the households' "member in good standing" status when making allocation decisions.
3. In considering allocating assistance from the Security of Tenure Fund, the Board of Directors shall also take into account the amounts available in the Fund and present requirements for assistance from households in receipt of assistance.
4. Priority for allocation of Security of Tenure assistance shall be based on date of application.

Members responsibility:

1. If a member households' income increases at any time during the assistance period, the member(s) must notify the Co-ordinator in writing within 7 days and provide documentation of the change in income. Failure to provide timely information will result in the immediate termination of assistance.
2. If member(s) provide the Co-op with false information Security of Tenure will be terminated immediately and the member may be required to pay back all assistance received.
3. If a member is in arrears at the time of application for Security of Tenure, the member must continue to make their scheduled arrears payments on time. Failure to make these payments may result in termination of Security of Tenure assistance.

Duration of Assistance:

1. Security of Tenure assistance will take effect in the month immediately following Board approval.
2. Security of Tenure will provide short-term assistance for up to 3 months. Member households who require continued assistance should reapply at least 14 days prior to the end of the assistance period.
3. The Board of Directors has total discretion as to whether to approve continuation of Security to Tenure assistance. The Board will consider the households' "member in good standing" status, including progress with any arrears repayment plans when making allocation decisions.
4. Assistance may be continued for another 3 months whereupon a further application from the member is required.

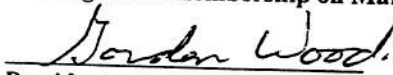
Calculation of assistance:

1. All social Assistance recipients will have their Security of Tenure Assistance based on the maximum shelter allowance provided by their type of assistance.
2. All other Security of Tenure applications will have their assistance based on their total household income, including all income earning adults (18 years and over) present in the unit. Income included in assessing the level of assistance will be the same as that stipulated by the Provincial rent geared to income subsidy program.
3. Housing charges for those applicants under section 2 above will be calculated based on a percentage of the gross household monthly income. This percentage will match the Provincial figure set for the rent geared to income subsidy program, currently 30% of gross monthly income. The difference between this figure and the market housing charge will be the amount of monthly Security of Tenure assistance.
4. At no time can Security of Tenure assistance to a member be more than the level of assistance available to the member under the Provincial rent geared to income program.

Confidentiality:

1. To ensure the confidentiality of the members personal financial information, all information presented to the Board will be on a case number basis and will not reveal either the name or the unit number of the member applying.

This policy was recommended by the Board of Directors at a meeting held on March 2nd 1998 and passed by a meeting of the membership on March 9th 1998.


President


Secretary