Application for Extra Persons Form

*This form is to be completed by a person named on the Tenancy Agreement (the Tenant).*

*Please complete one form for each proposed Extra Person.*

*Tenant to complete:*

|  |  |
| --- | --- |
| Full name of the Tenant |  |
| Full name of the proposed Extra Person |  |
| Date of Birth of the proposed Extra Person |  |
| Current address of the proposed Extra Person |  |
| Relationship of the proposed Extra Person to the Tenant |  |
| Have you attached Proof of Identity for the person? | ☐ Yes  ☐ No |
| Does the person own (or part own) a habitable property? | ☐ Yes – please attach a statement explaining why the person is not residing at the habitable property  ☐ No |
| Does the person have an income? | ☐ Yes – please attach evidence of income  ☐ No |
| Does the person have any outstanding debts to the Co-op? |  |
| Date the proposed Extra Person plans to move into the property | / / |
| Is there anything else we should know about the person or their circumstances? | ☐ Yes – please attach an explanation  ☐ No |
| *If aged 16 years and over, the proposed Extra Person must sign the statement below:*  I give permission for:   * My personal information on this form to be collected by the Tenant. * The proper use of my personal information by MERZ Housing Co-operative Inc. in order to assess this application.   I understand that I must comply with the Tenancy Agreement signed by the Tenant and with the Rules and Policies of MERZ Housing Co-operative.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of proposed Extra Person Date | |
| Tenant’s signature |  |

*Tenancy Officer to complete*

|  |  |
| --- | --- |
| Date form received | / / |
| Date application assessed |  |
| Approval given? | ☐ Yes  ☐ No – please attach a statement explaining why application was not approved. |
| Date Tenant notified in writing | / / |