

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the person own (or part own) a habitable property?	<input type="checkbox"/> Yes – please attach a statement explaining why the person is not residing at the habitable property <input type="checkbox"/> No
Does the person have an income?	<input type="checkbox"/> Yes – please attach evidence of income <input type="checkbox"/> 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?	<input type="checkbox"/> Yes – please attach an explanation <input type="checkbox"/> No
<p><i>If aged 16 years and over, the proposed Extra Person must sign the statement below:</i></p> <p>I give permission for:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>_____</p> <p>Signature of proposed Extra Person Date</p>	
Tenant's signature	

Tenancy Officer to complete

Date form received	/ /
Date application assessed	
Approval given?	<input type="checkbox"/> Yes <input type="checkbox"/> No – please attach a statement explaining why application was not approved.
Date Tenant notified in writing	/ /