

## Caretaker Arrangements Application Form

### ***Tenant to complete***

Full name of the Tenant	
Full name of the proposed Caretaker	
Date of Birth of the proposed Caretaker	
Current address of the proposed Caretaker	
Relationship of the proposed Caretaker to the Tenant	
Do you or the proposed Caretaker have any outstanding debts to the <b>Merz Housing Co-operative Inc.?</b>	
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
Have you attached Proof of Identity for the person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date you will be leaving the property	
Date you will be returning to the property	
Date the proposed Caretaker plans to move into the property	
Please describe how rent will be paid during your absence:	
What are your contact details while you are away?	Phone  Email
What are the proposed Caretaker's contact details while you are away?	Phone  Email

***Tenant to read and sign:***

- If this Application/Agreement is approved by **MERZ Housing Co-operative Inc.**, I acknowledge and accept that the following conditions, and those in my signed Tenancy Agreement, apply:
- If there is a breach of the Conditions of Tenancy in my absence, any notice **MERZ Housing Co-operative Inc.**, gives to terminate my tenancy may be left on the premises or may be posted to the premises, and any notice which is posted shall take effect at the expiration of 48 hours after it is posted
- The rent payable during the period of the caretakership will be based on my gross household income
- Any rent payable by the Caretaker to me must not exceed the rent charged to me by **MERZ Housing Co-operative Inc.**
- I agree to advise **MERZ Housing Co-operative Inc.** of any changes in my circumstances which may effect rent
- If the tenancy is terminated in my absence, I will be responsible for the costs of **MERZ Housing Co-operative Inc.** obtaining vacant possession of the premises
- I understand that **MERZ Housing Co-operative Inc.** will only grant approval for the Caretaker to remain in the property until the stated date of my return set out above, or until there is a breach of the Conditions of Tenancy, whichever is earlier
- I agree that, if I do not return by the stated date of my return above, and/or advise **MERZ Housing Co-operative Inc.** of my intention to terminate my tenancy, I will be responsible for all aspects of the tenancy up to the date of termination or vacant possession, whichever is later
- During my temporary absence, I give my consent for **MERZ Housing Co-operative Inc.** to contact the person named in this Application/Agreement in the event of an emergency relating to the tenancy, and to discuss and deal with any matter regarding my tenancy or this caretaker arrangement
- I agree not to allow the Caretaker to move into the property unless written approval of this Application/Agreement is given by **MERZ Housing Co-operative Inc.**

---

Signature of Tenant

---

Date

***Proposed Caretaker to read and sign:***

I declare that the information given above is correct and I request permission from **MERZ Housing Co-operative Inc** to temporarily occupy the premises referred to in this Application/Agreement.

I am aware that my personal information is being disclosed to **MERZ Housing Co-operative Inc**.

I undertake not to allow any persons to reside in the premises with me without prior written permission of **MERZ Housing Co-operative Inc**.

I acknowledge and agree that:

- I must abide by the existing Tenancy Agreement
- I have no claims whatsoever on this property or on **MERZ Housing Co-operative Inc** and that I am acting as caretaker for, and at the request of, tenant
- I will leave the house immediately if requested by **MERZ Housing Co-operative Inc**.
- Approval of my occupancy of the house as caretaker will, if given, be only until the date of return stated by the tenant on Application/Agreement, or until there is a breach of the Conditions of Tenancy, whichever is the earlier
- I will not move into the house unless and until written approval of this Application/Agreement is given by **MERZ Housing Co-operative Inc**.

---

Signature of proposed Caretaker

---

Date

**Tenancy Officer to complete**

Date form received	
Date application assessed	
Approval given?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes	
Date Tenant notified in writing	