



Application Process

Thank you for your interest in Hillside Place Housing Cooperative

In order to receive an application form, all applicants must attend our orientation meeting. Please note the dates and times on the *Home Page* for upcoming orientation meetings.

- After attending our Orientation Meeting, applicants will receive an access code to our online application form on our website. For those applicants without internet access, paper copies of the application form will also be available. Please make sure you send copies of your most recent Financial Statements to the office separately from your online application submission. For paper copy applications, please attach your financial statements to the application and send the entire package to our office.
- Once your application and your financial information are received, it will be reviewed by our office coordinator. **Hillside Place Housing has no subsidy available at this time and our subsidy wait list is closed.**
- If it appears you qualify to be a market payer, your application will be forwarded to our Membership Committee who will place you on the wait list.
- The office will perform two checks; a Credit Check and a Landlord Check. The Membership Committee will arrange an at-home interview with you at a future date. It is important that ALL applicants that will be residing at Hillside Place be present at the interview.
- Please do not call to find out when your interview will be as our office coordinator does not have that information. Your interview may not be scheduled for some time.
- While you are on the waiting list, keep your application up-to-date. You **MUST** renew your application every 6 months.
- For renewing online, go to our website and Click on **Renewing Application**– under Applying for Membership – make any necessary changes or updates and submit. For those applicants without internet access, a paper renewal form can be found at the back of the orientation package handed out at the orientation meeting. If we do not receive your renewal form every 6 months, your application will be taken off the list.
- At your interview you will learn more about our co-op and the expectations and responsibilities of membership in our co-op.
- Please do not call and ask your position on our wait list or when you can expect a unit. We are unable to give you a definite answer to this question. Some applicants wait years to be offered a unit, others only a few months. How long it takes to get a unit depends on our vacancy rate, which is unpredictable, and also on the availability of other applicants on the wait list. When a unit becomes available we begin at the top of our wait list and phone all interviewed and approved applicants – often many of those on our list have already found suitable housing and so your position on the list is really irrelevant.