

Appendix 2 Low-Rental Housing Application Form

Qualifications, interests, responsibilities and availability

Section - Identification

Full Name: _____
Address: _____ City: _____ Postal Code: _____
Tel.: (____) _____ E-mail: _____

Section - Maintenance and repair

I am able and ready to take responsibility for :

- Doing minor carpentry work in the dwellings (ex: install tiles, quarter-rounds...)
Indicate the type of work:

- Doing minor electrical work in the dwellings (ex: replace electrical outlets, install a fan...)
Indicate the type of work:

- Doing minor plumbing work in the dwellings (ex: change the taps, drain a hot water tank, unblock the drains...)
Indicate the type of work:

- Doing various minor repairs in the dwellings (ex: change the locks, change hinges, do some plaster...)
Indicate the type of work:

- Keeping the yard and the outdoor spaces clean (ex: to sow and fertilize the grass, plant trees, maintain a hedge, paint...)
Indicate the type of work:

- Other jobs for which I am qualified:

Section - Administration and cooperative life

I am able to:

- **Take small responsibilities** in financial matters
(ex: make the deposits, keep records, file the invoices...)

Indicate the type of responsibilities:

- **Take important responsibilities** in financial matters
(ex: do the bookkeeping, prepare the budget...)

Indicate the type of responsibilities:

- **Take small responsibilities** in secretarial matters
(ex: make photocopies, distribute the documents to the members, make telephone calls...)

Indicate the type of responsibilities:

- **Take important responsibilities** in secretarial matters
(ex: write the minutes, be in charge of the filing...)

Indicate the type of responsibilities:

Section - Qualifications

I am able and ready to take on the following responsibilities (tick off)

- word processing correction of documents manage a work committee
- chair an assembly maintain a computer translate a document from French to English
- other: _____

Section - Main interests

Fields in which I would really like to get involved in:

- maintenance repairs secretarial duties
- finances member selection member education
- other: _____

Section - Availability

I am available to participate in committee meetings and in the assemblies:

- days evenings weekends

If you can't participate certain days of the week, indicate which ones:

If you can't participate certain evenings of the week, indicate which ones:
