



## INFORMATION & RECORD UPDATES

Date: \_\_\_\_\_

### UNIT INFORMATION

#### CURRENT UNIT

Unit #: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Move in date: \_\_\_\_\_

#### PREVIOUS UNITS

Unit #: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Move in date: \_\_\_\_\_

Reason for transfer to another unit: \_\_\_\_\_

### RESIDENT INFORMATION

#### PRIMARY MEMBER / RENTER (OVER 19 YEARS OF AGE)

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(for online meetings and receiving notices)

#### ASSOCIATE MEMBER (OVER 19 YEARS OF AGE)

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(for online meetings and receiving notices)

#### OTHER RESIDENTS (ADULTS AND CHILDREN)

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_



## EMERGENCY CONTACT

(Individual not residing with you, in case of emergency)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Telephone (mobile): \_\_\_\_\_

## PETS

**There is a maximum of TWO dogs/cats/rabbits per unit. Dogs must be licensed with the city.**

Animal	Name & Breed	License # and expiry		Collared?		Gender?		Fixed?		
Dog #1:	_____	_____	_____	Y	N	M	F	Y	N	
Dog #2:	_____	_____	_____	Y	N	M	F	Y	N	
Cat #1:	_____	Indoor	Outdoor	Y	Y	N	M	F	Y	N
Cat #2:	_____	Indoor	Outdoor	Y	Y	N	M	F	Y	N
Rabbit #1:	_____	Indoor	Outdoor	Y	Y	N	M	F	Y	N
Rabbit #2:	_____	Indoor	Outdoor	Y	Y	N	M	F	Y	N

**Any pets or animals not included above must be appropriately housed in a cage or tank**

Animal	Number & type of each pet (where listed)	Number of tanks / cages	Appropriately housed?	
Fish	_____	_____	Y	N
	<small>Number only. No need to list fish types</small>			
Bird(s)	_____	_____	Y	N
Rodents <small>(mice, hamsters, gerbils, rats, etc.)</small>	_____	_____	Y	N
Reptiles/Insects <small>(lizards, iguanas, snakes, spiders, etc.)</small>	_____	_____	Y	N

## FIREARMS

Are there firearms in the Unit?	Y	N	How Many? _____	Are they stored within legal requirements (gun safe, etc.)?	Y	N
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## VEHICLES

**All vehicles must be insured, be in running condition, and registered to one of the approved residents of the unit**

**VEHICLE #1** Registered to (name): \_\_\_\_\_

Colour: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate: \_\_\_\_\_ Parking spot: \_\_\_\_\_  
(front of unit / reserved spot / street)

**VEHICLE #2** Registered to (name): \_\_\_\_\_

Colour: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate: \_\_\_\_\_ Parking spot: \_\_\_\_\_  
(front of unit / reserved spot / street)

**VEHICLE #3** Registered to (name): \_\_\_\_\_

Colour: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate: \_\_\_\_\_ Parking spot: \_\_\_\_\_  
(front of unit / reserved spot / street)

## RECORDS

**PROOF OF INSURANCE:**  
You are responsible for providing a copy of your tenants insurance annually, including proof of water damage coverage if the unit contains a waterbed or a fish tank larger than 1 gallon in size

Provided with this document?:    Y    N    Has it been provided to the Property Management Company?:    Y    N

**BANKING INFORMATION:**  
You are responsible for making sure that your banking information is up to date with the Property Management Company to ensure no arrears are accrued on your account



Harris Road Housing Co-Operative  
19225 119 Avenue, Pitt Meadows, BC V3Y 2B2  
Phone: 604-465-1938

## PARTICIPATION

Housing charges for the Co-op are able remain lower than average housing costs due to members sharing in the responsibilities of operating and maintaining our property. **Which committee(s) are you wanting to be signed up for?**

Signing up for a committee below will result in the member being added to the committee's email list. The committee head will be responsible for reaching out to you.

<b>Committee</b>	<b>Member name</b>	<b>Action</b> <small>(circle one)</small>	
Inspection	_____	Join	Leave
Landscaping	_____	Join	Leave
Maintenance	_____	Join	Leave
Membership	_____	Join	Leave
Pet	_____	Join	Leave
Security & Parking	_____	Join	Leave
Social	_____	Join	Leave
Newsletter	_____	Join	Leave

**If you would like to join the Board of Directors, you can email your intention to [Secretary-HRHC@Outlook.com](mailto:Secretary-HRHC@Outlook.com) but the primary opportunity to join the BoD occurs at either the Annual General Meeting, or at a Special General Meeting.**