

Benryk Mews Housing Co-operative Application

#61 – 8631 Bennett Road

Richmond, BC V6Y 3K6

(604) 273-9167

benrykmews@gmail.com

In order for you to better understand what it means to be a part of a Co-op please take the time to read the following information before submitting your application so that you can make a more informed decision as to whether or not Co-op living is a suitable lifestyle for your family.

Co-operative living means a family-oriented neighbourhood, which promotes growth of all members young and old. The people who live in the Co-op are its members. From the beginning, members decide the planning and day to day management of the Co-op by serving on committees with various responsibilities such as new member selection, maintenance and finance. Each year members also elect from amongst themselves a Board of Directors to run the Co-op. Co-op members make the rules, set the policies, approve the budgets and do all the work involved in running and maintaining the development.

Benryk Mews Housing Co-operative is a 60 unit townhouse complex located in Richmond. We have two three and four-bedroom units.

Housing Charges June 1, 2021 – May 31, 2022

QTY	TYPE	SQ FT	MONTHLY HOUSING CHARGE	MIN INCOME MONTHLY	SHARES
2	2 Bedroom - Accessible	793	\$ 1,112.00	\$ 3,720.00	\$ 2,000.00
21	2 Bedroom - Townhouses	1072	\$ 1,112.00	\$ 3,720.00	\$ 2,000.00
29	3 Bedroom - Townhouses	1150	\$ 1,212.00	\$ 4,050.00	\$ 2,500.00
8	4 Bedroom - Townhouses	1300	\$ 1,299.00	\$ 4,350.00	\$ 3,000.00

The housing charge represents “full market” value. Unfortunately, subsidy is not available.

Shares

Please note that your share purchase needs to be paid in full by cheque/money order within 7 days after being accepted to secure the right to move in.

Insurance

All members are required to obtain contents insurance and must show proof of this insurance annually. Insurance must be purchased prior to occupancy of any unit within Benryk Mews Housing Co-op.

Pets

Two pets are permitted per unit in the Co-op and members are expected to abide by the rules and regulations of the pet policy. Cats and dogs must be spayed or neutered and shots must be kept up to date. All pets must be on a leash at all times.

Members' Responsibilities

The Co-op is an independent organization run by the members and annually elected Board of Directors. Various member committees assist the Board in running the Co-op (Maintenance, Membership, and Finance, etc...) Members are expected to attend the general meetings as well as serve on a committee of their choice, which holds monthly meetings.

The Co-op expects responsible active members who will abide by the rules of Benryk Mews Co-op's Occupancy Agreement and Policies. Failure to comply with the rules and policies or failure to attend general meetings may result in a membership review by the Board of Directors.

Applications

Applicants must submit a completed application form prior to consideration for membership. Incomplete applications will not be accepted. Representatives of the Membership Committee will interview potential members. More than one interview may be conducted. References and credit checks will be required.

Do you want to become a member of Benryk Mews Housing Co-operative?

Are you able and willing to commit your time and skills to community living? Are you able to meet the financial obligations of the share purchase, insurance and monthly housing charge? Are you able to provide references and confirmation of monthly income? Please take the time to consider if Co-operative living is suitable for you and your family. We look forward to receiving your application.

Note:

Applicants are required to keep their information updated every 6 months. This can be done by email or by submitting a letter to the Co-op.

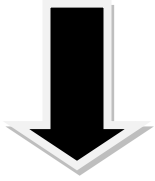
If the membership committee does not hear from the applicant after the 6 months, the application will be removed from the waitlist.

Please keep this page for your records

Application Form

Benryk Mews Housing Co operative
#61 8631 Bennett Road, Richmond, BC V6Y 3K6
benrykmews@gmail.com

Important



Please review this checklist and make sure that, when this application is sent in, all documents are included.

Missing information will slow down the processing of **Submit your completed application to:**

Benryk Mews Co-op
#61 – 8631 Bennett Road
Richmond, BC
V6Y 3K6

Email:
benrykmews@gmail.com

HOUSING REQUIREMENT

Unit Size: 2 Bedroom 3 Bedroom 4 Bedroom

Date: _____

Name: _____

Type: Market Subsidy

****Purpose of this form****

The purpose of the application form is to collect specific information from applicants (the person filling out the form) seeking housing in accordance with section 26 (c) of the Freedom of Information and Protection of Privacy Act.

Other important information

Applicants may be contacted for more information, which may involve providing supporting documents.

1. Applicant Information

Last Name _____ First Name _____

Co-Applicant

Last Name _____ First Name _____

2. Contact Information

Address _____

Home Phone _____ Work Phone _____

Alternate Phone _____ Email _____

Emergency Contact Person _____ Relationship _____

Emergency Contact Phone Number _____

3. Household Information

3a. List yourself, then all other household members. If required, attach separate sheet for more names.

Last Name	First Name	Relationship (To Applicant)	Birth Date (dd/mm/yyyy)	Age	Sex

3b. Do all of the people listed above live with you full time right now? Yes No

If No, please provide the name of the person(s) and number of days per week they live with you.

Name	# of days per week	Shared custody? Yes/No	If not shared custody, why are they not living with you full time?

3c. Do you expect the number of people living with you to change in the next 12 months?
 (ie. pregnancy, family joining, family leaving, child in care) Yes No

If yes, please explain and provide expected date of household size change:

4. Residency History

4a. Please provide information on your last three landlords

Rental Address (street, city)	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)	Landlord Name	Landlord Phone #	Reason for Leaving

4b. Have you or any members of your household ever lived in subsidized housing? Yes No

If yes, provide information for all previous subsidized housing

Name of Tenancy	Name and Address of Development	Reason for Leaving	Money Owing? Yes/No

5. Current Accommodation

5a Do you: Rent Own Share expenses Other _____

5b How much is your rent payment? \$ _____ Is this: Nightly Weekly Monthly

Do you pay extra for heat? Yes No

5c How many bedrooms does your current household have? _____

5d Please describe your current living arrangements:

- House/Townhouse Apartment/Basement Suite Hotel/Motel
 Second-stage housing Manufactured home/Trailer Transition House
 Housekeeping/Room and Board Living with family or friends Emergency Shelter

Treatment centre or care facility Other Describe: _____

5e Have you received a legal notice to end tenancy? Yes No

If yes, what date do you have to move by? _____

****Please attach a copy of the notice to end tenancy to the application. This notice must be the Residential Tenancy Branch's Notice to End Tenancy form.**

5f. If you are **NOT** under notice to move, please tell us why you want to move. (If more room needed to write, attach a letter)

6. Housing Preference/Choices

Answers to the questions below will help the Co-op match you to suitable units.

6a. Do you have any pets? Yes No

Provide the following information for all household pets

Type	How many	Willing to give up? (Please check)	Breed (s)	Size (s)
Dog		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> All but one		
Cat		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> All but one		
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> All but one		

Pet Policy: Two pets permitted per unit. All applicants must have documentation before move in.

6a. If accepted into Benryk Mews Co-op, you must be willing to volunteer your time, as participating is mandatory for every household member. How many hours a month will you be able to contribute to co-op activities? _____

It is mandatory for co-op members to participate in the operation and management of the co-op. Please indicate your areas of interest:

Maintenance Finance Membership Social Committee

Please answer the following questions:

Please list the skills that you and your co-applicant can contribute to Benryk Mews Housing Co-op:

What does participation mean to you?

How do you think co-op living is different from renting and owning your own home?

Do you have any family or friends at Benryk Mews Housing Co-op? If yes, who?

How did you hear about Benryk Mews Housing Co-op?

Financial Information

For all other income sources, list gross monthly income (before deductions) for everyone aged 19 and older.

First Name	Income Source	Gross Monthly Income (\$)

Total gross monthly income for household \$ _____

For any adult (aged 19 or older) with no income, please tell us why there is no income.

****If any adult (aged 19 or older) is a full-time student, attach proof of student status to application****

Current Employment Verification for all Applicants over the age of 19

Applicant	Occupation	Company	Employer's Name	Employer's #	Start Date

If less than two years at present employment please list previous employment:

Applicant	Occupation	Company	Employer's Name	Employer's #	Start Date

For the purposes of this agreement: "Income" means the aggregate gross income, in whatever form received, of all aggregate gross income, or of an individual where applicable.

PLEASE DO NOT INCLUDE CHILD TAX CREDIT OR GST AS FORM OF INCOME

*****Please note that your share purchase needs to be paid in full by cheque or money order within 7 days of being accepted*****

APPLICATION FORM DECLARATION

I/we declare:

- This is my/our application and all the information in it is correct and complete to the best of my/our knowledge.

I/we authorize:

- Pursuant to the Freedom of Information and Protection of Privacy Act (the FOI Act), Benryk Mews Housing Co-op to make any inquiries that are necessary to verify the information given in the application;
- Pursuant to the FOI Act, any person, corporation or social agency to release to Benryk Mews Housing Co-op, any information pertinent to the assessment of my/our application;
- Benryk Mews Housing Co-op to receive and exchange with credit bureaus and my/our previous landlords, credit and other information about me/us to be used in the decision-making process to provide me/us with housing;
- Ministry of Employment and Income Assistance (MEIA) to release information to Benryk Mews Housing Co-op regarding my/our income and information from my/our Person with Persistent Multiple Barriers or Person with Disabilities application;

I/we understand:

- That this application is not an agreement on the part of Benryk Mews Housing Co-op or its members to provide me/us with housing;
- That it is my/our responsibility to tell Benryk Mews Housing Co-op of any changes to the information given in this application and to provide any supporting materials required;
- That false information given by me/us may result in my/our application being cancelled from consideration;
- That if I/we have deliberately worsened my/our current housing situation (e.g. terminated a tenancy for no reason) that my/our application may not be accepted or my/our current living situation may not be taken into consideration.

Application must be signed by everyone age 19 years or older

Print Name*	Signature of Applicants	Date

****Please note that if you choose to submit this application electronically, by typing your name below, you agree that this is valid as your signature.***