

## Important information update request

Dear Co-op Member:

Help us keep connected with your co-op to advise you of important federation events for members, co-op related news and opportunities. CHF BC keeps this contact information private and does not share with outside organizations. The data gathered is intended only for the purpose of communications with you.

Thank you!

### Primary Co-op Information:

#### Mailing Address:

Street Address:

\_\_\_\_\_  
*(include mailbox or unit number where applicable)*

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

#### Primary Contact: (this can be an individual director or co-op manager)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Designated contact for billing (if different from primary contact):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Billing Address:

*(If different than mailing address)*

Street Address:

\_\_\_\_\_  
*(include mailbox or unit number where applicable)*

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

If your co-op works with a management company AND you want us to send mail for your co-op to them instead of your co-op:

Please send all mail from CHF BC to our management company ☐

**OR** Please only send invoices from CHF BC to our management company ☐

**Management company name:**

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**Management Company mailing address:**

Street Address:

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*(include mailbox or unit number where applicable)*

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## CHF BC Co-op Directory “Find a Co-op”

CHF BC provides a map-based directory of all housing co-ops in BC as a public service at: <https://www.chf.bc.ca/find-co-op/>. Please take a look at your co-op's listing.

This directory is the most popular section of our website and many people search the listings hoping to find a co-op home. They can filter the listings for which co-ops are accepting applications. It is important that your co-op's information is clear and up-to-date. Please let us know if you want to make changes.

Here's what we need from you (*and you only need to complete information that is missing or incorrect in your current listing*):

**1) Is your co-op currently accepting applications? (If not, skip to #2 below)**

Yes ☐ No ☐

a) If so, how can someone get a copy of the application? (*Some co-ops will offer more than one way to get an application*):

i) **Download application from CHF BC website** (send us a PDF) ☐

ii) **Download application from your website**  
Include your website URL below (or direct link to application):

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iii) **Other** ☐  
Please specify:

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b) **Is your co-op accepting applications for people who can only pay less than full housing charges?** *This could be possible if your co-op receives a rent supplement or subsidy program or has other resources that allow you to offer rent geared to income (RGI) for some units in your co-op.* Yes ☐

## 2) Unit details and share purchases:

Please provide details about the units in your co-op:

Unit size	Number of units	Monthly housing charge	Number of accessible units	Mark "x" if accepting applications	Share purchase amount
0 bed (studio)					
1 bed apartment					
2 bed apartment					
3 bed apartment					
4 bed apartment					
5 bed apartment					
1 bed townhouse					
2 bed townhouse					
3 bed townhouse					
4 bed townhouse					
5 bed townhouse					

*\*If your co-op has housing types other than those listed in this table, please provide us with details by email to [members@chf.bc.ca](mailto:members@chf.bc.ca) or include the details on a separate sheet of paper.*

3) **Seniors only (55+):** Is your co-op designated for adults 55 years and up only? Yes ☐

- 4) **Pets:** Our directory can indicate if your co-op allows pets. You are welcome to provide more details about your pet policy in your listing description. Does your co-op allow pets? Yes ☐
- 5) **Photographs:** Our directory is visually oriented. If your listing doesn't have photographs or you'd like to update images, please send us high-resolution photographs of your co-op in landscape format. (Ideally 2100 by 900 pixels in size)
- 6) **Co-op description:** Please provide a description of your co-op (or make updates to your current description) to help potential members learn a little about your community. Ideally, the description will include the following information:
- a) Setting of your co-op and what makes your co-op and your community special.
  - b) Any amenities.
  - c) Anything else you want applicants to know about your co-op.

*\*Please write your co-op description in the section below or attach an additional sheet if you need more space. We recommend avoiding abbreviations and that you use full sentences.*

Please send changes and return the completed form to us in **one** of the following ways:

**By email to:** [members@chf.bc.ca](mailto:members@chf.bc.ca)

**Or by mail to:** CHF BC Co-op Services Team  
220-1651 Commercial Drive  
Vancouver, BC V5L 3Y3