

# Shaughnessy Housing Cooperative Membership Application

SHAUGHNESSY HOUSING CO-OPERATIVE

**\*\*2083 Shaughnessy Street \*\***

**Port Coquitlam, BC V3C 3C4**

Thank you for your interest in applying to Shaughnessy Housing Co-operative. This package includes an application and a fact sheet, which gives some essential information about our Co-operative. Please read this information carefully, it will help you to understand the advantages and responsibilities of being part of a Housing Cooperative, and what our particular co-op has to offer. If you are willing to make a commitment to this type of community living, we'd be happy to process your application. Please complete the application form and return these forms to our office. Our member selection process involves several steps:

**INTERVIEW:** When a suite becomes available, applicants who qualify (based on occupancy and minimum income requirements for the unit) will be invited to attend an interview with representatives of our Membership Committee. The interview will give us a chance to explain how our Co-op works, to discuss how our Participation Policies match your volunteer skills and interests and to answer your questions.

**SCREENING:** We check the Landlord references and Employment histories of all applicants.

**APPROVAL BY OUR BOARD OF DIRECTORS:** Our elected Board of Directors has the **final** responsibility for approving applications, based on the recommendations of our Membership Committee.

**SIGN-UP AND SHARE PURCHASE:** When you accept the offered unit, the Membership Committee will contact you. The committee will arrange an appointment for you to sign your membership paperwork and to pay for your share purchase. Due to the number of applications we are unable to acknowledge every application. The number of vacancies varies from year to year. Applications will be kept on file. Receipt of your application only places you into the waiting pool; it does not guarantee you will be selected or interviewed for membership during this period. Please keep us informed in writing, at the above address, of any changes in address, income, or unit preference (i.e. family size).

**SHARE PURCHASE: Members are required to purchase shares. Share purchase \$1,500.00, \$500.00 is payable immediately upon accepting a unit in Shaughnessy Housing Co-op, these monies are non-refundable if a person were to change their mind and not take the unit offered to them. The balance of the \$1000.00 is payable **on** or **before** move in. The interest from these monies is used for the operating costs of the co-op. The share purchase is refunded, upon vacating, in full, less any damages in the unit over and above normal wear and tear.**

**Current MONTHLY MARKET HOUSING CHARGES: 2 Bedroom Townhouse- \*\*\*, 3 Bedroom - \*\*\*\*. Subsidized units** are calculated at 25% of your unit's total gross income, this is dependent upon whether or not subsidy is available at the time of move in. All members are required to provide 12 months postdated cheques for housing charges to the Co-op Bookkeeper, no cash is accepted.

**\*\* Please do not send correspondence to unit #1, use the address indicated above \*\***

## **SHAUGHNESSY HOUSING CO-OP FACTS:**

### **WE ARE AN ADULT & FAMILIES WITH CHILDREN COMPLEX, WE OFFER:**

- A total of 25 two and three bedroom townhouses
- Approximate square footage: 953 sq. ft. for 2 bedroom, 1138 sq. ft. for 3 bedroom
- Lower level has dining room, kitchen and living room, the upper level has bedrooms, a small storage area, laundry hook ups and full baths, 3 bedrooms have additional half baths on lower level
- No utilities included in housing charge (heat is baseboard, electric heat with separate controls in each room)
- Dishwasher, washer & dryer hook-ups in units
- Fridge & stove, carpets, lino and screens provided
- Outside storage
- **Two (2) pets allowed (must be spayed/neutered). Dogs must be 21" or less from ground to shoulder height. NO EXCEPTIONS AND ALL CATS MUST BE INDOOR PETS ONLY.**
- Ground level, private, back yard patios
- 1 carport stall per unit (covered) & 1 car in visitor parking permitted (with restrictions), no parking permitted in co-op roadways
- Visitor parking is located on Shaughnessy Street
- Garbage pick up and recycling is provided
- Common Areas: Common room, Visitors' parking, co-op roadways, playground area, are available to members

- and their children and **MUST** be returned to a satisfactory state after use
- Shaughnessy Housing Co-operative offers you the advantage of being a member of a housing co-operative, which manages its own buildings
  - The Maintenance Committee maintains all the common areas and fronts and backs of units, inside fences is the responsibility of each member
  - Members **MUST** carry their own Content Insurance as part of the Occupancy Agreement, proof of this **MUST** be presented to the Board of Directors upon move-in, and every year thereafter, upon renewal date
  - Members must make themselves familiar with the Occupancy Agreement shortly after move in
  - Members are responsible for maintaining the inside of their units to a standard suitable to Co-op rules.
  - Members are responsible for any damages incurred by their children, visitors and pets
  - The co-op requires two months (60 days) written notice to vacate. It is the members responsibility to restore the unit to the conditions as laid out in the Policy Manual.

## **Member participation is required & expected at General Meetings, Annual General Meeting and Committee Meetings**

**As requested, an application for membership is enclosed. Please complete this application in its entirety and return to the address on the covering letter.**

1. Please complete the attached form and return it as soon as possible.

**When your application is received, your name will be placed on the appropriate wait list for potential membership. Applicants will be interviewed prior to acceptance, but not until a unit becomes available. The Membership Committee conducts interviews and you will be contacted to schedule an interview time.**

**Size of unit you are applying for (2-BEDROOM \_\_\_\_, 3-BEDROOM\_\_\_\_)**

Do you know any one residing in the co-op? \_\_\_\_\_, If yes, whom? \_\_\_\_\_

|              | Applicant | Co-Applicant's Name & Relationship to applicant |
|--------------|-----------|---|
| Name         |           |   |
| Address      |           |   |
| Phone Number |           |   |
| Birth date:  |           |   |

**Names and birth dates of all other people who will reside with you:**

| Name | Birth date | Relationship |
|------|------------|--------------|
|      |            |              |
|      |            |              |
|      |            |              |

**Emergency Contact:**

| Person (Relationship to Applicant) | Name | Phone number |
|------------------------------------|------|--------------|
|                                    |      |              |

**VEHICLE (S):**

|            |               |
|------------|---------------|
| Make/Model | License Plate |
| Make/Model | License Plate |

**PETS:** Shaughnessy Housing Co-op allows one (1) small dog or cat, under 21" shoulder to floor height, all pets must be spayed or neutered and registered with the Pet Committee). **ALL CATS MUST BE INDOOR PETS ONLY.**  
*(A document is needed from the veterinarian validating this information)*

|            |               |                 |                                    |
|------------|---------------|-----------------|------------------------------------|
| Type/Breed | Weight/Height | Spayed/Neutered | Pet's Name<br>Indoor or<br>Outdoor |
|------------|---------------|-----------------|------------------------------------|

Do you currently (Check one): Rent \_\_\_\_\_ Own \_\_\_\_\_ Co-op \_\_\_\_\_ Other \_\_\_\_\_

Current rent: \$ \_\_\_\_\_

**Residences or Landlords in the past three years:**

| Dates: | Landlord's Name: | Address: | Phone Number: | Reason for Leaving: |
|--------|------------------|----------|---------------|---------------------|
|        |                  |          |               |                     |
|        |                  |          |               |                     |
|        |                  |          |               |                     |
|        |                  |          |               |                     |

**Employment history in the past three years:**

| Dates | Name of Company | Supervisor | Phone number |
|-------|-----------------|------------|--------------|
|       |                 |            |              |
|       |                 |            |              |
|       |                 |            |              |
|       |                 |            |              |

**Your Co-habitants employment history in the past three years:**

| Dates | Name of Company | Supervisor | Phone number |
|-------|-----------------|------------|--------------|
|       |                 |            |              |
|       |                 |            |              |
|       |                 |            |              |
|       |                 |            |              |

**VOLUNTEER ACTIVITIES:** Please list all volunteer activities in that you and your family have participated in during the

past two years and any skills/ talents you will contribute to our co-op:

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**List three reasons why you think living at Shaughnessy Housing Co-op would be better than where you are now living:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**What disadvantages can you see to co-operative living?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**At Shaughnessy Housing Co-op all members and associate members are expected to attend General Membership Meetings, Annual General Meetings and to participate in work parties and serve on the Board of Directors or one of the committees. Which of the following committees would you be prepared to participate on?**

\_\_\_\_ Maintenance \_\_\_\_ Social \_\_\_\_ Membership \_\_\_\_ Pet \_\_\_\_ Grievance  
\_\_\_\_ Policy Manual

**PERSONAL REFERENCES:**

*Please provide us with two references that are not relatives.*

| Name | Address | Phone number |
|------|---------|--------------|
|      |         |              |
|      |         |              |

**SHAUGHNESSY HOUSING CO-OPERATIVE CONSENT FORM**

I UNDERSTAND that providing the co-operative with false or misleading information could result in termination or rejection of application of membership.

Dated at \_\_\_\_\_, B.C. This \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Applicant's Full Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Full Printed Name

\_\_\_\_\_  
Co-Applicant's Signature

**FOR INTERNAL CO-OP USE ONLY:**

Employment history confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord Check confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Membership Committee Recommendation: \_\_\_\_\_

Comments:

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**Board of Directors Acceptance** \_\_\_\_ **Yes** \_\_\_\_ **No**