

Cedar Mill Housing Co-Operative



October 2007

Dear Applicant;

Here is your *Housing Application and Income Verification Form*; please complete and return to:

Membership Committee
Cedar Mill Housing Co-op
3192 Three Cedars Drive
Vancouver, BC V5S 4K5

You will only be contacted when we have a vacancy and then only if you meet the income level the co-op needs for that vacant unit. If you do not hear from us it is because we do not have vacancies for applicants in your income and unit bracket at this time. We keep applications on file for 1 year and depend on you to contact us with a brief note if you wish us to keep your application for second year. Please note that we do not usually have vacancies for our 3 bedroom and 4 bedroom units, and those which occur, are often first filled through our internal wait-list.

Before describing Cedar Mill in particular it is useful to ask why you want to live in a housing co-operative. After all, there are rules (such as no subletting or boarders), you will be expected to attend the Annual General Meeting and at least 2 other membership meetings each year, plus actively participate in volunteer work for a minimum of 2 hours per month, and help with the seasonal co-op clean-ups. For some individuals such demands are more than they can accommodate. For others, the annual income verification required of all members of co-ops, and the unit inspections each year to maintain the buildings in good condition are felt to be invasions of privacy.

However, for many, participation and involvement in co-op life are what make co-op living very attractive. You will have a democratic say in determining your living environment, and how the co-op is run. As a member and resident of a housing co-op, you are part of a unique form of home ownership in Canada. In a co-op members jointly own the entire project and lease particular units for their exclusive use – in a sense, co-op members are both 'landlords' and 'tenants'. By establishing their own rules, setting their budgets, and taking control of the management and administration of their co-op, members share the benefits and responsibilities of home ownership.

Our members have found that some of the benefits of co-op living include:

- Security of tenure – you will have a home in the co-op as long as you want it
- A sense of community – you'll be living in a secure, friendly atmosphere, a safe environment for children
- Affordability – you help control costs and therefore the amount you pay.

Cedar Mill Housing Co-operative is located off Champlain Crescent in South Vancouver, near Boundary Road and Marine Drive. Located in a beautiful green space with parks nearby, we are close to elementary and secondary schools, bus and skytrain routes, grocery and other stores, including a really good video store and a public library. See our website at www.CanCoNet.com for more information.

Cedar Mill has 53 units including townhouses and apartments with a variety of one to four bedrooms and several disability-accessible units. All units have wall-to-wall carpets, fridge, stove, patio or deck, and one uncovered parking space. There are 10 visitor parking spots and on-street parking is available for extra vehicles. Most units have laundry hook-ups or there's a coin-operated laundry room for member use. Residents pay their own utility charges (hydro, cable and phone).

The share purchase is payable in full before admission to Cedar Mill Co-op. Housing charges sometimes go up or down depending on the co-op's financial requirements and the availability of subsidy. Here is some vital information effective until **September 30, 2007**. **We are currently unable to offer subsidy to new members**, however for members in residence over one year, subsidy **may** be available based on **30%** of gross income.

UNIT TYPE	SQUARE FOOTAGE	SHARE PURCHASE	MAXIMUM MONTHLY CHARGE (market)	MINIMUM MONTHLY CHARGE (subsidy)	Gross Annual Income needed to pay market value:
1 bdrm apt	600	\$1500	\$698	\$240	\$27,920
2 bdrm apt	830	\$1500	\$859	\$395	\$34,360
2 bdrm T-hs	1050	\$2500	\$938	\$395	\$37,520
3 bdrm T-hs	1050	\$3000	\$1,072	\$465	\$42,880
3 bdrm T-hs	1050 w/bsmnt	\$3000	\$1,096	\$465	\$43,840
4 bdrm T-hs	1100	\$3000	\$1,166	\$485	\$46,640
4 bdrm T-hs	1100 w/bsmnt	\$3000	\$1,188	\$485	\$47,520

Thank you for taking the time to complete this application form. Remember if the contact information on your application changes over the year, or if you wish to remain on the list after the first year – you must inform us in writing!! We are all volunteers and a written note assures your information is maintained accurately.

Yours in co-operative living,

The membership committee of Cedar Mill Housing Co-op

Please detach and keep this letter for yourself

DATE _____

I (we) hereby apply for membership in the

Cedar Mill Housing Co-operative,

understanding that I (we) will be required to purchase shares in the Cedar Mill Housing Co-operative as called for by the Board of Directors, and agreeing to observe and be bound by the Lease and Rules of the Co-operative.

APPLICANT'S NAME: _____

Birth date: D _____ M _____ Y _____ Male/Female _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____ Fax: _____

Applicants signature _____

CO-APPLICANT'S NAME: _____

Birth date: D _____ M _____ Y _____ Male/Female _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____ Fax: _____

Co-applicant's signature _____

Gender and age of all other individuals who will reside with you
(name and date of birth NOT required):

Gender	Age

Gender	Age

HOUSING BACKGROUND:

How long have you lived at your current address? _____

Landlord's name & phone#: _____

If you have lived there less than 2 years, please give your previous address:

Landlord's name & phone#: _____

Do you own property for which you receive rental or lease income: _____

APPLICANT'S EMPLOYMENT HISTORY IN PAST 3 YEARS:

Dates	Name of Co.	Name of Supervisor	Phone Number
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CO-APPLICANT'S EMPLOYMENT HISTORY IN PAST 3 YEARS:

Dates	Name of Co.	Name of Supervisor	Phone Number
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of unit required:

Is a disability unit required? If yes, please describe: _____

Apartments:

- 1 bdrm apt 2 bdrm apt

Townhouses:

- 2 bdrm w/deck 2 bdrm w/yard
3-bdrm w/yard 3-bdrm w/yard & basement
4-bdrm w/yard 4-bdrm w/yard & basement

Do you have pets? If yes please describe:

Note: Cedar Mill allows 3 pets, however they must be spayed or neutered and have all up to date shots (proof will be required).

How do you think living in our co-op would be better than where you are currently living?

Do you think there would be any disadvantages for you living in a co-op?

What type of community volunteer work are you currently doing?

If not volunteering actively at present, what volunteer work have you done in the past?

Please indicate any committees that may be of interest to you if you join our co-op:

Finance Newsletter Social
Maintenance Participation Landscape/Grounds
Board of directors Membership

Note: All members and associate members must attend the Annual and General Membership Meetings (approx 3/year). Each household must do a minimum of **2 hours** volunteer work per month. During seasonal cleanup times, each household will be required to put in extra volunteer time per month.

PERMISSION FOR CREDIT CHECK:

I/We hereby authorize Cedar Mill Housing Co-operative and Canada Mortgage and Housing Corporation to verify and confirm the enclosed income information in whatever way they may deem appropriate. I/We certify that the information given in this application form is true, complete, and correct in every detail and fully discloses my/our income from all sources. I/We understand this declaration has the same force and effect in law, as a sworn statement under the *Canada Evidence Act*.

I/We hereby consent to Cedar Mill Housing Co-operative, it's agents or employees receiving credit information from any credit agency or other person having such information and receiving information concerning my/our current or past residences from persons having such information. All such information received shall be considered confidential and shall not be revealed to anyone except for the purpose of application for membership in Cedar Mill Housing Co-operative.

Applicant's printed name	Signature
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Dated at Vancouver, BC this ____ day of _____, 20 ____.

Date of birth: _____

Social Insurance Number (optional): _____

Co-Applicant's printed name	Signature
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Dated at Vancouver, BC this ____ day of _____, 20 ____.

Date of birth: _____

Social Insurance Number (optional): _____

The following information will be kept in a locked cabinet with restricted access:

INCOME INFORMATION:

Please indicate the GROSS ANNUAL INCOME for each person: (You must include salary or commissions, self-employment, EI, pensions, social assistance, interest or investment income, child support and/or alimony, and any other income.)

Applicant: _____

Co-Applicant: _____

Other: _____

(Income from any other household member who is over 19 years of age, except full-time students up to age 25).

Total Gross Annual Income: _____

For your interview, we will ask you to bring proof of income in a sealed envelope with your name on the front. The information can take either of 2 forms:

- (1) a photocopy of last year's income tax return (gross income information) and 4 current pay stubs**
- or**
- (2) a photocopy of your pay stubs for the most recent 12-month period.**