



ST. ANDREW'S PLACE



Mission Cooperative Housing Association

To Keep for Your Reference

1. Helpful Contact Information

- **Office Phone:** (604) 826-4153
 - **Manager:** Sheela Vincent – coopbilling@telus.net
 - **Front Desk Reception:** Diane Hammond – miscoop@telus.net
 - **Website:** missioncoop.wixsite.com/home (*Interview info under "How to Apply"*)
 - **Facebook:** www.facebook.com/MissionCooperativeHousingAssociation
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2. About Housing Co-ops

Each housing Co-op has its own application process and membership criteria.

Important: Submitting and accepting an application **does NOT guarantee that you will be offered a unit**. Acceptance depends on:

- Meeting eligibility criteria
 - Passing selection by the Membership Committee and the Board
 - Availability of a unit
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3. Membership Eligibility & Criteria

Applicants must:

- Be **55 years or older**
- Be able to **use stairs**
- Be able to **live independently** (this is not a care facility)
- Be **ready to move in** when a unit becomes available (generally 1 month notice)

Additional considerations:

- Willingness to be a **good neighbour**
- **Volunteer experience** may be preferred
- Commitment to **long-term Co-op living**

4. Application Process

1. Submit a completed application to the office.
 2. Applications are kept on file for **12 months**.
 3. Contact the office at least **once per year** to keep your application active.
 4. Notify the Co-op of any changes to **contact info** or life circumstances.
 5. Applications not updated within 12 months will be **shredded**.
 6. Turnover is low (2–4 vacancies per year). If you are no longer interested, please notify the office.
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5. ESA / Pet Information (Reference Only)

- The Co-op has a **strict no-pet policy**.
- Animals are only considered for **Emotional Support Animals (ESA)**.
- Applicants must provide **documentation from a licensed mental health professional** confirming the disability-related need for the ESA.

For reference only, requirements will be reviewed if an applicant requests ESA accommodation.

6. Once Your Application Is on File / Interview Process

- When a vacancy occurs, the Membership Committee selects **three applicants** for an interview.
- **Application date does not determine interview order.**
- Applicants may decline **one interview offer**: declining a second offer results in removal from the file.
- After interviews, applicants are presented to the Board anonymously as **A, B, or C**.
- The Board selects the applicant that best fits the Co-op's current needs.
- Applicants not selected may be reconsidered for future vacancies.
- If presented to the Board twice without approval, the application will be **shredded**.
- Applicants who are no longer being considered will be notified by phone.

Website tip: Visit missioncoop.wixsite.com/home → **How to Apply** → **Important Interview Information** for preparation tips.

Note: To maintain our **Crime-Free Multi-Housing designation**, the Co-op conducts **credit, criminal, and reference checks** after interviews.

7. Responsibilities & Conditions of Membership

Members must:

- Use the unit as their **principal residence**
 - Comply with the Co-op Act, Model Rules, Occupancy agreement and house policies including the **No Smoking** and **No Pet policies** (unless ESA approved)
 - Maintain their **unit, balcony, patio, and stairwell areas**
 - Attend **General Meetings**
 - Follow the **good neighbour policy**
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8. Participation & Community Life

Members are encouraged to:

- Engage with the community and **assist neighbours**
 - Volunteer to help keep costs down.
 - Participate in Co-op social events
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9. Legal Authority & Non-Discrimination Statement

- The Board may approve, refuse, or postpone any application at their discretion.
 - Membership eligibility is open in a non-discriminatory manner to individuals able to meet responsibilities and conditions.
 - The Co-op follows BC Human Rights guidelines, including protection against discrimination based on: race, color, ancestry, place of origin, religion, marital status, family status, disability, sex, sexual orientation, gender identity or expression, or lawful source of income.
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10. Financial & Housing Information

One-Bedroom Version:

- Share Purchase (upon acceptance): \$2,200
- Move-out charge: \$300

Two-Bedroom Version:

- Share Purchase (upon acceptance): \$2,500
- Move-out charge: \$500

Housing Charges:

- Based on Line 15000 of your income tax return
 - Reviewed annually by the Board
 - Co-op Members are **not eligible for SAFER**
 - Utilities not included (hydro, phone, cable, internet. We do not have Fortis here)
 - Co-op Federation membership provides **40% discount on TELUS services**
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11. Moving In, Moving Out & Internal Moves

- 60 days' notice required
 - Charges above normal wear and tear may apply
 - Internal moves allowed only after 3 years
 - Over-housed members may be asked to move to a smaller unit when available
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12. Final Notes

- Submitting your application does NOT guarantee membership or a unit.
 - Applications are processed in accordance with the Co-operative Act, Model Rules, and Internal Co-op Policies.
 - Only applicants selected for an interview will be contacted.
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Questions I want to ask Mission Co-op when I hand my application in?

Date I handed in my application _____

To keep my application on file, I must phone to check in by _____

**** Please retain these last 4 pages for your own records. ****