



ST. ANDREW'S PLACE



Mission Cooperative Housing Association

Application for Membership

Date of application _____

You are applying for:

- ☐ One bedroom.
☐ Two bedrooms (2 people)

Applicant 1 - Name _____ **Date of birth** _____

Phone number _____ Email _____

Are you: ☐ Working ☐ Retired

What is your occupation or past occupation/s? _____

Applicant 2 - Name _____ **Date of birth** _____

Phone number _____ Email _____

Are you: ☐ Working ☐ Retired

What is your occupation or past occupation? _____

How did you hear about Mission Co-operative Housing Association?

Why do you want to move to Mission Co-operative Housing Association?

Please note: We have strict “NO PET” and “NO SMOKING” Policies

Do you currently ☐ Own your home. or ☐ Rent your home.

Current Address _____

If renting Landlord's name _____ Phone number _____

Length of residence at current address _____

Does your landlord know you are wanting to move? ☐ Yes ☐ No

If you have lived at your current address for less than two years

Previous Landlord's Name _____ Phone number _____

Previous Address _____

Financial Information

How much do you pay for rent/mortgage each month right now? \$ _____

Utilities \$ _____

IF you are accepted for membership, you will be asked to provide a copy of your Income tax Assessments on a yearly basis for all your household members to determine your housing fees.

Your housing fee would be based on line 1500 of your or your combined Income Tax Return Assessments.

1st Applicant Line 1500 on your Income Tax Return Assessment \$ _____

2nd Applicant Line 1500 on your Income Tax Return Assessment \$ _____

Combined Annual Gross Fixed Income (Line 1500): \$ _____

Vehicle Information (One parking stall per unit)

How many cars do you have _____

Make _____ Model _____ License Plate _____

Make _____ Model _____ License Plate _____

***Please Note: Your application on file does not guarantee your membership.**

Applicant 1

Personal References (No relatives please)

Name _____

Phone _____

Have you lived in a Co-op before? ☐ Yes ☐ No

Do you agree to attend general meetings? ☐ Yes ☐ No

Are you willing to serve on the Co-op Board? ☐ Yes ☐ No

Do you know anyone living in the Co-op?
if so, who?

Have you volunteered before? ☐ Yes ☐ No

If yes, how?

Volunteer Reference

Name _____

Phone _____

What ways do you feel you can volunteer at the Co-op? How can you contribute? Do you have hobbies you are willing to share with other members?

What fields interest you? Other _____

	Board		Deliveries		Garage Sale		Health & Wellness		Maintenance		Poster maker		Social Events
	Cleaning		Emergency Preparedness		Hall Maintenance		Helping Hands		Office Helper		Seasonal gift craft creators		Website/Online presence
	Crime Prevention		Finance Treasurer		Handy Helper (Small fix it)		Housing & Membership		Planning and Renewal		Secretarial		Welcome Committee

Tell us something about yourself that would make you stand out from the other applicants:

Applicant 2

Personal References (No relatives please)

Name _____

Phone _____

Have you lived in a Co-op before? ☐ Yes ☐ No

Do you agree to attend general meetings? ☐ Yes ☐ No

Are you willing to serve on the Co-op Board? ☐ Yes ☐ No

Do you know anyone living in the Co-op?
if so, who?

Have you volunteered before? ☐ Yes ☐ No

If yes, how?

Volunteer Reference

Name _____

Phone _____

What ways do you feel you can volunteer at the Co-op? How can you contribute? Do you have hobbies you are willing to share with other members?

What fields interest you? Other _____

	Board		Deliveries		Garage Sale		Health & Wellness		Maintenance		Poster maker		Social Events
	Cleaning		Emergency Preparedness		Hall Maintenance		Helping Hands		Office Helper		Seasonal gift craft creators		Website/Online presence
	Crime Prevention		Finance Treasurer		Handy Helper (Small fix it)		Housing & Membership		Planning and Renewal		Secretarial		Welcome Committee

Tell us something about yourself that would make you stand out from the other applicants:

Please read all of the following statements and sign below if you agree.

- ☒ You are 55+ years old.
- ☒ You declare that all the information in this application is correct.
- ☒ Your signature gives MISSION CO-OP HOUSING ASSOCIATION permission to verify any or all of this information and to do a landlord, reference and credit check.
- ☒ You understand that your application will be held on file for Twelve (12) months from date of receipt. **YOU MUST** contact the office once a year for your file to remain active and if you do not check in within a year of submitting your application, we will shred your application.
- ☒ **You understand that filling in this Application and being interviewed does not guarantee that you will be accepted for membership.** Eligibility also depends on meeting all criteria as set out by The Housing & Membership Committee, the approval of The Board of Directors and the availability of accommodation.
- ☒ You understand that, **IF** the Co-op accepts you for membership and offers you a unit, you must make a share purchase of \$2200.00 for a 1 bedroom or \$2500.00 for a 2 Bedroom.
- ☒ You understand that we will require a copy of your personal content insurance once a year.
- ☒ You understand that we will require proof of your vehicle insurance once a year.
- ☒ You understand that there is a no smoking and no pet policy in place here.
- ☒ **If accepted into membership, you agree to be bound by and to comply with the Co-operative Act Rules, occupancy agreement and policies of the Co-op in force and as amended from time to time.**

Signatures

Your signature will be considered your declaration that all information in this application is correct and that you have accepted all the terms listed above.

Signatures of all household members.

1st Applicant

2nd Applicant

Date

The personal information protection statement is to be signed with this application form.

Personal Information Protection Statement

(To be signed with membership application form)

- ☒ I agree that MISSION CO-OP HOUSING ASSOCIATION may keep the following information about me now and if I am selected for membership:
1. Financial Information to set initial housing charges based on household income.
 2. Financial Information yearly to set housing charges based on household income.
 3. Co-op census information, including a record of all residents in each unit to establish the size of unit for my household based on Co-op occupancy standards and/or to establish housing charges.
 4. Date of birth for the purposes of conducting a credit check and reporting unpaid debts to a collection agency or credit bureau.
 5. Date of birth to determine whether I meet the age requirements for membership **(55+)**
- ☒ I agree that this personal information may be made available to people in the following positions only as needed:
1. Co-op auditor
 2. Employees of BC Federation of Co-ops (Land Trust)
 3. Municipal employees dealing with the Homeowner Grant (for grant application)
 4. Co-op lawyer
 5. Co-op staff or management
 6. Designated staff or committee members who have official duties for:
 - Applications for membership: Management and The Housing & Membership Committee
 - Income review and setting housing charges: Management and finance committee.
 - Collecting signatures for the Homeowner Grant: Management
 - Collecting Co-op census information: Management
 - Credit Checks: Management and The Housing & Membership Committee
 - Maintenance and storage of personal information (both hard copy and computer): Management
 - The Board of Directors only if it is in connection with The Board of Directors official duties.
 - Credit check agency (for credit check only when you first apply for membership).
- ☒ I understand that the Co-op will destroy personal information that it no longer needs:
- Seven years for financial information on members.

All information is kept in strict confidence in accordance with the Personal Information Protection Act. This application and information will be kept in a locked file cabinet in a separate locked office.

Signed _____ Date: _____

Signed: _____ Date: _____

(All members of the household must sign this statement)

We want to thank all applicants for their interest in our Co-op, however, only those candidates selected for the pre-selection interviews will be contacted.



ST. ANDREW'S PLACE



Mission Cooperative Housing Association

Keep this helpful information section for your future reference.

Office Phone number is: **(604) 826-4153**

Manager: Sheela Vincent – coopbilling@telus.net

Front Desk Reception: Diane Hammond - miscoop@telus.net

Website: missioncoop.wixsite.com/home (find interview information here)

Facebook page: www.facebook.com/MissionCooperativeHousingAssociation

It is important to remember that each housing Co-op has their own application process and has approved their own membership criteria.

Our Criteria:

- **Applicants must be**

- ☒ 55+ to live here.
- ☒ able to do stairs.
- ☒ able to live independently and understand that we are not a “Care” Facility
- ☒ ready to move in when the unit is available. We would generally give you a one months’ notice of availability.

- Applicants understand the importance of being a good neighbour.
 - Applicants that have some volunteer experience will be given preference.
 - Applicants are ready to make a long-term commitment to living in the Co-op.
 - **To keep our standing for our Crime Free Multi-housing designation we will do a credit, criminal and reference check.**
-

Responsibilities & Conditions of Membership

- Members must use this as their principal residence.
 - Members may not derive a gain from the Co-op.
 - Members are willing to volunteer when needed.
 - Members will make a positive contribution to the Co-op.
 - **We have a Strict “No pets” and a “No Smoking” Policy.**
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Please note:

We want to thank all applicants for their interest in our Co-op, however, only those candidates selected for pre-selection interviews will be contacted.

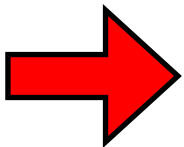
The following is the Mission Co-operative Housing Association application process:

1. Fill out the application and submit it to the office.
2. Submitting your application **DOES NOT guarantee acceptance** for membership.
3. Your application will be held on file for Twelve (12) months from date of receipt.
4. You must contact the office once a year to keep your application active.
5. Please inform us of any changes of address, phone number, email, or life circumstances.
6. After 12 months, if we have not heard from you, we will shred your application and you will have to re-apply. There are no exceptions.
7. **The turnover rate at this co-op is very low, averaging only 2 – 4 vacancies per year.** - If you find alternative housing or are no longer interested in living at the Co-op, we would appreciate it if you would let us know if you would like your application removed from the list.

Once you are on file:

1. Should a vacancy or a potential vacancy occur, The Housing & Membership Committee will review all applications and select 3 applicants for a pre-selection interview.
2. The date of application has no bearing on when applicants will be called for an interview. Only those chosen for an interview will be called.
3. If called for an interview, you may refuse the first offer of an interview but if you refuse a second offer, your application will be removed from our file and shredded.
4. Once the interviews are completed, The Housing & Membership Committee will present to the board, the information we learned from each applicant. The applicants will be presented to the Board as A, B, and C. The Board will, by secret ballot, vote and choose the applicant that best fits the co-op's criteria for membership at that time. The membership committee has no idea who voted what and why they voted the way they did.
5. You will be notified of the results of your interview once that process is completed. If you were not chosen for the unit and the board would like to continue to pursue your application, you will be presented to the board again when the next unit becomes available. If you are presented to the board 2 times without being approved for a unit, the board will not further pursue your application and it will be shredded.
6. All applicants that the Board has decided not to pursue further at any point in the process will be notified by mail.

***The Board of Directors and The Housing & Membership Committee reserve the right to choose the applicant that best suits the current needs of the Co-op.**



If you are invited for a pre-selection interview: Please go to our website: missioncoop.wixsite.com/home and look for the How to apply tab, you will find the "Important Interview Information" section there for some helpful tips to prepare you for when you come in for your interview.

Please note: The office staff cannot answer your application status questions. They can, however, take a message and pass that information to The Housing & Membership Committee.

Here is what The Co-op Act says about Membership:

RULE 2 Eligibility for membership

2.3 Approval by the Directors

The Directors may, in their discretion, approve or refuse any application for membership or may postpone making a decision about any application for membership.

2.4 Eligibility for membership

Subject to these Rules, eligibility for membership in the Co-operative is open in a non-discriminatory manner to individuals that are able to **fulfill the responsibilities and conditions of membership.**

Important Note: Our Co-op is proud to follow the guidelines for discrimination in respect of housing in BC based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or lawful source of income.

Some information about moving in:

A shareholder's fee is required upon acceptance to the Co-op.

- \$2200.00 for a 1 bedroom
- \$2500.00 for a 2 Bedroom.

These funds are carefully invested to assist in keeping our costs low, there is NO INTEREST earned on the shares. Control and use of the share capital is at the discretion of the Board of Directors under Rules filed with the B.C. Government.

Some information about Moving Out

There is a move-out charge for our units that we will take out of your shares when you move.

Also, anything above normal wear and tear of the unit could incur extra charges.

We do require 60 days' notice when moving out.

- **For 1 Bedroom units, the move out charge is \$300.00**
 - **For 2 Bedroom units the move out charge is \$500.00**
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Some information about Internal Moves

Internal moves will not be considered until you have lived in the co-op for 3 years.

House Policy 11 states:

When a member, or spouse, becomes through sickness, unable to look after themselves and the unit, and a Doctor has so verified, they may be asked to move to a nursing home unless their spouse or other suitable person can capably care for them.

If you become over-housed for any reason, you will be asked to move into a 1- bedroom unit when one becomes available.

Your application DOES NOT guarantee your membership.

Please note –

- Your housing fee is based on your income. Line 1500 of your income tax statement. We will ask for this once a year to adjust your housing fee. Monthly housing charges are determined, and may be adjusted, by the board. These charges cover all the operational costs of the co-op.
- Members of co-ops are not eligible for SAFER
- Utilities are not included in the monthly housing charges. We do not have Fortis here, but you will be responsible for your Hydro, phone, cable, internet.
 - We are members of the Co-op Federation and anyone living here gets 40% off Telus phone, TV, and internet.
- All Members are required to have **Content Insurance** and must show proof of renewal each year.
- All Members must also show us proof of Auto Insurance
- You are given one parking spot. Unfortunately, there are not enough **undercover** parking stalls for everyone so when they do become available, they are given out by seniority and area.

Participation - When members help to do some of the work needed, it helps to keep the cost of operating the Co-op down. As a Co-op member, we will look forward to you to be involved in your new community.

Meetings - You will be required to attend our General Meetings. This will be your chance to have your say in Co-operative decisions that affect your home. Our members form a community that works together to manage the Co-op.

Good Neighbour Policy – You must be willing to live in a community where we care about each other and help each other when we can.

Maintaining your unit - You are required to maintain your unit and your balcony, patio and stair-well areas.

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 4 pages for your records. ****