Thank you for your interest in applying to Coal Harbour Housing Co-operative. Coal Harbour Co-op is located in one of the best, if not the best locations in the Lower Mainland, with Stanley Park and the Seawall a few steps away.

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 Co-operative, 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 it to our office. Our member selection process involves several steps.

**INTERVIEW:** When a suite becomes available, applicants who qualify (based on occupancy and 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. Families being interviewed will be asked to provide copies of last year’s Notice of Assessment from Canada Revenue Agency, and last three consecutive paycheques.

**SCREENING:** We check the landlord references, employment and credit 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 and Office Coordinator.

**SIGN-UP AND SHARE PURCHASE:** When you accept the offered unit, you will be contacted by the Membership Committee. The committee will arrange an appointment for you to sign your lease and other documents and to pay for your share.

All personal information will be used in strict confidence by the Co-op to evaluate your application. 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 if meeting Co-op requirements. 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. If your situation changes, provide us with those updates via mail setting out information so that we may locate your original application; or just send in a new application.
COAL HARBOUR HOUSING CO-OPERATIVE
APPLICATION FOR MEMBERSHIP

How did you hear about us?

Internet ________ Coal Harbour co-op Member __________________
Scoop ________ Other __________________________ (name)

Current MONTHLY MARKET HOUSING CHARGES:
NOTE: Market rates are tied to mortgage and other expenses, which fluctuate annually. These rates may change from year to year and are usually adjusted each year as part of the annual budget process. 40% of co-op members pay market rents as set out below:

1 Bedroom: $1,166.00 (maximum annual income $69,960.00)
2 Bedroom: $1,456.00 maximum annual income $87,360.00)
3 Bedroom: $1,649.00 (maximum annual income $98,940.00)
3 Bedroom Townhouse: $1,864.00 (maximum annual income $111,840.00)
4 Bedroom Townhouse: $1,961.00 (maximum annual income $117,660.00)

How many bedrooms do you need? 1 / 2 / 3 / 4 ________________
Do you need a wheelchair accessible suite? _______________________
*Please note that you must comply with occupancy requirements on fact sheet*

NOTICE TO 1 BEDROOM APPLICANTS: Due to the high volume of 1 bedroom applicants in the waiting list – we are no longer accepting applications for regular 1 BR units – only applicants qualifying for a “wheelchair accessible 1 bedroom” will be accepted at this time.

APPLICANT:
LAST NAME _____________________ FIRST NAME _____________________
STREET ADDRESS _______________________________________________________
CITY, PROVINCE ________________ POSTAL CODE ____________
HOME/CELL PHONE __________________ WORK PHONE ___________________

CO-APPLICANT:
LAST NAME _____________________ FIRST NAME _____________________
HOME/CELL PHONE __________________ WORK PHONE ___________________

OTHER ADULTS INTENDING TO RESIDE IN THE UNIT:
NAME ___________________ RELATIONSHIP __________________ BIRTHDATE ____________
_____________________________________________________________________________
_____________________________________________________________________________

NAMES, GENDER AND BIRTHDATES OF CHILDREN WHO WILL RESIDE IN THE UNIT:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
VEHICLE:
Type: ____________________ Licence Plate: ____________________________

PETS: The co-op requires that all pets be spayed/neutered with up-to-date vaccinations. Maximum weight 50 lbs.

<table>
<thead>
<tr>
<th>Type</th>
<th>Breed</th>
<th>Weight</th>
<th>Spayed/Neutered</th>
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Do you (Check one):  Rent ____  Own ____  Co-op ____  Other ______

Current Rent: __________________

Residences & Landlord for the past 3 years (most recent first):

<table>
<thead>
<tr>
<th>Address</th>
<th>Landlord</th>
<th>Phone #</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

PERSONAL REFERENCES: Please provide us with two references that are not relatives.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE #</th>
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</thead>
<tbody>
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VOLUNTEER ACTIVITIES: Please list all volunteer activities that you and your family have participated in during the past two years:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please list any skills /talents you will contribute to our co-op:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Coal Harbour Housing Co-operative Membership Application
According to the structure of the co-operative movement and the agreement you will
sign prior to move-in you will be expected to attend general meetings, actively
participate on a committee, help out during ad hoc work parties, perform routine
cleaning duties from the chore roster and possibly serve on the Board of Directors. Will
you (and co-applicant, if applicable) commit to this participation?

Yes _____ No _____ If not, please explain
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

APPLICANT’S EMPLOYMENT HISTORY

1.                                                                
Company Position Length of Employment

Supervisor’s Name Phone # Address

2.                                                                
Company Position Length of Employment

Supervisor’s Name Phone # Address

3.                                                                
Company Position Length of Employment

Supervisor’s Name Phone # Address

CO-APPLICANT’S CURRENT EMPLOYMENT:

Company Position Length of Employment

Supervisor’s Name Phone # Address
**CONFIDENTIAL**

**INCOME SECTION:**

<table>
<thead>
<tr>
<th></th>
<th>Regular Gross Monthly Income</th>
<th>All Other Income/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICANT:</td>
<td>___________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>CO-APPLICANT:</td>
<td>___________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>CHILDREN:</td>
<td>___________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>OTHER ADULTS:</td>
<td>___________________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

*Proof of income will be required in the interview process (copies of last 3 pay stubs; notice of tax assessments for the last one or two years constitutes proof)*

Please indicate here if you expect any significant changes in your income during the next 12 months. Please give approximate date and reason:

______________________________________________________________________________

______________________________________________________________________________

Applicant’s Social Insurance #: ____________________________

Applicant’s Birth date: ________________________________

Co-Applicant’s Social Insurance #: ____________________________

Co-Applicant’s Birth date: ________________________________
COAL HARBOUR HOUSING CO-OPERATIVE
CONSENT FORM

I HEREBY AUTHORIZE Coal Harbour Housing Co-operative, to obtain such reports or other information as may be deemed necessary in connection with the establishment and maintenance of a credit account or for any other direct business requirement in connection with my application for membership.

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

Dated at: _________________, B.C. This ____ day of ____________, 20 ___

__________________________________                  ____________________________
Applicant’s Full Printed Name                                      Co-Applicant’s Full Printed Name

__________________________________                  ____________________________
Applicant’s Signature                                      Co-Applicant’s Signature

FOR INTERNAL CO-OP USE ONLY:

Employment history confirmed by: ___________________ Date: ____________

Landlord Check confirmed by: _______________________ Date: ____________

Credit Bureau Report Checked by: ___________________ Date: ____________

Membership Committee Recommendation: ____________________________

Board Recommendation: __________________________________________

________________________________________________________________

Comments: __________________________________________________________

Coal Harbour Housing Co-operative Membership Application 6