

Dear Applicant:

Please read the statement on the collection and use of personal information located at the end of the application.

Thank you for considering KTHC. Attached is an application form. Please complete it in full, print it, and mail it to the below listed address. To best protect your personal information, note that no email applications can be processed.

Kitsilano Terrace Housing Co-operative

Attn: Membership Committee

2616 West Broadway

Vancouver, BC

V6K 2G3

Please note that a one time non-refundable administration fee of **\$10.00** is required. Either a cheque or cash order payable to "Kitsilano Terrace Housing Co-operative" are accepted and must be enclosed with your application. Any incomplete applications or those missing an application fee will not be accepted.

How does a co-op work?

Living in a co-op is like renting and owning at the same time. The co-op as a whole owns the building, and the members lease units from the co-op. Members do not build up equity as an owner, instead they own a share in the cooperative. However, members participate in major decisions and help run the building. While a co-op is a home to live in, it is just as much a business to run.

Members participate in:

- Monthly membership meetings
- Monthly committee meetings and associated duties
- Weekly chore
- Spring & fall clean up

By participating in this way, members:

- Feel a greater sense of community
- Know their neighbours
- Take part in major decisions
- Have an increased sense of security
- Have no landlord

There are several co-op committees, each with diverse interest/ skill areas. We will ask you to serve on one of those committees.

Financial Information

We have to maintain financial viability as a responsibility to our membership and to Canada Mortgage and Housing Corporation (CMHC). Please answer the financial information in full on the application. We need to know your household's total gross annual income. Student loans are not counted. If you are accepted as a member and move into a co-op, the co-op will set your housing charge. After that, if

you decide to reduce your income (for example, to go back to school), the Co-op will not provide or increase the subsidy.

When an apartment becomes available, there may or may not be a subsidy available for it. If there is no subsidy, the rent will be “market” housing charges. Applications must earn a minimum amount to qualify. The amount varies depending on the size of the unit.

What size unit can you apply for?

Our adequate housing policy requires:

- No more than two residents per bedroom
- At least one resident per bedroom (an exception may be made for residents with disability)

We are a non-smoking building.

Please review this material. If you are still interested in becoming a member of the Kitsilano Terrace Housing Co-operative, please complete the application form.

What happens after we have received your application?

When a suitable unit becomes available, we will contact you. We will ask you to attend an orientation meeting/ viewing of the unit and attend an interview. **There is a processing fee of \$25.00 due at the time of your interview.** At this point we will require more detailed financial information. Financial information is confidential. All financial viewing is done by the property management company and not by internal members.

Following the interview, the Membership Committee will forward its recommendations to the Finance Committee and the Board of Directors. If your application is accepted, you will be asked to become a member and pay a share purchase of \$1500.00 (Associate Members pay \$10.00). This is subject to change without notice. The share purchase is refundable upon leaving, much like a damage deposit.

We will keep your application on file for one year. **After one year, please contact us by mail if you wish to remain on file.** Let us know about any changes in address, telephone numbers or financial status as soon as possible. Changes in financial status are especially important because they affect your eligibility for a unit. It is essential that you keep us informed.

If you want to apply to other housing co-ops or if you want more information on housing co-ops; call 604-879-5111, local 4 or visit www.chf.bc.ca.

For more information about other affordable housing options, call 604-433-2218 or visit www.bchousing.org

Sincerely,
Membership Committee
Kitsilano Terrace Housing Co-operative

For office use only
Date received:
Administration Fee received:

Application for Membership

1. Unit

What size unit do you require? _____

Do you require an accessible unit?

- Yes
 No

2. Applicant

Last name, First Name	
Date of Birth DD/MM/YYYY	
Street Address	
City, Province, Postal Code	
Phone Number (home) (work)	
Email	

2. Co-applicant

Last name, First Name	
Date of Birth DD/MM/YYYY	
Street Address	
City, Province, Postal Code	
Phone Number (home) (work)	
Email	

3. Other Household Members

Last Name	First Name	Gender (optional)	Date of Birth (DD/MM/YYYY)

5. Household Background

How long have you lived at your current address? _____

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

How much do you pay in rent each month? _____

If you pay for utilities, how much do you pay? _____

Landlord's name and phone number: _____

6. Parking

List all vehicles belonging to the household.

Model and Manufacturer	Colour	Licence Number

7. Pet Policy

The co-op has a pet policy, dogs are not allowed.

What pets do you have?

This section will be kept separate from your main application form to protect your privacy.

8. Household Income

Applicant's first and last name: _____

Please give a monthly before-tax income (gross income) of each household member.

Name of Household Member	Employer or source of income (social assistance, CPP, OAS)	Gross Monthly Income

You will need to provide proof of this income if the co-op calls you for an interview.

At the time of interview, the following documents will need to be provided in a sealed envelope:

- Income Tax Assessment Summary for the most recent year available
- 2 most recent pay stubs from employer(s)
- RRIF (registered retirement income fund) income statement if appropriate

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- Child support/ alimony (copy of court document assigning amount payable or other suitable documentation)
- CPP/OAS cheque stubs or income tax statement
- Disability or other pension
- Income from trust funds and other Investment income
- Any other income as determined by the Accountant

This page will be kept separately to limit access to your financial information.

Signatures

We understand that only the members of Kitsilano Terrace Housing Co-operative may live in the co-op and we apply for membership, as set out below.

We understand that, if the co-op accepts us for membership and offers us a unit, we must buy a share purchase of \$1500.00 for principal member and \$10.00 for each associate member.

If accepted into membership, we agree to be bound by and to comply with the rules, occupancy agreement and policies of the co-op in force and as amended from time to time.

We declare that all the information in this application is correct. We give the co-op permission to verify any or all of this information, and to do a landlord check and credit check. We understand that acceptance of membership depends on the co-op obtaining satisfactory results from a credit check. We agree to provide our dates of birth for that purpose when needed. If we require a subsidy, we also agree to provide the date of birth of the co-applicant.

Signatures of all household members who are at least 19 years of age:

Applicant for Principal Membership

Applicant for Associate Membership

Applicant for Associate Membership

Applicant for Associate Membership

Date

Personal Information Protection Statement

All applicants are to sign this at the same time as their application form

I agree that Kitsilano Terrace Housing Co-operative may keep the following information about me:

1. Financial information to set housing charges based on household income (income tax assessment, other proof of income). If I do not qualify for subsidy, KTHC will destroy this information one year after making that decision.
2. Financial information yearly to set housing charges based on household income for households receiving subsidy.
3. Eligibility information to qualify for the supplementary Home Owner Grant.
4. KTHC co-op census information, including a record of all residents in each unit for security.
5. Relationship of co-applicant to applicant, dates of birth of applicant and all future applicants – this is required to establish the size of unit for my household, based on co-op occupancy standards, or to establish subsidy and housing charges.
6. Dates of birth for purposes of conducting a credit check and reporting unpaid debts to a collection agency or credit bureau.
7. Whether I meet the age requirements for membership, 19 years as set out in the KTHC Rules.

I agree that this personal information may be made available to people in the following positions:

1. KTHC Auditor
2. Employees of CMHC (Canada Mortgage & Housing Corporation)
3. Municipal employees dealing with the Home Owner Grant (for grant application)
4. KTHC lawyer
5. KTHC security committee (for co-op census information)
6. KTHC accountant
7. Designated KTHC staff or members who have designated official duties for:
 - Applications for membership: Membership application coordinator
 - Income review and setting housing charges: Accountant
 - Applications for Home Owner Grant: Treasurer, Accountant
 - Collecting Signatures for Home Owner Grant: Treasurer, Accountant
 - Collecting co-op census information: Membership committee Chair & Secretary
 - Credit Checks: Accountant
 - Landlord and other reference checks: Accountant
 - Maintaining secure filing and storage of personal information (both hard copy and digital): Treasurer, Accountant
8. Board of Directors only if it is in connection with the Board's official duties.
9. Credit check agency (for credit check only when you first applied for membership).
10. General meeting only if it is relevant to an appeal I make of a board decision.

I understand that Kitsilano Terrace Housing Co-operative (KTHC) will use the information to:

- Contact me about this application
- Determine my eligibility for housing and membership in the co-op.
- Establish the size of unit for my household, based on co-op occupancy standards
- Decide if I qualify for subsidy and to calculate the subsidy and housing charges yearly.
- Determine eligibility for supplementary Home Owners Grant
- Ensure safe evacuation of all household members in case of an emergency and for security purposes especially in areas of high crime rates.
- Conduct a credit check before accepting my application.

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- Comply with the co-op's operating agreement or program rules with CMHC (Canada Mortgage and Housing Corporation)
- Decide on any request for an internal move.
- Any other official purposes as needed.

I understand the co-op will destroy personal information that it no longer needs:

- One year after a decision was made for credit checks and for any information on inactive applicants
- Seven years for financial information on members

I have read and received a copy of this statement.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

All members of the household 19 years of age and older must sign this agreement.