



Dear Applicant,

Thank you for your interest in Sapperton Terrace Housing Co-operative.

To be considered for membership, potential applicants must meet a minimum income threshold. Housing charges may not exceed 30% of an applicant's total household income.

Anything less makes you eligible for subsidy. We have a maximum of 15 units that can be on subsidy at a time, therefore subsidy is not always available.

Minimum household incomes required are:

Unit size	Monthly housing charge	Annual housing charge	Minimum monthly household income required
1 bedroom	\$1,247	\$14,964	\$4,157
2 bedroom	\$1,460	\$17,520	\$4,867
2 bedroom (wheelchair accessible)	\$1,460	\$17,520	\$4,867

PLEASE NOTE:

Applications that meet the minimum income requirements will be added to the waitlist and kept on file for a period of **twelve months**. Before the end of the twelve-month period, if you want your application to remain on file for a further twelve months, please notify our property management company in writing and indicate any relevant changes.

Regretfully, we cannot consider any applicant that cannot meet the minimum income thresholds when subsidy is unavailable.

The Co-op will only check the landlord references, employment history and credit histories of applicants after a successful interview has taken place and the applicant has indicated that they wish to move forward.

Sincerely,

Sapperton Terrace Housing Co-operative



APPLICATION FORM

How did you hear about us?

CHF BC Website
Internet

Co-op Member: _____
Other: _____

Applicant

Last name First name

Date of birth (D/M/Y) Age

Street address

City Province Postal code

Phone (home) (work)

Email

Co-applicant

Last name First name

Date of birth (D/M/Y) Age

Street address

City Province Postal code

Phone (home) (work)

Email



Other household members (Please list all other persons who will be residing with you)

Last name	First name	Gender	Date of birth (D/M/Y)

UNIT

**What size of unit do you require? 1 bedroom 2 bedroom
 Do you require an accessible unit? Yes No
 Are you applying for a subsidized unit? Yes No

***Please note that we will only consider applications from households consisting of 1-2 people for a 1 bedroom and 2-4 people for a 2 bedroom.*

Do any members of your household have health problems affecting your housing needs?
 Please specify:

Would the needs you've listed above require any modifications to the unit offered to you, if the Co-op offers you a non-wheelchair accessible unit? Please specify (Wide doorways, Grab bars, low countertops, etc.)

HOUSING BACKGROUND

In what type of residence are you currently residing? (Rental / Co-op / Own / Other)

How much do you pay in rent each month? _____

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

Please provide information regarding your current landlord (if applicable), and any other landlords you have had for the past **five (5) years**.

Landlord name	Landlord address	Telephone number



PARKING

The Co-op offers each unit one parking stall. Additional parking stalls may be available at an additional charge of \$15 per month.

Number of vehicles you have that will require a parking stall? _____
 Licence plate number(s) _____

PETS

We only allow a maximum of **TWO (2)** cats/dogs per unit. Additionally, the co-op requires that all cats and dogs be spayed/neutered with up-to date vaccinations, and on an approved flea control program year round. Dogs are limited to small-medium size, up to 15 inches in height at the shoulder when fully grown.

Do you have any cats/dogs? If yes, please specify:

Type	Breed	Height	Weight	Spayed/Neutered

EMPLOYMENT HISTORY (Past three years)

APPLICANT

Company	Contact	Phone number	From: To:

CO-APPLICANT

Company	Contact	Phone number	From: To:

REFERENCES

Please list **THREE (3)** personal references that are not relatives

Name	Address	Phone number



What do you consider to be the advantages of living in a housing co-operative?

What are your reasons for wanting to join and live at Sapperton Terrace?

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 and perform routine cleaning duties from the chore roster.

At least **EIGHT (8) hours** per month of each adult member and associate members' time is **MANDATORY** for Co-operative business. Is there any reason why you could not make this time commitment? (health, job, travel, childcare or other)

Please indicate which of the groups listed below you would be willing to serve on (minimum of four to six hours per month). Please note that "serving" does **NOT** just mean attending meetings. All committees, and the Board, have much work to do within the Co-op and all members **MUST PARTICIPATE**.

Board of Directors		Membership Committee	
Building Committee		Social Committee	
Finance Committee		Housekeeping Committee	
Gardening Committee		Recycling Committee	

Sapperton Terrace requires many different kinds of skills and resources. Please indicate any skills you have which you are willing to use for the benefit of the co-op and ultimately, yourself.



Please describe your current and past volunteer activities.

Please list any hobbies or areas of interest you have which you wish to pursue and which you are willing to share with the other members of the Co-operative.

Sapperton Terrace Housing Co-operative operates on the principle of open membership. That is, an individual or family will not be discriminated against because they are members of a particular race, religion, political party, or because they have a handicap, are of a certain age, or have a particular sexual orientation. Individuals and families will be assessed on their own merits, not as a representative of any group to which they happen to belong.

Are you able to live with this principle?

Please note that Committees are **ADVISORY** to the **BOARD OF DIRECTORS** and do not have the authority to make decisions or promises to you, prior to moving in to Sapperton Terrace Housing Co-operative.

In an **EMERGENCY** situation, and as per the Rules of Sapperton Terrace Housing Co-operative, the Building Committee will use a master key to enter your unit.

A yearly inspection will be done of each unit, with seven (7) days notice. **There are no exceptions to this rule.**



LOCATION AND SIZE OF BUILDING

Sapperton Terrace is a four storey apartment building with 51 units, situated in historic Sapperton, New Westminster. Located just off of East Columbia Street, minutes away from the Royal Columbian Hospital, SkyTrain station, schools and shopping areas.

6	One (1) bedroom units	Approximately 590 ft ²	\$1,247 Monthly*
42	Two (2) bedroom units	Approximately 750-790 ft ²	\$1,460 Monthly*
3	Two (2) bedroom, wheelchair accessible units	Approximately 830 ft ²	\$1,460 Monthly*

***subject to annual adjustment.**

HOUSING CHARGES COVER:

Mortgage principal, interest, taxes, maintenance of building and facilities, common area electricity, hot water, heat, insurance on common areas and replacement reserve. Members must pay for telephone, cable, household electricity and compulsory liability occupant insurance.

AMENITIES

- Wood burning fireplaces in top floor units
- Stove, dishwasher hook up, Fridge freezer
- Wall to wall carpeting
- All units have balconies or patios
- In-suite laundry
- Fourth floor common space with outdoor patio
- Limited, secured underground parking
- CCTV on every entrance and exit. CCTV coverage in underground parking
- Storage lockers for each unit in secured rooms in underground parking
- Limited, secured bicycle storage space

PARTICIPATION POLICY

1. All co-op members are expected to participate.
2. The co-op recognizes that members have different abilities, skills, limitations and availability. The co-op will encourage and foster community involvement by providing opportunities for participation that are appropriate to the member.
3. Unless exempt by the board, members are expected to:
 - a. attend general meetings, including AGMs
 - b. contribute at least 8 volunteer hours per month by serving on one (1) or more committees or the board of directors and/or by working on assigned tasks, and
 - c. participate in major clean-ups and maintenance work parties in the spring and fall each year.

NOTE

If after the acceptance of the unit, the applicant withdraws within 45 days of move-in, the applicant is liable for the first month's housing charges.



INCOME INFORMATION

The following information is required in order to maintain the economic viability of the Co-operative. Accuracy is essential.

Please provide gross annual income for all persons aged **19 years or older**. **Do not list family allowance.**

Source of income	Applicant name:	Co-applicant name:	Other person name:
Salary and/or commission			
Self-employed income			
Employment Insurance (E.I)			
Pensions			
G.A.I.N. (Shelter allowance)			
Interest/Investment income			
Child support/alimony			
Other (student loan, foster child, etc.)			
TOTAL GROSS INCOME			

Please indicate below if you expect any significant changes to your income during the next **twelve (12)** months, giving date, reason and approximate increase or decrease. (having a baby, retiring, promotion, etc.)

The information on this page will be kept separately at the offices of our property management company to limit access to your financial information.



SIGNATURES

Prior to signing this application form, please ensure that you have completed **ALL** sections. Incomplete applications, and applications without the \$40 non-refundable application fee, will not be considered by Sapperton Terrace Housing Co-operative. Cheques can be made payable to: *Sapperton Terrace Housing Co-operative*.

We understand that only the members of **Sapperton 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 **\$1,500** for the principal member and **\$10** 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 a credit check. We understand that acceptance of membership depends on the co-op obtaining satisfactory results from a credit check.

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

Signature:		Date:	
Signature:		Date:	
Signature:		Date:	
Signature:		Date:	

Completed application forms, including \$40 application fee, should be sent to our property management company at the following address:

Sapperton Terrace Housing Co-operative
C/O COHO Management Services Society
220 – 1651 Commercial Drive
Vancouver, BC
V5L 3Y3

Please note: Applications that meet the minimum income requirements will be added to the waitlist and kept on file for a period of twelve months. Before the end of the twelve-month period, if you want your application to remain on file for a further twelve months, please notify our property management company in writing and indicate any relevant changes.



Personal Information Protection Statement

(all applicants are to sign this at the same time as their application form)

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

1. financial information to set initial housing charges based on household income. If I do not qualify for subsidy, the co-op will destroy this information one year after making that decision.
2. financial information yearly to set housing charges based on household income
3. eligibility information to qualify for the supplementary Home Owner Grant
4. 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 occupants – if this is required to establish the size of unit to which my household is entitled, based on co-op occupancy standards, or to establish subsidy and housing charges.
6. date 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 as set out in the co-op's Rules.

I agree that this personal information may be made available to people in the following positions, if the information is needed for their duties:

1. co-op auditor
2. employees of the Agency for Co-operative Housing or CMHC (Canada Mortgage and Housing Corporation)
3. municipal employees dealing with the Home Owner Grant (for grant application)
4. co-op lawyer
5. co-op staff or management
6. designated staff, committee member(s), committees, and directors or officers who have designated official duties for:
 - applications for membership
 - income review and setting housing charges
 - applications for the Home Owner Grant
 - collecting signatures for the Home Owner Grant
 - collecting co-op census information
 - credit checks
 - landlord and other reference checks
 - maintaining secure filing and storage of personal information (both hard copy and computer)



- 7. board of directors only if it is in connection with the Board's official duties
- 8. credit check agency (for credit check only when you first applied for membership)
- 9. general meeting only if it is relevant to an appeal I make of a board decision

I understand that Sapperton Terrace Co-operative will use the information to:

- 1. contact me about this application
- 2. determine my eligibility for housing and membership in the Co-op
- 3. establish the size of unit for my household, based on co-op occupancy standards
- 4. decide if I qualify for subsidy and to calculate the subsidy and housing charges yearly
- 5. determine eligibility for supplementary Home Owner Grant
- 6. ensure safe evacuation of all household members in case of emergency
- 7. conduct a credit check before accepting my application
- 8. comply with the co-op's operating agreement or program rules with CMHC (Canada Mortgage and Housing Corporation)

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

- 1. one year after a decision was made for credit checks and for any information on inactive applicants
- 2. seven years for financial information on members.

I have read and received a copy of this statement.

Signature:		Date:	
Signature:		Date:	
Signature:		Date:	
Signature:		Date:	

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