

# Anskar Court Housing Co-operative

#40 – 736 Clarke Road, Coquitlam, BC V3J 3Y1

Dear Applicant,

Thank you for your interest in Anskar Court Housing Co-operative. The following provides some basic information about our Co-operative.

We have 37 units comprising of 2, 3, and 4 bedroom townhouses. Included with these units are refrigerators, stoves, and hookups for a washer and dryer. Coin operated washers and dryers are available in the laundry room. Each household is entitled to 1 spot in the underground secure parkade.

Each home is permitted 2 pets – 2 dogs no higher than the knee or 2 cats, or one dog and cat for a total of 2. In addition, there can be 2 small caged/contained pets, such as fish, birds, gerbils, hamsters, rabbits, or guinea pigs. All household animals are conditional to the Pet Policy.

A share purchase is required for membership in the amount of \$2,500. These funds are required **prior to move in**. This money is refundable in full, without interest, at the termination of your membership in the Co-operative, providing no outstanding monies are owed and there is no damage to your unit. Two (2) calendar months written notice is required for termination of membership.

**Completed applications must be submitted by mail to Anskar Court Housing Co- operative, #40 – 736 Clarke Road, Coquitlam, BC or via email to [anskarcourt@newlifemgt.com](mailto:anskarcourt@newlifemgt.com).**

Applications are kept on file for a period of six months. At the end of the six month period, if you want your application to remain on file for a further six months, please notify the Co-operative in writing and indicate any relevant changes. This update can be provided via email at [anskarcourt@newlifemgt.com](mailto:anskarcourt@newlifemgt.com). Your name is placed on the waiting list when your application is received. If there is a vacancy, you will be informed and invited to attend an interview.

Housing charge increases can be expected each year. Minimum income is based on the annual income for market.

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## MEMBERSHIP APPLICATION FORM

*The information you provide on this application is confidential and will be used only to determine eligibility. Please fill out all applicable fields. Your application will not be considered unless all information is provided.*

### HOUSING REQUIREMENTS:

2 Bedroom     3 Bedrooms     4 Bedrooms

Special needs/preferences: \_\_\_\_\_

### PRINCIPAL APPLICANT:

Given Name(s)	Surname	Date of Birth (mm-dd-yy)	Gender

### CO-APPLICANT(S):

Given Name(s)	Surname	Date of Birth (mm-dd-yy)	Gender

CONTACT NUMBER(S): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### CHILDREN:

Given Name(s)	Surname	Date of Birth (mm-dd-yy)	Gender

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**PETS:**

Name(s)	Breed	Spayed/Neutered? Yes/No

**CURRENT ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

**MONTHLY RENT:** \$ \_\_\_\_\_ **LENGTH OF STAY:** \_\_\_\_\_

Do you know someone who lives in Anskar Court Housing Co-operative?     Yes     No

If yes, please indicate name and unit number: \_\_\_\_\_

Have you ever lived in a co-operative?     Yes     No    If yes, when and where?

**REFERENCES:**    Please be advised, we do call all your references

	Name of Reference	Address	Phone Number
Current Landlord			
Previous Landlord			
Previous Landlord			
Personal Reference			

**VOLUNTEER EXPERIENCE:**

Organization	Type of volunteer work	Dates

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**VEHICLES:** Note- If you are storing your vehicle in your assigned parking spot, a copy of the current storage insurance must be submitted to the co-op office and be kept up to date.

Make/Model	Year	License Plate #

Please state how you heard of Anskar Court Housing Cooperative and why you would like to join this Housing Co-operative.

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According to the Co-op Principles and the Agreements at joining Co-operative living, upon acceptance into membership you will be required to attend general meetings. You will also be expected to contribute to the success of the Co-operative by making decisions at general meetings, improving your community, paying your housing charges on time and being a great neighbor.

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THE FOLLOWING PAGES WILL BE KEPT SEPARATE TO LIMIT ACCESS TO YOUR INFORMATION.

## CURRENT EMPLOYMENT INFORMATION:

Applicant's Name: \_\_\_\_\_  
Present Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Yearly Income: \_\_\_\_\_ (prior to taxes)  
Any other yearly income: \_\_\_\_\_ (prior to taxes)  
Sources of other income: \_\_\_\_\_

Co-Applicant's Name: \_\_\_\_\_  
Present Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Yearly Income: \_\_\_\_\_ (prior to taxes)  
Any other yearly income: \_\_\_\_\_ (prior to taxes)  
Sources of other income: \_\_\_\_\_

NOTE: If any other person (19 years of age and older) will be living in your unit, please provide Personal History, Employment History and Volunteer Experience for each additional person in the above format set out within and attach to application

**TOTAL HOUSEHOLD GROSS ANNUAL INCOME:** \$ \_\_\_\_\_

PLEASE BRING A COPY OF YOUR PREVIOUS YEAR'S INCOME TAX NOTICE OF ASSESSMENT AND DOCUMENTATION SUPPORTING YOUR INCOME IN A SEALED ENVELOPE AT THE TIME OF YOUR INTERVIEW.

Are you able to purchase the shares for the required unit necessary for membership?

YES       NO

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## ALL INFORMATION CONTAINED IN THIS APPLICATION WILL REMAIN CONFIDENTIAL.

I/We hereby authorize Anskar Court Housing Co-op to obtain, verify or confirm in whatever form they deem appropriate, such as credit reports or information with regard to employment, income and references listed in this application. A credit check may be done on your behalf.

I/We attest that all information on this application is true and accurate.

A share purchase is required for all units in our Co-operative. You would be required to pay these funds by money order or certified cheque within 48 hours of being offered membership in the Co-operative. These funds are required upon acceptance into the Co-operative. This money is refundable in full (without interest) at the termination of your membership in the Co-operative providing there are no outstanding monies owing and there is no damage to your unit.

Two (2) calendar months' written notice is required for termination of membership.

All Members and residents are required to abide by the Co-op rules, occupancy agreement, and policies to ensure a viable and healthy community for all.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

APPLICATIONS MUST BE COMPLETED IN FULL TO BE CONSIDERED FOR MEMBERSHIP AND WILL BE KEPT ON FILE FOR A PERIOD OF ONE YEAR FROM DATE OF RECEIPT.

IF YOU WISH TO REMAIN ON THE WAITLIST AFTER ONE YEAR, YOU WILL HAVE TO NOTIFY THE CO-OP IN WRITING EVERY SIX MONTHS.

WE DO NOT CONTACT ANY APPLICANTS UPON RECEIVING ANY APPLICATIONS. IT IS YOUR RESPONSIBILITY TO KEEP IN CONTACT WITH THE CO-OP.

***Please mail your application to:  
#40 – 736 Clarke Road, Coquitlam, BC V3J 3Y1***