



WHAT IS A CO-OP?

Before completing your application, please take the time to read the following information. It will help you better understand what it means to be part of a Co-op, so that you can make a more informed decision as to whether Co-op living is a suitable lifestyle for your family.

Housing co-ops provide at-cost housing for their members. They are controlled by members who have a vote in decisions. There is no outside landlord. Each housing co-operative is a legal association, incorporated as a co-operative.

About co-operative living:

The people who live in the Co-op are its members. Members decide the planning and day-to-day management of the Co-op by serving on committees with various responsibilities, such as new member selection, maintenance and grounds keeping. Each year members elect from among themselves a Board of Directors to run the Co-op. Co-op members make the rules, set the policies, approve the budgets, do most of the work involved in running and maintaining the development, and are responsible to ensure that the co-op is a well-managed and pleasant place to live.

The units in the Co-op are not individually owned. The Co-op owns the buildings and property and the members lease their units from the Co-op. Instead of rent members pay a monthly housing charge that is based on actual operating costs. Members have the right to continue to live in the Co-op for as long as they choose, providing they follow the Rules of Association, Occupancy Agreement, Policies and obligations of membership.

Before you apply to become a member, ask yourself if you will have the time and energy to participate in your co-op.

Who lives in co-ops?

Housing co-ops are mixed communities. Members come from a wide variety of ethnic backgrounds, family composition and income levels. A large majority of members pay the full housing charge. This is often called a "market" housing charge. Other members with lower incomes pay less. This is called a subsidized housing charge. Subsidies are seldom available.

How do I apply for co-op housing?

Complete an application form and return it to the Co-op. Applications are reviewed and, subject to the Co-op's selection requirements, you may be called in for an interview. Credit checks and criminal record checks are required of all potential members.

Units are seldom available immediately. Co-ops generally have waiting lists of people who would like to move in, and suites are typically filled by applicants already on file. The waitlists are particularly long for people who need subsidized housing. The standard wait to get into a housing co-op is often between three months and three years.

CO-OP HOUSING VS PRIVATE RENTAL		
	Co-op	Private Rental
Who decides what monthly housing charge payment should be?	Members vote	Landlord
Who gets profits?	There is no profit	Landlord
Who decides what house rules and policies you are bound by?	Members vote	Landlord
Is a down payment necessary?	No, but you must buy member shares	Yes (damage deposit)
Who is responsible for maintenance and daily operations?	Co-op, with member involvement	Landlord
What do you do when you leave?	Give notice subject to occupancy agreement (60 days)	Give notice subject to lease



Sunset Heights Housing Cooperative

3798 Laurel Street, Burnaby, B.C. V5G 1M7 604-432-1236

2022

PLEASE SEND COMPLETED APPLICATIONS
TO MEMBERSHIP.SHHC@GMAIL.COM

GENERAL INFORMATION

- All applicants must be Canadian citizens or landed immigrants.
- Each adult member (19 years of age and older) must contribute a minimum of 4 hours of participation per month. Failure to do so is grounds for termination of tenancy.
- A share purchase (\$2,000) is required before move-in. The share purchase acts as a damage deposit and is refundable up to 60 days after move-out. There is no interest paid upon return. The share purchase allows one member one vote. If other adult members wish to have a vote, each share may be purchased for an additional \$10.
- Members are required to obtain tenants insurance and must show proof of this insurance annually. Insurance must be purchased prior to occupancy of any unit.
- Our Co-op has 46 units:
 - 14 – 3 bedroom apartments (1 wheelchair accessible)
 - 14 – 2 bedroom townhouses
 - 14 – 2 bedroom apartments (1 wheelchair accessible)
 - 4 – 1 bedroom apartments (1 wheelchair accessible)

- 2022 housing charges are:

One bedroom apartment (<i>very rarely available</i>)	710 sq. ft.	\$933.00
Two bedroom apartment	870 sq. ft.	\$1,104.00
Two bedroom townhouse	912 sq. ft.	\$1,130.00
Three bedroom apartment	1,125 sq. ft.	\$1,234.00
NOTE: Housing charges do not include hydro, cable or telephone.		

- Each unit is entitled to one parking stall in the secured underground parking lot. If available, one additional parking stall may be rented for \$10 per month.
- All suites have either in-suite or underground storage lockers.
- We allow **one small neutered/spayed cat OR dog per unit** (an adult dog must **not** measure more than 16 inches at the shoulder or weigh more than 30lbs). Cats **must** remain indoors – not left to roam outdoors. Exotic pets and rodents are not permitted. ***NOTE: Damages to a unit caused by a pet will be charged directly back to the member.** A Pet Policy is in effect and is strictly enforced.
- All suites have dishwashers and washer/dryer hook-ups (the co-op does not supply these appliances). There are common laundry facilities in the building.
- In viewing applications, family size is taken into consideration (minimum 1 person per bedroom for 3-bedroom units 2 parents with 1 child would qualify).
- Applications are kept on file for one year only from date of application.

➔ **Employment and income verification are required at the time of interview.**

➔ **All applicants will be subject to a credit check and a criminal record check.**

➔ ➔ **Preference will be given to applicants with proven maintenance and/or maintenance troubleshooting skills (e.g. appliances) who are willing to utilize/teach these skills as part of their Co-op participation.** ← ←

◆ Please tear off this top sheet. It is for you to keep for your personal reference ◆



Sunset Heights Housing Cooperative

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Date: _____

◆ *This application will be kept on file for one year only from date noted above* ◆

MEMBERSHIP APPLICATION (General Information)

APPLICANT

Name: _____

Date of Birth: _____

Address: _____

City: _____

Postal Code: _____

How long at this address: _____

Phone: _____

Email: _____

Canadian Citizen or

Landed Immigrant? Yes No

Occupation: _____

Employer: _____

How long with this employer: _____

CO-APPLICANT

Name: _____

Date of Birth: _____

Address: _____

City: _____

Postal Code: _____

How long at this address: _____

Phone: _____

Email: _____

Canadian Citizen or

Landed Immigrant? Yes No

Occupation: _____

Employer: _____

How long with this employer: _____

List ALL others who will be living with applicant(s):

Name	Relationship	Date of Birth	Canadian Citizen or Landed Immigrant?	M/F
			Yes No	
			Yes No	
			Yes No	

What type of unit are you applying for? (IMPORTANT: To qualify for a market unit, your gross monthly household income (excluding Canada Child Benefit (CCB)/GST Credit/Student Loans) must exceed the minimum listed below.

Unit applied for:	Minimum Monthly Income for Market Unit as of Jan 1, 2022 (subject to change)	My (our) household income exceeds the minimum amount listed
<input type="checkbox"/> 1 bedroom apartment	\$3,110.00	Yes No
<input type="checkbox"/> 2 bedroom apartment	\$3,680.00	Yes No
<input type="checkbox"/> 2 bedroom townhouse	\$3,770.00	Yes No
<input type="checkbox"/> 3 bedroom apartment	\$4,115.00	Yes No

Do you require a wheelchair accessible/modified suite? Yes No

Full wheelchair access? ☐ Live in attendant? ☐ Accessible kitchen? ☐ Accessible washroom ☐

Preferred move in date: _____

◆IMPORTANT◆

To belong to this Co-op it is mandatory to contribute a minimum of four (4) hours per month, per adult (19 years of age and over)

◆◆◆ Failure to do so is grounds for termination of tenancy ◆◆◆

- Please check any skills you have that would benefit the Co-op:**

	Have Experience?	Willing to Learn?		Have Experience?	Willing to Learn?		Have Experience?	Willing to Learn?
Minor Home Repair	<input type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	Appliance Repair	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Troubleshooting	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	Lawn Mowing	<input type="checkbox"/>	<input type="checkbox"/>
Weeding	<input type="checkbox"/>	<input type="checkbox"/>	Misc. Yard work	<input type="checkbox"/>	<input type="checkbox"/>	Gardening	<input type="checkbox"/>	<input type="checkbox"/>
Committee Involvement	<input type="checkbox"/>	<input type="checkbox"/>	Minute taking	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>

- Which committee would you be most interested in joining? {Note: depending on committee requirements, you may be required to join a different committee than the one chosen here}**
Please choose at least one committee for EACH adult member of your household.

	Maintenance	Board of Directors	Membership	Social	Finance	Participation	Replacement Planning
Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- What should we know about you and your family that would convince us that accepting you as members would benefit our Co-op community?**

- **Why do you wish to become a member of Sunset Heights?**

- **Do you know any members of Sunset Heights?** **Yes** **No**

If yes, please give member's name: _____

- **Have you lived in a co-op before?** **Yes** **No**

If yes, please indicate: Name of Co-op: _____

Length of stay: _____

Reason for leaving: _____

Coop contact phone number: _____

VOLUNTEER EXPERIENCE (Applicant & Co-applicant)

First Name	Organization Name	Type of Volunteer Work	How Long?

There is a PET POLICY currently in effect. Do you own a pet? Yes No

Kind/Breed _____ How Many? _____ Weight _____

How did you find out about Sunset Heights Co-op?

Newspaper (Apartments listing) Newspaper (Co-ops listing) Street sign CHFBC Website
 Referral by friend/relative Other (please specify) _____

MEMBERSHIP APPLICATION (Personal Information)

NOTE: Submission of the personal information on this Page 3 is optional at the time of application, however it will be required prior to your application being considered for an upcoming vacancy. Due to time constraints in filling suites, preference may be given to applicants whose "Page 3" information is already on file.

APPLICANT

Marital Status: _____

SIN: _____

Driver's Licence #: _____

GROSS ANNUAL INCOME

Employment: _____

Pension: _____

GAIN/HPIA: _____

Other (specify source & amount): _____

Total gross ANNUAL income: _____

CO-APPLICANT

Marital Status: _____

SIN: _____

Driver's Licence #: _____

GROSS ANNUAL INCOME

Employment: _____

Pension: _____

GAIN/HPIA: _____

Other (specify source & amount): _____

Total gross ANNUAL income: _____

Has any member of your household ever been charged and convicted of a criminal offense under the Criminal Code? (Criminal record checks are required of all new members over the age of 19)

Yes

No

If yes, please give details: _____

References:**RESIDENCES for the past five years (beginning with current residence):**

Address	Landlord	How Long?	Phone	May we contact for a reference?
				Yes No (If no, specify reason)
				Yes No (If no, specify reason)

List a minimum of TWO people, other than family members, that we may contact for personal references.

Name	Phone	Relationship	How long have you known?

☆☆ At time of interview, proof of employment, income and citizenship/landed immigrant status will be required. Credit checks and criminal record checks are required of all applicants.

I (We) certify that the information contained in this application is true and accurate. I (We) hereby authorize the Co-op to obtain such credit or other information as may be deemed necessary in connection with the establishment and maintenance of a society membership account. This consent is given pursuant to the Personal Information Protection and Electronic Documents Act.

Applicant Signature: _____ Co-Applicant Signature: _____