



APPLICATION FOR MEMBERSHIP

BEFORE YOU APPLY

- Read through the whole application, take your time to fill it out. Be sure to follow the instructions, ensuring that all information is accurate. Incomplete applications will not be considered.
- Brooksford Place Housing Co-operative (*herein referred to as "the Co-op"*) does not currently accept applications that require subsidy.
- Submitting this application does not mean you are placed on a waitlist.
- Read 'About Brooksford' & 'About Co-op Living' on our website: <https://brooksfordcoop.com>
- Read through the Co-op fact sheet (attached).

SIZE REQUIRED

Please Note: Our housing policy requires that there be at least one full-time resident for each bedroom in a unit.

Indicate which type of unit you are applying for:

2 Bedroom Unit

3 Bedroom Unit

APPLICANT INFORMATION

Name of Primary Applicant: _____

Address: _____ City: _____

Province: _____ Postal Code: _____ Email: _____

Home Telephone: _____ Business: _____ Cell: _____

Name of Co-Applicant: _____

Address: _____ City: _____

Province: _____ Postal Code: _____ Email: _____

Home Telephone: _____ Business: _____ Cell: _____

HOUSEHOLD COMPOSITION

Please list details of all household members, including you, who would be residing at the Co-op:

First & Last Name	Date of Birth	Relationship
_____	_____	Primary Applicant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Is any member of your household in need of any special housing considerations? If so, give details:

RESIDENCY INFORMATION

Do You: Rent ___ Own ___ Co-op ___ Other ___

How long have you lived at this address? Years: _____ Months: _____

Name of Landlord: _____ Phone No.: _____

Landlord's Address: _____

If you have lived at your current address for less than 2 years, please also provide your previous address.

Previous Address: _____ City _____ Province: ___ Postal Code: _____

Name of Landlord: _____ Phone: _____

Landlord's Address: _____

EMPLOYMENT INFORMATION

Primary Applicant:

Present Employer's Name: _____ Phone: _____

Length Employed: _____ Job title and description: _____

Past Employer's Name: _____ Phone: _____

Length Employed: _____ Job title and description: _____

Co-Applicant:

Present Employer's Name: _____ Phone: _____

Length Employed: _____ Job title and description: _____

Past Employer's Name: _____ Phone: _____

Length Employed: _____ Job title and description: _____

PETS

Please Note: Each unit is allowed a maximum total of three (3) pets consisting of not more than two (2) cats, or not more than two (2) dogs, or one (1) dog and one (1) cat, with the third pet being a bird, rabbit, small-cadged animal, or aquarium. *(Please refer to the fact sheet for guidance on approved breeds)*

Please list pets that will be residing with you at the Co-op.

Type: _____ Breed: _____ Weight: _____ Spayed/Neutered: _____

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VEHICLES

Please Note: Each unit is designated one carport parking spot. Members can request additional parking spots (max 2) if available and will be charged a monthly fee if approved. The Co-op does not allow overnight parking of recreational or over-sized vehicles, such as RVs, travel trailers and/or boats.

How many vehicles do you own? _____

Year: _____ Make: _____ Model: _____

Year: _____ Make: _____ Model: _____

Year: _____ Make: _____ Model: _____

CO-OPERATIVE LIVING & COMMUNITY INVOLVMENT

As will be explained at your interview, active engagement in the Co-op community is foundational to Co-op success. Members are strongly encouraged to contribute talents where and when they may be needed. Some ways to serve the community are:

Board of Directors

Made up of elected Co-op Members, and is responsible for the governance of the Co-op.

Applicant interest? ____ Co-Applicant interest? ____

Our Committees

Do you have skills or experience that would enable you to be an effective Board or Committee member? Please indicate the committees in which you (and co-applicant, if applicable) anticipate participating in if accepted for membership:

Committee	Applicant	Co-Applicant
Finance: Sets the budgets and manages the Co-op’s financial assets and affairs.		
Rules: Works to ensure our policies & procedures are up to date.		
Maintenance, Grounds & Parking: Responsible for making repairs to the units when required and for the general upkeep of our buildings & grounds.		
Inspections: coordinate bi-annual unit inspections, as well as move-in and move out inspections.		
Membership: Organizes applications, conducts interviews and makes recommendations for new membership into the Co-op.		
Social: The Social committee plans fun events such as Community BBQ’s, Holiday events and various other fun activities.		



Specifically what skills or experience do you have that would enable you to be an effective Board or Committee member?

Applicant:

Co-Applicant:

Are there any other skills you feel you might be able to contribute to the Board or Committees, or to the Co-op in general, if not directly applicable in these areas?

OTHER

Do you know, or are you related to anyone in the Co-op, if so, whom?

How did you learn about Brooksford Place Housing Co-op?

REFERENCES

Please attach **TWO** letters of reference with your application from a landlord, employer, or professional person. Personal references (for example, from a relative or friend) will not be accepted.



AGREEMENT: *(Please check boxes indicating you've read)*

- I / we understand that this application must be accompanied by income verification acceptable to the Brooksford Place Housing Co-operative (*herein referred to as "the Co-op"*) administration. (Current federal Notice of Assessment, copies of pay stubs.)
- I / we understand that this application must be accompanied by two letters of reference from credible sources as listed in this application.
- I / we understand that the Co-op is formed for the purpose of providing housing at cost to its members, and that participate in the management and maintenance of the Co-op.
- I / we agree to attend an Orientation meeting as set out by the Membership Committee and agree in principle to the terms of my occupancy agreement as set out by the Co-op.
- I / we understand that, if accepted and before move-in we are required to purchase shares in the co-op at a cost of \$1800.00 for a 2 Bedroom unit, or \$2200.00 for a 3 Bedroom unit. Further, I/we agree to provide a \$500.00 deposit upon acceptance of the unit.
- I / we understand that, if accepted we must acquire and maintain at our own expense, Household Insurance (minimum one million dollars liability), and to provide the office with a copy of the Certificate of Insurance annually upon renewal.
- I / we further agree to abide by all rules as set out in the Rules of Association, the Occupancy Agreement and the Policies of the Co-op as set out in the unit binder. I / we also understand that violation of said rules, is subject to action by the Board of Directors of the Co-op and can result in termination of membership.
- I / we hereby authorize the Co-op Administration and its office administrator, AMP Services to verify any or all the information contained herein and to perform a credit check at its discretion.
- I / we have read through 'About Brooksford' & 'About Co-op Living' on <https://brooksfordcoop.com> and the Fact Sheet attached.
- I / we have reviewed this application thoroughly, as well as the documents provided and declare that all the information in this application is correct and true.

Signature: _____ Date: _____

Co-Applicant

Signature: _____ Date: _____



Purpose of this Form

This form is designed to collect specific information from applicants seeking membership in the Brooksford Place Housing Co-operative in accordance with the Personal Information Protection Act (PIPA). The Co-op uses this information to determine your eligibility for housing and the type of accommodation that will best suit your needs. The information collected will only be used in accordance with PIPA.

Review of Information and Record Keeping

The information collected in this form will be reviewed by the Co-op's designated agent(s) for the purpose of verifying your eligibility for housing. We will employ all reasonable safeguards to ensure your information is kept confidential. Records of unsuccessful applications will be kept for one (1) year to provide you with an opportunity to access these records, after which all records (electronic or paper copies) will be destroyed.

Thank You for taking the time to fill out our application.

Sincerely,
The Brooksford Place Housing Co-operative

APPLICATIONS WILL REMAIN ON FILE FOR ONE YEAR ONLY. After one year a new updated application must be submitted. We **DO NOT** reply to requests or give status updates on applications.

Please complete this application in full. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Submitting this application does not mean you are placed on a waitlist. Someone from the Co-op will contact you if/when next steps are appropriate. Please advise the office by email brooksford@shawbiz.ca of any changes to your address or telephone number.



APPLICANT INCOME INFORMATION

This page will be kept separate from your application to limit access to your personal financial information.

Income information must accompany this application.

List gross monthly income (before deductions) from all sources, for all household members aged 19 and over.

First Name	Source (i.e. employment, EI, pension(s), BC Benefits, etc.)	GROSS Monthly Income (\$)
TOTAL MONTHLY INCOME FOR HOUSEHOLD		

DECLARATION

I hereby certify that the above information is true and correct in all respects and contains all sources of household income for anyone over the age of 19 years. I understand that the information provided is for the sole purpose of obtaining accommodation in Brooksford Place Housing Co-operative and hereby authorize their representative to obtain any details and information which may be deemed necessary in respect of the above.

Applicant:

Co-Applicant:

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



Fact Sheet

(Please keep for your records)

Established 1980, section 95 Co-op

Location: 3120 Trethewey Street, at the corner of Trethewey Street and Maclure Rd (across from W. J. Mouat High School. Backs onto Clearbrook Village townhomes. Elementary, Middle, and High school within walking distance)

Composition

- 51 units: 10 two bedroom, 41 three bedroom townhouses

Fees

- Share purchase required: 2 bedroom - \$1800 share purchase/ 3 bedroom - \$2200
- Monthly housing charges: 2 bedroom \$713.00/ 3 bedroom \$901 - \$929.00 (subject to annual increases)
- No subsidy available

Amenities

- Community Centre located in middle of complex; houses office and has common area with kitchen. Meeting rooms available for committee meetings and private functions
- Small shop for maintenance committee and member use

Parking

- All units have one parking stall in the carport attached to each townhouse
- Maximum of one vehicle per licensed driver can be parked in the co-op
- Maximum of 2 vehicles per unit can be parked in the co-op (2nd spot has small monthly fee)
- Visitors parking located throughout complex
- No parking for trailers or vehicles longer than 22 ft.

Units: All units have the following:

- Fridge and stove
- Electric heat, gas fire place, hot water tank (member responsible for cost of utilities)
- Exterior storage at carport
- Washer/dryer hook-ups
- Vinyl flooring

Pets

- A member is allowed to keep a maximum total of three (3) pets consisting of not more than two (2) cats, or not more than two (2) dogs, or one (1) dog and one (1) cat, with the third pet being a bird, rabbit, small caged animal or aquarium fish and must be spayed or neutered with certification submitted to office. No other pets are allowed.
- Dogs must be housebroken, on-leash at all times while on co-op grounds
- Pit Bulls (as defined in our Pet Policy) are not permitted. Rottweiler and Doberman Pinsers, or any dog of mixed breeding that includes a significant portion of these breeds as decided by the Board of Directors, are limited to indoors or securely closed back yards
- Cats must be indoor-oriented and litter-box trained or leashed if outdoors



Participation

- Members are strongly encouraged to participate in co-op life - to join a committee in their area of strength; be helpful, friendly, good neighbours; keep their unit and yard well maintained, participate in co-op social functions or occasional work-bees.
- Members are required to attend general member meetings or send the office regrets in advance if they cannot.

Management

- Co-ops are usually self-managed and run by both volunteers and paid personnel.
- member-elected Board of Directors has legal authority / responsibility for the co-op and oversees committee work.
- Professionals hired are for accounting and legal requirements.
- Office is staffed on part-time basis with independent office coordinator.

Application information for Brooksford Place Housing Co-Op

- Only complete applications will be considered.
- Simply sending you application does not get you added to a wait list.
- We will usually only contact you if / when you are selected to be interviewed.
- Only select applicants will be interviewed.
- You will be added to the wait list if you are approved for membership after your interview. This does not guarantee you a unit.
- The wait lists lengths vary / are subject to fluctuation.
- We will reach out to you only if/when there are pertinent updates to your application:
- Please note, we are unable to provide application status updates so please be patient.
- Applications are valid for one year from the date of submission.

For more information about Brooksford Housing Co-op, visit our website:
<https://brooksfordcoop.com>



A Brief Introduction to Cooperative Housing

Co-operative Ownership versus Renting

There is no landlord in housing co-operative. Policies are agreed upon by a vote of the general membership. Brooksford Place Housing Cooperative has an Office Coordinator who works with the Board (elected annually at AGM) to manage the co-op. Board committees comprised of volunteer members in the co-op handle the numerous day-to-day aspects of running the complex, thereby distributing the work and reducing operating costs. Members living in co-op housing are covered by the B.C. Co-op Act, NOT B.C's Residential Tenancies Act. Members are required to show each year they have their own content insurance for their unit. As per the B.C. Co-op Act, units are inspected annually by members on the inspection committee.

Co-operative Ownership versus Individual (Strata) Ownership

A housing co-operative is a corporation owned equally by each resident member. Our co-op (Brooksford Place Housing Co-op) is also self-managed. As a co-operative member, you do not directly own your unit. Instead, you have shares in a corporation which owns the property. Membership in a co-operative gives you the right to occupy a home in the development. It also allows you to take part in a community atmosphere, vote, become a committee member or a member of the Board of Directors. The co-op is responsible for common property / exterior buildings. It also has a shared responsibility with the member occupying the unit for the interior maintenance of individual units. The co-op is also responsible for replacing items in the Asset Management Plan including all appliances, floors, cupboards/counters, windows, doors, and water tanks in the Co-op. When membership is terminated there is no profit on your share investment. The "investment" lies in a lower shared cost of living and the idea of participatory, community living.

Co-operative Ownership Vs Low Income or Subsidized Housing

Co-ops are not low-income or subsidized housing. Co-ops endeavor to keep housing costs affordable through their model of active engagement and long term-residency. However, the membership mandate of a co-op is much broader than low-income housing: it is about contributing to an intentional community and meeting its financial requirements. The people who live in housing co-ops work closely together to self-manage their community. They represent a range of occupations, income, cultures and beliefs. To work well it requires people that can support that idea of community, the idea of difference, and celebrate its diversity.

Acceptance at Brooksford Place Housing Co-op

Applicants selected as potential new members are interviewed by the Brooksford Place Housing Co-op Membership Committee and recommended to the Board of Directors for final approval. A new member will be seen as a benefit to our community; they must also meet financial requirements, be at least 19 years old, and agree to sign required documents. To become a member of Brooksford Place Housing Co-op you must first purchase a share (based on unit size) at time of move-in.



Committees at Brooksford Co-op:

- Maintenance and Grounds – Oversee maintenance, repairs, grounds of co-op
- Membership – Member selection for recommendation to Board for approval and orientation of new members
- Social – Plan and organize community events for members and their children
- Inspections – Annual unit inspections to make sure units are well maintained
- Move In/Move out Inspections – Inspect units when members move in/out
- Finance and Capital – Monitor Co-op financials and Asset Management Plan making recommendations to the Board: committee members are appointed by the board
- Rules – Update co-op policies
- Board – Governance and management of the Co-op. Enforcing Rules, Occupancy Agreement, and Policies; monitoring financial health of the co-op / recommending the annual operational and capital budgets to members each year including housing charge increases.

Housing Payments

In a housing co-op, the member's monthly payment is called a "housing charge" instead of rent because there is no landlord – members share the mortgage repayments, operating costs and members decide on housing charges and increases. Monthly housing charges cover all our expenses like, taxes, maintenance, management, and contributing to our replacement reserves. All members must pay housing charges and parking fees by Pre-Authorized Debit (PAD).

Summary of Advantages

- Security of Tenure: Housing co-ops do not have landlords
- Safe community for both children and seniors
- You know your neighbours
- You have an equal vote
- You control your operating costs
- Your housing charges remain lower than market rates
- You are part of a participatory, diverse community

Summary of Responsibilities

- Pay your housing charges on time
- Live by the rules of association, occupancy agreement, and policies
- Keep your unit in good repair
- Contribute to the community; active engagement is foundational to co-op success
- Appreciate difference: embrace living in a diverse community

For more information on cooperative housing visit
the Co-op Housing Federation of BC's website at
www.chf.bc.ca