

BYRNE CREEK HOUSING CO-OPERATIVE
7028 - 17th Avenue, Burnaby, B.C. V3N 4V6
Office: 604-525-4191
Visit our web site: www.byrnecreek.bc.ca

Byrne Creek Housing Co-op is a 74-unit complex which first opened on May 1, 1991. Our co-op is located in South Burnaby, just across from Edmonds Skytrain Station. Stride Avenue Elementary School is one block away, while parks and shopping areas are readily accessible. Our fenced inner courtyard has a play area, green space and a forest. We are a friendly, family oriented community.

Our co-op has:

- 4, 1 bedroom units that are wheelchair accessible, approximately 850 square feet, with a monthly housing charge of **\$1,005**
- 23, 1 bedroom units, approximately 700 square feet, with a monthly housing charge of **\$1,005**
- 29, 2 bedroom units, approximately 920 square feet, with a monthly housing charge of **\$1,213**
- 18, 3 bedroom units, approximately 1100 square feet, with a monthly housing charge of **\$1,366**

*****Please refer to page 4 for the minimum housing income required to apply for Membership*****

A \$2,000.00 refundable share purchase is required upon acceptance into the co-op for one bedroom and two bedroom units and \$2,500.00 for three bedroom units.

All applicants will be interviewed prior to acceptance.

In addition to submitting this application form in its entirety, please submit a covering letter telling us about yourself and your family (if applicable) and why you wish to join our co-op.

Applications will be kept on file for 6 months. Two renewal letters may be submitted. All applications will be destroyed after 18 months and interested parties must re-apply using the most recent application form.

Features

- Private sun deck or patio accessed by sliding glass doors
- Regular size refrigerator and stove
- Venetian blinds
- Ample closet space
- Electric heat
- Washer, dryer and dishwasher hook-ups in all units
- Central hot water included in monthly housing charges
- Five minute Skytrain ride to Metrotown or the Westminster Quay
- Community room, laundry facilities and co-op office on site
- Underground visitors parking
- Secure bicycle storage
- Secure underground parking for residents
- Courtyard with children's playground
- Our own forest containing a grassed meadow
- 25 Minute Skytrain ride to downtown Vancouver
- Video security system which monitors laundry facilities, underground parking area and the front entrance to the co-op

COMMITMENT TO PARTICIPATE IN MAINTAINING THE HOUSING COOPERATIVE IS REQUIRED. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

APPLICANT(S)

Primary Applicant's Name: _____

Date of Birth: _____

Home Address: _____

City: _____

Postal Code: _____

Preferred Phone #: _____

E-mail Address: _____

Co-Applicant's Name: _____

Date of Birth: _____

Work/Cell Phone: _____

OTHER ADULTS WHO WILL BE LIVING IN THE UNIT (other than the Primary and Co-Applicant)

Name: _____

Relationship: _____

Name: _____

Relationship: _____

CHILDREN WHO WILL BE LIVING IN THE UNIT

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

How many bedrooms do you require? _____ Have you applied at any other co-ops? Yes No

Pets: (We allow up to 2 pets per unit. Exotic pets are not permitted. Cats must be indoor cats and dogs must weigh no more than 25lbs. All pets must be spayed or neutered.)

Pet Name: _____ Pet Breed: _____

Pet Name: _____ Pet Breed: _____

STATUS IN CANADA

Are you Permanent Residents of Canada? Yes No

If yes, how for many years? _____

Are you Canadian Citizens? Yes No

PRESENT RESIDENCE

Do you currently (check appropriate box) Rent Own Co-op Other

If other, please explain _____

Current monthly rent/housing charge/mortgage payment: \$ _____

RESIDENCES AND LANDLORDS FOR THE PAST FIVE YEARS (attach separate sheet if necessary)

<u>Address</u>	<u>Landl or d's N ame</u>	<u>Landl ord's Phone #</u>	<u>Dates</u>
			to
			to
			to

Have you ever been evicted or requested to leave previous residence? Yes No

If yes, please explain: _____

APPLICANT'S EMPLOYMENT HISTORY IN CANADA FOR THE PAST FIVE YEARS (attach separate sheet if necessary)

<u>Employer Name and Address</u>	<u>Position</u>	<u>Supervisor</u>	<u>Phone Number</u>	<u>Dates</u>
				to
				to
				to

CO-APPLICANT'S EMPLOYMENT HISTORY IN CANADA FOR THE PAST FIVE YEARS (attach separate sheet if necessary)

<u>Employer Name and Address</u>	<u>Position</u>	<u>Supervisor</u>	<u>Phone Number</u>	<u>Dates</u>
				to
				to
				to

Housing Charge & Share Purchase Information *(subject to change)*

Note: *Currently there are no subsidies available*

<u>Type of Unit</u>	<u>Share Purchase Required</u>	<u>Housing Charges</u>	<u>Minimum GROSS Annual Household Income Required</u>
One Bedroom Unit	\$2,000	\$1,005	\$38,300
Two Bedroom Unit	\$2,000	\$1,213	\$46,200
Three Bedroom Unit	\$2,500	\$1,366	\$52,100

**** One (1) piece of government issue ID (driver's license/BC ID card) and one (1) utility bill statement, along with income verification for the past 3 months (pay stubs) is required at time of interview. Each person intending to reside in the unit must be present at the interview. A non-refundable application/processing fee of \$20.00 is due upon acceptance into the co-op. ****

APPLICANT and CO-APPLICANT DECLARATION: I have reviewed the above information and confirm that I understand the required share purchase, and that the current household income for my family meets or exceeds the minimum annual income level to qualify for housing in Byrne Creek Housing Cooperative. I am prepared to bring the required supporting documents to the interview.

Applicant: _____ Date: _____

Printed Name: _____

Co-Applicant: _____ Date: _____

Printed Name: _____

MEMBERSHIP AGREEMENT

I/WE HEREBY APPLY for membership in the Byrne Creek Hosing Co-operative (the “Co-operative”).

I/WE HEREBY ACKNOWLEDGE that I/we will be required to purchase non-interest bearing shares in the Co-operative, and I/WE HEREBY AGREE to execute a subscription for shares and an Occupancy Agreement in a form and for an amount acceptable to the Co-operative with respect to my/our intended occupancy in it, the Co-operative may return any money paid by me/us except the non-refundable application registration fee, and, terminate my/our membership in the Co-operative.

I/WE HEREBY AGREE to observe and to be bound by the Memorandum, Rules and Policies of the Co-operative. I/WE UNDERSTAND that the Co-operative makes no guarantees as to the affordability of accommodation provided to members, nor does it ensure the availability of any subsidies, rent supplements or relief from, or reduction of housing charges in the event that the income declared by me/us in my/our Membership Application is or becomes less than the stated amount.

I/WE HEREBY AGREE to give 60 days notice ending on the last day of the month of my/our intention to withdraw from the Co-operative. I/WE UNDERSTAND that I/we are entitled to a refund of my/our Share Purchase subject to any liens there may be against the Shares howsoever arising and that the refund may be withheld for a period not exceeding six months. I/WE UNDERSTAND that a portion of the refund of my/our Share Purchase may also be withheld and applied against any repairs or cleaning charges that may be necessary to render the unit occupied by me/us to its original condition.

I/WE HEREBY AUTHORIZE Byrne Creek Housing Co-operative to obtain such reports or other information as may be deemed necessary in connection with the establishment and maintenance of a credit account or for any other direct business requirement.

Applicant's name (please print)	Applicant's Signature
Dated at _____, BC this _____ day of _____ 20__	

Co-Applicant's name (please print)	Co-Applicant's Signature
Dated at _____, BC this _____ day of _____ 20__	

Personal Information Protection Statement

I agree that *Byrne Creek 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 , co-applicant and all future occupants.
6. Date of birth for purposes of conducting a credit check and reporting unpaid debts to a collection agency or credit bureau.
7. Date of birth for determining 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 lawyers;
5. security committee (for co-op census information);
6. co-op staff or management;
7. designated staff or committee members who have designated official duties relating to:
 - 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 electronic; Board of Directors only if it is in connection with the Board's official duties);
 - credit check agency (for credit check only when you first applied for membership)
 - general meeting only if it is relevant to an appeal I make of a board decision.

I understand that *Byrne Creek Housing 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 and for security purposes;
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); and
9. decide on any request for an internal move.

I understand that 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 16 years of age and older must read and sign this statement.]



SCHEDULE "A"

(Each tenancy candidate must complete a separate application)*

Information**

The word "Information" means credit information, personal information, information about the services you use that are provided by the Landlord as listed in this rental application and information relating to your tenancy at the Premises applied for in this rental application including information regarding the duration of your tenancy, monthly rent, emergency contacts and any matters relating to your lease/tenancy agreement, including misrepresentations relating to, defaults under and/or breaches of your lease/tenancy agreement.

"Credit Information" means information about you, including your name, age, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant's/spouse's/same-sex partner's name and age, number of dependants, particulars of education or professional qualifications, field of employment, places of employment, previous places of employment, employment durations, estimated income, paying habits, outstanding debt obligations, cost of living obligations, involvement in bankruptcy proceedings or landlord and tenant disputes, assets, and banking information (including account and credit card information).

"Personal Information" means information about you other than credit information that is relevant to your suitability as a tenant, including your social insurance number (optional), driver's license number, vehicle license plate number, vehicle make and year, and information from references which you provide about your character, reputation, physical or personal characteristics or mode of living or about any other matter concerning you that is relevant to your suitability as a tenant.

Collection, Use and Disclosure of Information:

In consideration for the Landlord accepting you as a tenant and entering into a lease/tenancy agreement with you, you expressly consent to and authorize the following:

1. The Landlord may obtain Information about you through a tenant check and/or credit or consumer report conducted by Rent Check Credit Bureau and as permitted or required by law. You expressly authorize Rent Check Credit Bureau to provide Information regarding you to The Landlord.
2. The Landlord may use Information about you to determine your suitability as a tenant and as permitted or required by law.
3. The Landlord may disclose Information about you as permitted or required by law and to Rent Check Credit Bureau in order to be included within a database of tenant information, and/or within a file on you, for purposes of:
 - tenant reporting and credit reporting in accordance with the *Consumer Reporting Act* (Ontario);
 - establishing a credit history and a rental history;
 - comparing with aggregate statistical data for purposes of tenancy and credit scoring; and
 - supporting the credit approval process.
4. You expressly authorize Rent Check Credit Bureau to retain Information regarding you indefinitely for the purposes outlined in section 3 above, subject to any applicable legal restrictions.
5. You expressly authorize Rent Check Credit Bureau to disclose Information regarding you to its members and subscribers as required or permitted by law and for the purposes outlined in section 3 above.
6. You agree that you will not withdraw your authorization and consent to the collection, use and disclosure of Information about you by Rent Check Credit Bureau as outlined in sections 1 to 5 above.
7. You agree that all statements on this Residential Rental Application are true and you expressly authorize all references given to release information about you to the Landlord for verification subject to sections 1 to 5.

Please provide your consent by checking the following box and signing in the appropriate space below:

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

	X		X
Applicant's Signature		Co-Applicant's Signature	
	X		X
Print Name		Print Name	
	X		X
Date (yyyy / mm / dd)		Date (yyyy / mm / dd)	

* Signature space is provided for applicant and co-applicant however Rent Check suggests that if more than 2 applicants that the landlord provides each tenancy applicant with a separate copy of this Residential Rental Application for completion.

** DISCLAIMER: Rent Check does not represent, warrant or guarantee that this Consent Statement will be valid or enforceable in all circumstances or for every landlord. Each individual landlord should modify the language of this Consent Statement to suit their individual circumstances, and should obtain legal advice regarding the appropriate consent to be obtained from their prospective tenants.