

BYRNE CREEK HOUSING CO-OPERATIVE
7028 - 17th Avenue, Burnaby, B.C. V3N 4V6
Office: 604-525-4191, Fax: 604-525-4192
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. Please refer to our website for further details about our co-op.

**** Please refer to page 5 for the minimum household income required to apply for Membership. ****

Our co-op has:

- 4, 1 bedroom units that are wheelchair accessible, approx. 850 square feet, with a monthly housing charge of **\$1,045**
- 23, 1 bedroom units, approx. 700 square feet, with a monthly housing charge of **\$1,045**
- 29, 2 bedroom units, approx. 920 square feet, with a monthly housing charge of **\$1,262**
- 18, 3 bedroom units, approx. 1,100 square feet, with a monthly housing charge of **\$1,421**

****Housing charges listed may have changed since time of posting. ****

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. Anon-refundable application/processing fee of \$20.00 is due upon acceptance into the co-op. **

Application Process:

- Interested applicants must apply using this application form. **A cover letter telling us about yourself and your family (if applicable) and why you wish to join our co-op must accompany each application.**
- No applicants will be accepted for membership without an interview. All members of the household, including children, are required to attend the interview. Applicants with dogs, must bring the dogs to the interview.
- Income verification and credit checks will be completed prior to offers of membership.
- 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. There is no cost to submit an application and you are encouraged to download the application from our website. If you wish to receive an application by mail, you must provide a self-addressed stamped envelope.
- Unfortunately, due to the volume of applications received, we are unable to acknowledge receipt of applications. We are not able to interview everyone who applies. As vacancies arise, we will contact selected applicants for an interview, after which time they will be considered for membership.
- Wait list lengths vary and are subject to fluctuation. You may be on the wait list for weeks, months, or years, depending upon when units of an appropriate size become available.

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	
Phone Number	
Email Address	
Co-Applicant's Name	
Date of Birth	
Phone Number	

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

Name	
Relationship to Applicant	
Name	
Relationship to Applicant	

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? _____ **Do you require a wheelchair accessible unit?** _____

Pets: We allow up to 2 pets per unit, with some limitations and restrictions. Exotic pets are not permitted. Cats must be indoor cats, and all dogs must be "met" and approved. All pets must be caged or leashed while on common property, and some may require muzzles. All pets must be spayed or neutered.

Pet Name: _____ Pet Breed: _____

Pet Name: _____ Pet Breed: _____

STATUS IN CANADA

Please indicate the Primary Applicant's status:

Canadian Citizen: _____ Permanent Resident: _____ Other (please explain): _____

CURRENT RESIDENCE

Do you currently: Rent: _____ Own: _____ Co-op: _____ Other: _____
If other, please explain: _____

Current monthly housing payment: \$ _____

RESIDENCES AND LANDLORDS FOR THE PAST FIVE (5) YEARS (attach a separate sheet if necessary)

Address	Landlord Name	Landlord Phone #	Dates of residence

Have you ever been evicted or asked to leave a previous residence? Yes _____ No _____
If yes, please explain: _____

PRIMARY APPLICANT'S EMPLOYMENT HISTORY FOR THE PAST FIVE (5) YEARS (attach a separate sheet if necessary)

Employer Name & Address	Job Title	Supervisor Name	Phone Number	Dates Employed

CO-APPLICANT'S EMPLOYMENT HISTORY FOR THE PAST FIVE (5) YEARS (attach a separate sheet if necessary)

Employer Name & Address	Job Title	Supervisor Name	Phone Number	Dates Employed

HOUSING CHARGE AND SHARE PURCHASE INFORMATION (subject to change)

Note: Currently, there are no subsidies available.

Unit Size	Share Purchase Required	Monthly Housing Charges	Minimum gross (before tax) household income required
One (1) Bedroom	\$2,000	\$1,045	\$41,800 (\$3,483 per month)
Two (2) Bedroom	\$2,000	\$1,262	\$50,500 (\$4,208 per month)
Three (3) Bedroom	\$2,500	\$1,421	\$56,800 (\$4,730 per month)

**** One (1) piece of government issue ID (driver's license/BC ID card) and one (1) utility bill statement, along with income verification for at least the past 3 months (pay stubs) is required at time of interview. A copy of your most recent T4 is recommended. Income will be verified and a credit check completed prior to offering membership. ****

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 Signature: _____ Date: _____

Applicant Printed Name: _____

Co-Applicant Signature: _____ Date: _____

Co-Applicant Printed Name: _____

Non-Smoking Policy

_____ Please tick to indicate that you are aware that Byrne Creek Housing Co-operative does not permit members or guests to smoke in units, on balconies or patios, in any interior common area, or within 6 metres of a door, window or air intake, or within 26 metres of the playground. A small number of units were grandfathered in and as a result are permitted to smoke within the interior confines of their units; however, as of April 2015, all new members must abide by the non-smoking policy.

MEMBERSHIP AGREEMENT

I/WE HEREBY APPLY for membership in the Byrne Creek Housing 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.]



Rental Application Addendum

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.

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.

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.