

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 **\$1,099**
- 23, 1 bedroom units, approx. 700 square feet, with a monthly housing charge of **\$1,099**
- 29, 2 bedroom units, approx. 920 square feet, with a monthly housing charge of **\$1,326**
- 18, 3 bedroom units, approx. 1,100 square feet, with a monthly housing charge of **\$1,493**

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

A \$2,000.00 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. Share purchases are refunded upon move out. A non-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 12 months. **All applications will be destroyed after 12 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)

<u>Primary Applicant's Name</u>	
Date of Birth	
Home Address	
City & Postal Code	
Phone Number	
Email Address	
<u>Co-Applicant's Name</u>	
Date of Birth	
Home Address	
City & Postal Code	
Phone Number	
Email Address	
Phone Number	
Relationship to Applicant	

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

<u>Name</u>	
Relationship to Applicant	
<u>Name</u>	
Relationship to Applicant	

CHILDREN WHO WILL BE LIVING IN THE UNIT

<u>Name</u>	
Date of Birth	
<u>Name</u>	

Date of Birth	
<u>Name</u>	
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:

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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

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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

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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	\$1,066	\$41,800 (\$3,483 per month)
Two (2) Bedroom	\$2,000	\$1,287	\$50,500 (\$4,208 per month)
Three (3) Bedroom	\$2,500	\$1,449	\$56,800 (\$4,730 per month)

***** One (1) piece of government issue ID (driver's license/BC ID card) showing your current address is required at time of interview. At the credit check stage, Income will be verified and a credit check completed prior to offering membership. *****

APPLICANT and CO-APPLICANT DECLARATION:

If accepted into membership, I/we agree to be bound by and to comply with the Rules, Occupancy Agreement and policies of the co-op in force and as amended from time to time.

I/we declare that all the information in this application is correct. I/we give the co-op permission to verify any or all of this information, and to do a landlord check and a credit check. I/we understand that acceptance of membership depends on the co-op obtaining satisfactory results from a credit check.

Applicant Signature: Date:

Applicant Printed Name:

Co-Applicant Signature: Date:

Co-Applicant Printed Name:

Non-Smoking Policy

Please initial 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.

Rules and Occupancy Agreement

Please initial to indicate that you have read the Rules and Occupancy Agreement of Byrne Creek Housing Co-operative, located on our website, at the Guidelines tab. <https://byrnecreek.bc.ca/legal.html>

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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.

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:

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- 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.]

