

APPLICATION FORM

CENTRAL OKANAGAN CO-OPERATIVE HOUSING ASSOCIATION

#13 – 2421 LAST ROAD, WEST KELOWNA, BC V4T 2J1

PHONE (250) 768-3060

EMAIL: cocha@shaw.ca

Last Name: _____ First Name: _____

Phone: (home) _____ (other) _____

Address: _____
(street address)

_____ (city)

_____ (province)

_____ (postal)

Date of Birth – (applicant) _____

Name of Spouse: _____ Date of Birth: _____

Number of Bedrooms Required (circle one only) 1 (one person) 2 (two people)

Special Needs or Requirements: _____

Must be able to take part in some snow shoveling and other light maintenance: _____

Number of Vehicles: _____ We can only provide 1 parking spot per unit

Have you previously resided in a Housing Co-Op? Yes _____ No _____

If so, Where and When? _____

Current Housing: Own: _____ Rent: _____ Co-Op: _____ Other: _____

List the last two places you have lived:

1. Address: _____ How Long? _____

Name and Phone No of Landlord: _____

2. Address: _____ How Long? _____

Name and Address of Landlord: _____

According to the structure of Co-Operative Living, and the Occupancy Agreement you sign, you will be expected to attend the Annual General Meeting and contribute to the successful running of the Co-Operative by attending meetings and assisting in the general maintenance of the Co-Op.

Please indicate your skills, hobbies, and areas of interest:

Hobbies: _____

Skills/Areas of Interest: Please circle all that are applicable:

Accounting	Electrical	Plumbing
Music	Carpentry	Sm Appliance Repair
Janitorial	Computer	Legal
Yard Work	Mechanical	Secretarial

Please circle Committees or Positions you are interested in:

Board of Directors	Grounds	Housing
Finance	Secretarial	Social
Security	Maintenance	

Income Verification - Total Gross Income from all sources:

Applicant - \$_____ Spouse- \$_____ = Total \$_____

Are you receiving Gain, UIC, or other Assistance? Yes_____ No_____

***The Co-Op will require that you fill in a detailed income verification form at a later date.**

Do you agree to have a Criminal Record Check? Yes_____ No_____

REFERENCES – (previous landlords or people who have known you at least 3 years and who are not family members):

1. Name: _____ Address: _____

Phone# _____ Relationship: _____

2. Name: _____ Address: _____

Phone# _____ Relationship: _____

3. Name: _____ Address: _____

Phone# _____ Relationship: _____

I understand that this application does not constitute an agreement on the part of the Central Okanagan Cooperative Housing Association to provide me with accommodation. **I have read and understand the attached Basic Facts about the Co-op.** I hereby certify that the information given in this application is true, correct, and complete in every respect to the best of my knowledge and can be documented by the Central Okanagan Co-Operative Housing Association.

Signature of Applicant: _____

Date of Application: _____

Comments of the Interviewer:

Basic Facts To Know About the Co-op When Making Application

OFFICE – GROUND FLOOR AT FERNWOOD MANOR, BEHIND LAUNDRY ROOM

1. We are a non-profit housing co-operative providing quality housing at a reasonable cost for persons who are:
 - Retired or semi-retired
 - Aged 55 or better
 - Using this as their principal residence for at least 9 months of the year
 - Mobile and able to care for themselves, now and in the foreseeable future
 - Willing to co-operate and participate in the operation and maintenance of this co-op, including attending the Annual General and Member meetings

This complex is NOT a:

- Rental accommodation
- Condominium
- Senior’s Home
- Care facility

It is a Co-Operative – you become a member/shareholder.

2. To become a member, to have the privilege of 1 vote, and to qualify for a suite, you are required to invest:
 - \$1,000 for 1,000 equity shares, if signing for a one-bedroom unit, OR
 - \$1,500 for 1,500 equity shares, if signing for a two-bedroom unit, AND
 - One month housing charge levied for Cleaning and Damage deposit.
 - Share certificates are issued for all shares. All shares are redeemable, normally within a 15-day period of vacating the unit. Shares are automatically transferable between husband and wife in case of demise. These funds are carefully invested and help to stabilize our financing. In that they assist to keep our costs low, there is NO INTEREST earned on shares. Control and use of the share capital is at the discretion of the Board of Directors under Rules filed with the B.C. Government.

A housing agreement based on sound business principles and “good housekeeping” must be signed.

3. The Co-op is only accepting non-smokers as new members.

4. Most needs and services are within one to six blocks, including grocery and general shopping, banks/credit union, doctors, dentists, lawyers, accountants, financial planners, churches, senior citizens activity center and the Johnson Bentley Aquatic Centre.
5. This co-op has a beautiful view of Lake Okanagan.
6. This co-op contains 14 single bedroom units, all located on ground level (Brighton Manor, Carlyle Court, Dresdon Court). There are also 13 two-bedroom suites contained in Fernwood Manor – 6 are located on the ground level and 7 are located on the balcony (2nd floor) level. There are four townhouse-style units with the two bedrooms on the second floor (Eldorado Court) providing roomy privacy with front and back entrances. Additionally, there are four townhouse-style units with basements (Allison Court).
7. The 35 member/shareholders of the co-op elect a 6-person board of directors who manage the affairs of this co-op, including the part-time maintenance person and the bookkeeper.
8. Monthly housing charges are determined, and may be adjusted, by the board. These charges cover most of the operational costs of the co-op. Member/shareholders are responsible for their own hydro, telephone, and cable costs, etc.
9. There are two conveniently located laundry & storage rooms at Brighton Manor and Fernwood Manor to provide service for designated tenants. The townhouse-style units are wired for their own washer and dryer (if tenant has machines), otherwise the laundry rooms both have two sets of loadable card system washers and dryers costing \$2.00 per wash/\$1.50 per dry.
10. A cleaning/damage deposit of one month housing charge is taken when a tenant moves in and is refunded (with a nominal amount of interest) at the time of vacating the unit, depending on the good repair and cleanliness of the suite.
11. Any housing charges, hydro charges, cleaning & repair charges and any other amounts owing to the Association can and will be deducted from the cleaning/damage deposit and the member share account before a refund is issued upon vacating the unit.
12. You will be asked and expected to serve on the Board of Directors and/or Committees from time to time.
13. As a member, you are expected to assist with the maintenance, snow removal, weeding, and general upkeep of the co-op and grounds.
14. A basic criterion of co-ops is participation. If you do not reside full-time in your co-op, how can you participate? Therefore, if you cannot participate, you are not a prime candidate for co-op living.
15. **No animals or pets of any kind are allowed to reside in the Co-op.** Pet-sitting by a member on a short-term basis (up to 2 weeks) is allowed but such pets shall not be kept in a member's premises without the prior written consent of the Directors. Visiting pets must always be kept under the member's control.
16. Member will return Blue Book (book of rules and policies), share certificate, and all keys to a Housing Director when vacating their unit.
17. New members/shareholders in this co-op are admitted at the sole discretion of the membership committee and the board; therefore, the earliest dated application is not necessarily the next application accepted for residency. First come, first serve does not consequentially apply.
18. The turn-over rate at this co-op is very low, averaging only 2 – 4 vacancies per year. If you find alternative housing before you are able to move in to this co-op, we would appreciate it if you would let us know if you would like your application kept on file or removed from the waiting list.