

**Kinross  
Creek  
Housing  
Co-op**



8001 Curate Wynd  
Vancouver, BC  
V5S 4K2

Dear Applicant:

Enclosed is your Housing Application Form and Income Verification Form; **complete both and return them to:**

**Membership Committee  
Kinross Creek Housing Co-op  
8001 Curate Wynd  
Vancouver, BC V5S 4K2**

You will only be contacted when we have a vacancy and if you meet the income level the co-op needs for that vacant unit. (see attached Housing Charges and Unit information).

### **Why would you want to live in a housing co-op?**

After all, you will be expected to attend monthly general meetings, actively participate on a committee and help with the Spring and Fall co-op clean-ups.

Participation and involvement in co-op life is one of the things that make co-op living so attractive. You'll have a democratic say in determining your living environment and how the co-op is run.

In order to provide the best environment for members and to help keep costs down, you will be expected to make a firm commitment to participate. This means regular attendance at general co-op meetings, serving on a committee and practicing the principles of co-operation in dealing with neighbours and the co-op as a whole. Unless you're prepared to make that kind of commitment and carry it through during your time of occupancy, co-op housing is not for you.

Some of our current committees to which members belong include Maintenance, Finance, Emergency Preparedness, Playground, Social, Newsletter, Membership, Participation and Landscape.

We have found that some of the benefits of co-op living includes:

**Security of tenure** – you will have a home in the co-op as long as you want it.

**Sense of community** – you'll be living in a secure, friendly atmosphere, a safe environment for children.

**Affordability** – you help control costs and, therefore, the amount you pay.

Kinross Creek Housing Co-op is located in the Champlain Heights district, in South East Vancouver. We are located off Champlain Crescent, between 54<sup>th</sup> Avenue and Matheson Crescent. There are a total of 69 units consisting of 18 apartments and 51 townhouses.

### **Unit Entitlement and Housing Charges Information**

Unit entitlement depends on the number of persons in a family. Our current housing policy allows a minimum of one person per bedroom and no more than two persons per bedroom in townhouses. A single person is eligible for either a 1 or 2 bedroom apartment. We also have four 2 bedroom wheelchair accessible units.

Currently the housing charges are 28% of the total adult (age 19 and over) family gross income. The minimum and maximum monthly payments table is attached.

Once you are interviewed and accepted into the co-op you must provide us with a *recent verification of income, full payment of shares and 12 post-dated cheques within 10 working days* (share purchase table attached). Your Share Purchase entitles you to a 1/69 share in Kinross Creek Housing Co-op: you never collect interest on this money but it will be returned to you providing you have met all of your financial obligations to the co-op if you move out.

While you are living in Kinross *all increases* in income must be reported when they occur. If you fail to report increases in income and this failure is discovered, **you will be re-assessed retroactively**. You may also report income decreases and apply for a subsidy. A subsidy request is only filled if there is money left in the subsidy pool.

### **COMPLETING THE INCOME VERIFICATION FORM**

The information provided on the income Verification Form is held in confidence by the on-site staff of Cana Management Services.

In order to confirm your income a letter from the employer(s) of all adult(s) family members (age 19 and over) stating total gross income (before deductions) or three recent consecutive pay cheques stubs are required. If you receive government income assistance or a pension, these income sources must be validated by letter or stub.

If you are paid weekly this amount should be multiplied by 52; or if you are paid bi-weekly that amount should be multiplied by 26 pay periods, to arrive at a gross annual figure.

**We cannot consider incomplete applications forms**

Should any information on your application change once you have been put on our Waiting List (i.e. address, income, phone numbers, family size) you must contact us in writing to inform us of the changes. If we have a vacancy and we cannot reach you by telephone, your name will be removed from our Waiting List.

**We update our Waiting List every March. If you send in an application, please write to us in March of each year, advising us if you wish to remain on our waiting list. If we do not hear from you each year, your name will be removed from the list.**

The average waiting time is up to two years, although a vacancy can occur at anytime.

We look forward to hearing from you.

**HOUSING APPLICATION**  
**FOR KINROSS CREEK CO-OPERATIVE**

<b>FOR OFFICE USE ONLY</b>	
<b>Date Received</b>	_____
<b>Unit Size</b>	_____
<b>Interview Date</b>	_____

Name of Principal Member \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Work Telephone Number \_\_\_\_\_

Message or Alternate Telephone Number \_\_\_\_\_

Current Occupation \_\_\_\_\_ Full-time  Part-time

Current Employer \_\_\_\_\_

**LIST ALL PERSONS WHO WILL BE RESIDING WITH YOU:**

Name	Birthdate of child(ren)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Of the above listed adults (age 19 and over) residing with you, who is employed in a full or part-time capacity? Where? \_\_\_\_\_  
\_\_\_\_\_

Type of housing unit you require:

- |  |  |
|--|--|
| 1 Bedroom Apartment <input type="checkbox"/> | 2 Bedroom Wheelchair Accessible <input type="checkbox"/> |
| 2 Bedroom Apartment <input type="checkbox"/> | 3 Bedroom Townhouse <input type="checkbox"/>             |
| 2 Bedroom Townhouse <input type="checkbox"/> | 4 Bedroom Townhouse <input type="checkbox"/>             |

If your first choice is a 2 bedroom townhouse, would you accept a 2 bedroom apartment now and wait to move to a townhouse when one becomes available? Yes  No

Number of motor vehicles \_\_\_\_\_

If you own a pet(s), please state how many and what kind (proof of spaying/neutering required)

\_\_\_\_\_

What is your current housing situation? Rent  Own  Co-op  Other  specify:

\_\_\_\_\_

If you own any type of residential property please state type and disposition of property:

\_\_\_\_\_

Have you ever resided in a housing co-operative? \_\_\_\_\_

If yes, which co-op(s) and where: \_\_\_\_\_

\_\_\_\_\_ Reason for leaving the co-op \_\_\_\_\_

\_\_\_\_\_

List your last three residences (your former landlord may be contacted as a reference):

1. Address \_\_\_\_\_

Landlord \_\_\_\_\_ Current phone number \_\_\_\_\_

Length of residence there \_\_\_\_\_ Reason for leaving \_\_\_\_\_

\_\_\_\_\_

2. Address \_\_\_\_\_

Landlord \_\_\_\_\_ Current phone number \_\_\_\_\_

Length of residence there \_\_\_\_\_ Reason for leaving \_\_\_\_\_

\_\_\_\_\_

3. Address \_\_\_\_\_

Landlord \_\_\_\_\_ Current phone number \_\_\_\_\_

Length of residence there \_\_\_\_\_ Reason for leaving \_\_\_\_\_

\_\_\_\_\_

What type of community volunteer work have you done recently? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why do you think living in our co-op would be better than where you are currently residing?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is important to you in choosing a place to live? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you think some of the disadvantages might be living in a co-op? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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What personal attributes and skills do you possess that would make you a valuable co-op member? \_\_\_\_\_

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On which committee(s) will you volunteer?

Finance  Newsletter  Social  Maintenance

Participation  Emergency Preparedness  Playground

Membership  Landscape Committee

If I (and my family) am/are accepted as residents of Kinross Creek Co-op, I/we promise to participate by attending the monthly general membership meeting, being active on a committee and assisting with the bi-annual co-op clean-up.

Signed,

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## Personal Information Protection Statement

[to be signed with application form]

I agree that Kinross Creek Housing Co-operative may keep the following information about me:

- 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]
- financial information yearly to set housing charges based on household income [for households receiving subsidy]
- eligibility information to qualify for the supplementary Home Owner Grant
- co-op census information, including a record of all residents in each unit for security
- relationship of co-applicant to applicant and date of birth of other occupants - if this is required to establish the size of unit for my household, based on co-op occupancy standards, or to establish subsidy and housing charges.
- date of birth, only for purposes of conducting a credit check and reporting unpaid debts to a collection agency or credit bureau.
- whether I meet the age requirements for membership [16, 17, 18 or 19 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:

- co-op auditor employees of CMHC and or BC Housing
- municipal employees dealing with the Home Owner Grant (for grant application)
- co-op lawyer
- security committee (for co-op census)
- contracted management service and staff
- designated Membership Committee Members - Interviewers, Membership Chair and people responsible for
  - o applications for the Home Owner Grant
  - o collecting signatures for the Home Owner Grant
  - o collecting co-op census information
  - o credit checks
  - o landlord and other reference checks
  - o maintaining secure filing and storage of personal information (both hard copy and computer)
- Board of directors
  - o 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)

I understand that Kinross Creek Housing Co-operative will use the information to

- contact me about this application
- determine my eligibility for housing and membership in the Co-op
- establish the size of unit for my household, based on co-op occupancy standards
- decide if I qualify for subsidy and to calculate the subsidy and housing charges yearly
- determine eligibility for supplementary Home Owner Grant
- ensure safe evacuation of all household members in case of emergency
- conduct a credit check before accepting my application
- comply with the co-op's operating agreement or program rules with CMHC (Canada Mortgage and Housing Corporation) and/ or BC Housing
- decide on any request for an internal move

I understand that the co-op will destroy personal information that it no longer needs. I have read and received a copy of this statement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

All members of the household 16 years of age and older must sign this statement.

# INCOME VERIFICATION FORM

## FOR KINROSS CREEK CO-OPERATIVE

FOR OFFICE USE ONLY	
UNIT SIZE	_____
ADDRESS	_____
LEASE AMOUNT	_____

Name of Principal Member/Applicant \_\_\_\_\_

Number of adults in family \_\_\_\_\_

Number of children residing with you \_\_\_\_\_

*We require the following information in order to maintain the economic viability of the co-operative. Accuracy is essential.*

**Please note** that in all categories of income you must use the **present gross annual figures**. You must list **all sources of income** *except* the Canada Child Tax Benefits, the BC Family Bonus, and Grants. (Please note – the *Co-applicant* is your spouse/partner).

	APPLICANT	CO-APPLICANT	OTHERS
SALARY &/OR COMMISSION			
SELF-EMPLOYED INCOME <i>Most recent T4 &amp; Revenue Can. Assessment</i>			
EMPLOYMENT INSURANCE <i>Stub</i>			
PENSIONS <i>Letter from Pension office</i>			
GAIN SHELTER ALLOWANCE <i>GAIN stub</i>			
INTEREST ON INVESTMENTS <i>Letter from bank</i>			
CHILD SUPPORT OR ALIMONY <i>Cheque or court order</i>			
OTHER: i.e. STUDENT LOAN, FOSTER CHILD, ETC.			
<b>TOTAL FROM ALL SOURCES</b>			

Please indicate if you expect any significant changes in your income during the next 12 months, giving date, approximate increase or decrease and reason for such (i.e. retiring, having a baby, promotion, etc.).

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**NAME, ADDRESS and TELEPHONE NUMBER OF CURRENT EMPLOYER:**

For the Applicant: \_\_\_\_\_

\_\_\_\_\_ # of years employed \_\_\_\_\_

For the Co-applicant: \_\_\_\_\_

\_\_\_\_\_ # of years employed \_\_\_\_\_

For Other \_\_\_\_\_

\_\_\_\_\_ # of years employed \_\_\_\_\_

For Other \_\_\_\_\_

\_\_\_\_\_ # of years employed \_\_\_\_\_

**I/ We do hereby confirm that all income for all adult household members has been declared and I/ we give Kinross Creek Housing Co-operative permission to verify or seek corroboration, in whatever form they deem appropriate including a credit check, of the reported income.**

Signed by all household members declaring income:

_____	_____	_____
Signature	Print name in full	Date

_____	_____	_____
Signature	Print name in full	Date

_____	_____	_____
Signature	Print name in full	Date

_____	_____	_____
Signature	Print name in full	Date