

**GUILDTOWN HOUSING CO-OPERATIVE**

111-10125 156 Street, Surrey, BC, V3R 0E7

604-581-4687

**GENERAL INFORMATION SHEET**

Members accepted into the Co-op must be 19 years or older,  
and will be given a copy of our Rules and Policies binder

Information below is a brief synopsis of pertinent issues of interest to applicants

1. **PARTICIPATION:** The Co-op has a strict policy regarding participation. All units **MUST** be represented on at least one committee and work actively (MINIMUM OF 2 HOURS PER MEMBER/MONTH) to make this Co-op a good place to live
2. **MEETINGS:** General Membership Meetings are held in the Common Room approximately every 2 months. Many decisions affecting the Co-op are made and members are expected to exercise their right to participate in decisions made by attending and voting
3. **MAJOR EVENTS:**
  - a) There are 2-3 general Landscape clean-up work parties held each year ( spring, summer and fall) in the Co-op. Members are expected to participate by pruning trees, weeding, trimming, raking, etc.
  - b) There are several seasonal parties held for both children and adults in the Co-op.
  - c) The Common Room is available for member's who wish to have parties, weddings, etc
4. **GRASS CUTTING:** All members are expected to fulfill their scheduled turn at mowing their section of the lawn assigned to them. This usually requires 4-5 mowings per year/ unit
5. **PETS:** Pets are allowed, according to co-op rules. These rules include the following expectations:
  - a) Not more than 2 mammals (dog/cat)
  - b) No vicious breeds (example: pit bulls)
  - c) Spaying/ neutering is required for dogs and cats
  - d) All pets must be on a leash. No loose animals
  - e) Poop & Scoop is required and monitored
  - f) Dogs must be less than 21" at shoulder
6. **PARKING:** Each unit is given one white 'member' tag and one yellow 'visitor' tag. Visitors are expected to display this tag and **MUST** park in designated visitors' spots **OR** on the street. Members must display a white tag and may park in their designated spot(s) only  

\*\*\*Violators will be towed at owners' expense\*\*\*
7. **INSURANCE:** Proof of household (occupancy) insurance with Public Liability is required annually

8. **LOCKS:** There is NO master key. Members who lock themselves out must pay for a locksmith
9. **LAUNDRY:** A card-operated laundry is located beside the Common Room. Members who require this facility are expected to share in the clean-up and maintenance of this area. There are washer and dryer hook-ups in each unit as well
10. **SNOW REMOVAL:** The Co-op will hire snow removal IF there is 10cm or more on the ground. Otherwise, members must shovel snow from their porches, walkways, balconies & parking lots
11. **GARDENING:** Small plots of garden area are located in front of and behind each unit. Members are expected to maintain these plots by weeding and watering, as well as by planting flowers or shrubs if they wish. This adds to the beauty of the Co-op. Vegetable gardening is not permitted, except in tubs on balconies
12. **HOUSING CHARGES:** Monthly housing charges are payable with 12 post- dated cheques or Pre-Authorized payments. Late charges will be applied to outstanding accounts and NSF cheques. **SUBSIDIZED HOUSING** is available only to those already on a (lengthy) waiting list as per BC Housing Guidelines
13. **BEHAVIOUR:** Parent(s) are held responsible for the behaviour of their children, friends and visitors while on the Co-op property
14. **SHARE PURCHASE:** a Share Purchase of \$2000 is required upon signing the lease agreement- For info, see last page, Section H
15. **UNIT SIZES-** and current market housing charges:

	Required Gross Annual Income
a) 1 bedroom unit	916 square feet \$789.00/month (\$31,560)
b) 2 bedroom unit	980 square feet \$992.00/ month (\$39,680)
c) 3 bedroom unit	1558 square feet \$1,200.00/month (\$48,000)
d) 4 bedroom unit	1572 square feet \$1,307.00/month (\$52,280)

These housing charges are adjusted annually as part of the annual budget process.  
Check out our website at [www.guildtown.com](http://www.guildtown.com)

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Phone: 604-581-4687

**APPLICATION FORM**

**A. Principal Applicant's Name:** \_\_\_\_\_

Birth date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

How long at present Address: \_\_\_\_\_ Rent/Own \_\_\_\_\_ \$ \_\_\_\_\_ /month

Landlord/Mortgage Company \_\_\_\_\_ Phone \_\_\_\_\_

**B. Co-applicant's Name** \_\_\_\_\_

**Relation to Principal Applicant (ie: spouse, Mom)** \_\_\_\_\_

Birth date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

**NUMBER OF BEDROOMS REQUIRED (according to Co-op Policy)** \_\_\_\_\_

C. Please list ALL other persons who will be residing with you if over age 19:

\*\*\*If under 18 years of age, only age and sex is required\*\*\*

**Name** \_\_\_\_\_

Birth Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Age \_\_\_\_\_

Relationship to you \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

**Name** \_\_\_\_\_

Birth Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Age \_\_\_\_\_

Relationship to you \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Name \_\_\_\_\_

Birth date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Age \_\_\_\_\_

Relationship to you \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

\*\*\*Additional Information may be attached\*\*\*

**D. Pets**

Co-op pet rules and regulations MUST be observed:

Dogs: spayed or neutered (certificate required).

No taller than 21".

**NO VICIOUS BREEDS.**

Cats: spayed or neutered (certificate required)

Max 2 mammals per unit, \* No chickens etc.\* Animals are NOT allowed to run free OR to be kept tethered on grass, porches, balconies, etc.

\*\*Please sign here that you agree to abide by these rules: \_\_\_\_\_

List all pets, breed and quantity.

Breed \_\_\_\_\_ Size \_\_\_\_\_ Age \_\_\_\_\_ Colour \_\_\_\_\_  
spay/neuter \_\_\_\_\_

Breed \_\_\_\_\_ Size \_\_\_\_\_ Age \_\_\_\_\_ Colour \_\_\_\_\_  
spay/neuter \_\_\_\_\_

**E. All members are expected to:**

a) Attend General membership meetings, which are held about every 2 months

b) Contribute to the successful running on the Co-op by joining at least 1 committee

c) Assist in the general maintenance of the Co-op by keeping the grounds and buildings tidy

Why would you like to join our co-op?

\_\_\_\_\_

\_\_\_\_\_

What are you able to contribute to the Co-op?

\_\_\_\_\_

\_\_\_\_\_

Hobbies and interests? \_\_\_\_\_

**F. Please check all assets that you bring to the Co-op's 'Job Bank'**

<u>SKILL</u>	<u>APPLICANT</u>	<u>CO- APPLICANT</u>	<u>SKILL</u>	<u>APPLICANT</u>	<u>CO- APPLICANT</u>
Accounting			Artwork		
Bookkeeping			Carpentry		
Computer			Education		
Electrical			Interviewing		
Gardening			Legal		
Mechanical			Secretarial		
Plumbing			Security		
Small			Languages		

Others \_\_\_\_\_

Committees you are interested in joining:

- Membership\_\_\_\_\_      Newsletter\_\_\_\_\_      Social\_\_\_\_\_
- Block Watch\_\_\_\_\_      Maintenance\_\_\_\_\_      Landscape\_\_\_\_\_
- Rules & Policies\_\_\_\_\_      Participation\_\_\_\_\_      Education\_\_\_\_\_
- Move-in/Move-out\_\_\_\_\_      Kid's Club\_\_\_\_\_      Finance\_\_\_\_\_
- Member Relations\_\_\_\_\_ Board of Directors\_\_\_\_\_ (Elected position)

**G.** If your application is accepted and you are called to an interview, a \$25.00 application fee is required to process your application. This fee includes a mandatory credit check. The application fee is non-refundable and is payable at the time of the interview by cheque or money order.

Share Requirements: The value of shares required to occupy a unit in Guildtown Co-op is \$2000.00 for the principal member and \$10.00 for each associate member. This is due upon the signing of the lease agreement (approximately 2 weeks prior to move-in). Payments are to be made by certified cheque unless other arrangements are made.

Unit size is determined according to the following criteria:

- a) Family size: a maximum of 2 persons/bedroom as per the National Occupancy Standard.
- b) Income: applicants **MUST** earn at least 3 times (gross) the monthly housing charge for Market units

**BY SIGNING BELOW:**

I hereby agree to observe and to be bound by the Memorandum and Occupancy Rules of the Guildtown Housing Co-Operative. Only members may live in the Co-op.

I declare that all information in this application is correct, and I have answered these questions honestly and as accurately as I can. I give Guildtown Housing Co-Operative permission to verify any or all of this information, and to do a Landlord Check and a Credit Check as part of the interview process. I understand that acceptance of membership depends on the Co-op obtaining satisfactory results from the Credit Check. I acknowledge that the Application fee of \$25.00 is non-refundable.

Date\_\_\_\_\_ Signature of Applicant\_\_\_\_\_

Date\_\_\_\_\_ Signature of Co-Applicant\_\_\_\_\_

For Co-op purpose only

Interviewed by\_\_\_\_\_ & \_\_\_\_\_

Date\_\_\_\_\_

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**Personal Information Protection Statement**

I agree that *Guildtown 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 after 1 year
- 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, and age and sex only for occupants under 19 years of age. (*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 (19) as set out in the Co-op's rules Lease and Occupancy Agreement

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
- Contracted management service and staff
- Necessary Committee officers (*in connection with their official duties*)
- Board of Directors (*in connection with their official duties*)
- Credit check agency (*for credit check only when you first apply for membership*)

I understand that *Guildtown 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 and for security purposes
- Conduct a credit check before accepting my application
- Conduct a landlord check before accepting my application
- Comply with the Co-op’s operating agreement or program rules with CMHC (*Canada custom footer*
- *Mortgage and Housing Corporation*) and/or BC Housing
- Decide on any request for an internal move
- Repair and Maintenance of the Co-op

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:\_\_\_\_\_

**\*\*All members of the household 19 years of age and older must sign this statement\*\***

**Please Fill Out The Financial Information On The Following Page**



**GUILDTOWN HOUSING CO-OPERATIVE**

**FINANCIAL STATEMENT**

**A. Principal Applicant's Name** \_\_\_\_\_

Birth Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_  
(If less than 2 years at current address)

Annual Salary \$ \_\_\_\_\_ Employer \_\_\_\_\_ Years \_\_\_\_\_

**B. Co-Applicant's Name** \_\_\_\_\_

Birth Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_  
(If less than 2 years at current address)

Annual salary \$ \_\_\_\_\_ Employer \_\_\_\_\_ Years \_\_\_\_\_

Total Combined Income \$ \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-weekly \_\_\_\_\_ Monthly \_\_\_\_\_

\*\* At your interview, you will be required to submit current documentation of your income, such as three current original pay stubs, and the previous years Income Tax Statement, which will be copied for your file. These records are kept locked for privacy.