

## POST 83 HOUSING COOPERATIVE - MEMBERSHIP APPLICATION - INFORMATION PAGE

### Annual income requirements - to determine if you are eligible to apply:

- For a one bedroom (1BD) you **must** earn an annual combined household income of \$70,600.00 or more;
- For a two-bedroom (2BD) you **must** earn an annual combined household income of \$83,460.00 or more;

### To submit your application, please return all the following to our office by email or mail only (see website):

- Your completed Membership Application Form (pages 3-8 of this document).
  - Make sure you complete all the fields, especially for all people that you are applying to live in the unit. If the blank fields do not pertain to you, write **N/A**. Please type or print clearly on all pages.
  - Sign the application
- A photocopy (NOT originals) of your most recent Notice of Assessment from the Canada Revenue Agency. This page states your income and the income tax that you have paid for the past tax year. You must include a Notice of Assessment for each applicant, co-applicant and adult over 18. Please delete your Social Insurance Number. If you are unable to obtain a Notice of Assessment, then Post 83 will consider alternate, verifiable proof of income such as employment letters that state your annual salary, pay stubs and bank statements. In your application form, please indicate the reason you are unable to produce a Notice of Assessment.
- Supporting Documents such as reference letters from past voluntary work

**Important: If you send your application without the completed documentation,  
Post 83 will not process your application.**

### Application Process

1. Submit your completed application package (see required documents above)
2. Provide additional information, if requested
3. If all requested information is provided and is satisfactory, you may be placed on our waitlist to wait for an interview, when a unit(s) open up or are scheduled to open up
4. If your name is pulled from the waitlist and invited for an interview, you may be one of many asked to interview for one/one of the unit(s)
5. If your interview is successful and the Board of Directors has approved you to be a member, you will be offered a unit or be offered to be put on a waitlist

**Interview Information:** If you are invited from the waitlist to be interviewed, following our review of your application, you, each co-applicant and applicants must attend the interview in person and each bring the following:

- Two pieces of identification, both with an image, for you, each co-applicant and applicant over 18. A driver's license and passport is best.
- Updated financial information (if different from what you have already provided).
- The fee to conduct a credit check (\$50.00)

**Waitlist Information:** It is Post 83's policy to remove from the waiting list all applicants who have been on it for six months. If you do not wish to lose your place on the waiting list, you should either email us requesting to maintain your spot on the waitlist or file another application (no extra fee) before your current one expires, if there have been changes to your information since you first applied.

### **The Obligations of Membership in Post 83 Co-op:**

A member of Post 83 must:

- Buy a membership share (\$2,000 for a one-bedroom suite or \$2,500 for a two-bedroom suite) once successfully being offered a unit and before moving in
- Pay the monthly housing charge (a monthly fee payable by post-dated cheques or by automatic debit) and other fees (i.e., parking fees)
- At least one member of each unit must volunteer and participate in the operation of Post 83 Co-op each month. This includes serving on the Board of Directors, working on committees, or doing odd or ad hoc jobs.

**Rental Amounts:** For updated rental amounts, please consult our webpage <https://www.post83housing.ca/fog>

**Pet Policy:** Pets are not allowed in the building, even as visitors.

**Smoking Policy:** Smoking is not permitted in the units. In some suites, past members were grandfathered in. Post 83 is moving towards being a smoke free building. Members are not to smoke in the common areas including the underground parkade. Smoking is not permitted in suites or on balconies on non-smoking floors (4, 7, 8, 12, 14, 17, 19, 22 and 24) by either members or their guests. This also includes vaping.

**Ranking:** Please note that according to our agreement with the Community Land Trust (through the City of Burnaby), that we must give priority to applicants that currently live in or work in Burnaby. We assess applications based on the applicant's current situation and the family compliment that currently exists, not on a family compliment that may exist in the future.

**Occupancy in our units:** We take into account the Canadian National Occupancy Standards and are bound to occupancy standards in our agreement with the Community Land Trust and the need to not over or under house people.

- A single person cannot apply for a two-bedroom suite because a bedroom cannot be vacant;
- Spouses and partners will occupy one bedroom;
- A parent and a child cannot occupy the same bedroom;
- More than two people cannot occupy the same bedroom;
- Children over 18 years old must have their own bedroom;
- Children under 5 can share a bedroom independent of their sex;
- Children between 6 and 17 can share a bedroom if they are from the same sex.

**Find more of our policies online:** <https://www.post83housing.ca/poli>

## MEMBERSHIP APPLICATION FORM

### Purpose of this Form

This form is designed to collect specific information from applicants seeking membership in the Post 83 housing co-operative (the Co-op) in accordance with the *Personal Information Protection Act* (PIPA). The Co-op uses this information to determine your eligibility for housing and the type of accommodation that will best suit your needs. The information collected will only be used in accordance with PIPA.

### Review of Information and Record Keeping

The information collected in this form will be reviewed by the Co-op's designated agent(s) for the purpose of verifying your eligibility for housing. We will employ all reasonable safeguards to ensure your information is kept confidential. Records of unsuccessful applications will be kept for one (1) year to provide you with an opportunity to access these records, after which all records (electronic or paper copies) will be destroyed.

### Applicant

<b>Preferred Pronoun (Optional) First Name</b>	<b>Last Name</b>
<b>Home Phone Work Phone</b>	<b>Work Phone extension</b>
<b>Primary Email*</b>	<b>Date of Birth (dd/mm/yyyy)</b>
<b>Home Address (suite, house number, street, city, province &amp; postal code):</b>	

**Mailing Address (if different from above):**

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### Co-applicant

Preferred Pronoun (Optional) First Name	Last Name
Home Phone Work Phone	Work Phone extension
Primary Email*	Date of Birth (dd/mm/yyyy)
Home Address (suite, house number, street, city, province & postal code):	

Mailing Address (if different from above):

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*\*I consent to the use of this email address by the Co-op for the delivery of correspondence and legal notices.*

### List ALL the members of your household

First Name	Last Name	Relationship to Applicant	Age
		Applicant	

The earliest I can move in is: \_\_\_\_\_

Number of Bedrooms wanted (select one): \_\_\_\_\_ One (1) Bedroom \_\_\_\_\_ Two (2)

Bedrooms Do you require a wheelchair accessible unit: \_\_\_\_\_ Yes \_\_\_\_\_ No

The number of parking stalls (up to a maximum of 2) needed by the applicant/co-applicant/others in unit: \_\_\_\_\_

### Residence History

Please list your addresses and contact for landlord or Co-op reference checks from the past **five (5) years**. Additional spaces are provided if the Co-Applicant lives at a separate location. If you require more space please write on a separate sheet and include it with your application package.

Current monthly rent: \_\_\_\_\_

How many bedrooms: \_\_\_\_\_ Utilities Included Y / N

Are you:

\_\_\_\_\_ Staying with friends/relatives \_\_\_\_\_ Renting an entire house/apartment/basement, \_\_\_\_\_ Living in a shared house/apartment/basement, or Other: \_\_\_\_\_

Reason for Moving from the Current Address:

\_\_\_\_\_

Address	From Date (mm/yyyy) To Date (mm/yyyy)	Name of Landlord	Landlord Phone Number
	<b>Current -</b>		

## Personal References

Please provide personal or character references from non-family members (employer, teacher, friend etc.)

Name	Relationship Contact Phone Number

## Co-op Connections & Contributing to the Co-op Community

Do you have any family, friends or acquaintances that are currently living in the Post 83 Co-op or another Co-op? **Y/N** Name: \_\_\_\_\_ Co-op:  
\_\_\_\_\_

If no family, acquaintances, or friends live in Post 83, how did you hear of us?  
\_\_\_\_\_

As a member of the Co-op, your **participation is required**. Participation helps keep operating costs down, including housing charges, and lends itself to a greater sense of community.

The following is a list of committees and other positions available for your participation. Please rank them #1 through #3, with #1 being your most preferred.

\_\_\_ **Finance Committee** – Responsible for reviewing monthly financial statements and assisting with the preparation of the yearly budget and ten-year plan. (Regular meetings and ad hoc tasks)

\_\_\_ **Gardening & Grounds Committee** – Responsible for the upkeep of the gardens and grounds including flower beds, plants, shrubs, and tree (Regular meetings);

\_\_\_ **Social Committee** – Responsible for organizing social events for members including teas, potluck dinners, bingo nights, and other social activities (Regular meetings);

\_\_\_ **Recycling Committee** – Responsible for the upkeep of the recycling and food scrap bins, moving bins out weekly for pickup, and adhering to the rules and regulations of Burnaby Bylaws with respect to waste;

\_\_\_ **Fire/Safety/Security** – Responsible for overseeing the fire, safety and security elements of the Co-op in conjunction with the Committee Lead (Regular meetings);

\_\_\_ **Communications** - Responsible for aligning and planning print, email and in-person communications (Regular meetings);

\_\_\_ **Parking** - Responsible for the safe maintenance and upkeep of the parking program and parkade (Regular meetings);

\_\_\_ **Operations** - Responsible for the maintenance and activities that may link to other committees (Regular meetings);

\_\_\_ **Odd Jobs** – Responsible for various jobs important to the day-to-day upkeep and operation of the Co-op, including seasonal and ongoing tasks (Irregular occurrences);

\_\_\_ **Ad Hoc Volunteer** - If you have special skills and talents that you think would benefit the Coop community, please share here:

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Why do you want to live here and/or why do you want to live in a co-op?

Do you currently or have recently volunteered at an organization? \_\_\_ Y \_\_\_ N.

If yes, please provide a reference letter from that organization in your application package.

Please provide some additional detail on your past and current experience as a volunteer. Where have you volunteered and for how long?

Comment on the expected value to you of living in a cooperatively owned housing association.

Please share any personal skills, talents or experience that would make your membership a benefit to the Co-op community aside from your committee selections above.

Estimate the number of hours you will be able to contribute per month to the Post 83 Co-op: .

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**Verification of Income**

**Gross Annual Income**

Applicant’s Name:

**Income: \$**

Co-applicant name:

**Income: \$**

Other Adult(s) e.g., pension

**Income: \$**

Are you receiving Social Assistance? Yes, If so, how much? \$ \_\_\_\_\_/per month

**TOTAL GROSS INCOME \$**



## Employment Information

### **Applicant:**

Employer's Name:

Address:

Your Position:

The number of years employed there:

### **Co-applicant:**

Employer's Name

Address:

Your Position:

The number of years employed there:

### **Declarations:**

1. \_\_\_\_\_ (***initial***) I have read the Membership Application – Information Page and confirm that I will abide by the Co-op policies, <https://www.post83housing.ca/poli>, if I am offered membership.
2. \_\_\_\_\_ (***initial***) I understand that all answers on this application form must be truthful or I might lose my right to have my application advance and/or I might lose my membership in the Co-op if I am found to have made false statements and provided false information in my application package.
3. \_\_\_\_\_ (***initial***) I confirm that I do not own any property.
4. \_\_\_\_\_ (***initial***) I give my consent to the Co-op and its agents to secure such credit reports and other information about me, and those that will live in the unit, as the Co-op deems necessary to evaluate this application.

**Signatures of all household members who are at least 18 years of age:**

**\*\*Please be prepared to show government-issued identification for all signatories, indicating Canadian citizenship, permanent residence, landed immigrant status, or refugee status\*\***

<b>Name (print)</b>	<b>Signature</b>	<b>Date (dd/mm/yyyy)</b>
<b>Applicant</b>		
<b>Co-Applicant 1</b>		
<b>Co-Applicant 2</b>		