



FRASERVIEW

HOUSING CO-OPERATIVE

Welcome to the Riverside Apartments and Townhomes at Fraserview Housing Co-operative

Our Homes

At the Riverside location, Fraserview offers a mix of two- and three-bedroom homes in two **smoke-free** buildings: a low-rise apartment facing the river and a row of 36 townhomes. These are all rental co-operative homes offered at a discount compared to similar private market rentals. COHO Management Services Society provides property management services.

To join Fraserview, each interested household must purchase shares in the co-operative. The share cost is returned to members when they leave. The regular monthly housing charges (or 'rents') to live at the co-op are set annually. **Priority is given to those who currently live or work in the City of Vancouver.**

TWO BEDROOM HOMES	THREE-BEDROOM HOMES
From \$2,050 /month One-time shares: \$2,500 to \$3,000	From \$2,350 /month One-time shares: \$3,000-\$3,500

Housing charges include one parking stall, stainless steel appliances plus stacked washer and dryer, in-suite storage, parkade bike storage, and a Telus service package (one year of Optik TV with two theme packs and high-speed Internet 25). Members are billed separately for heat, hot water and electricity. Additional parking, if available, will be \$100/month.

Application Requirements

- Complete the application form and meet with us at the Fraserview Presentation Centre
 - Show government-issued identification for all residents aged 18 and over
 - Show the most recent Notice of Assessments for all income earners in your household (If there has been a recent employment change, please provide current pay stubs and a letter from your employer)
 - Bank statements for all accounts for the last three months (incl. investment accounts)
 - Passing a credit check and reference check
- Household size must correspond with the size of the home (at least one and no more than two persons per bedroom, parents don't share a bedroom with children).
- Must be able to afford monthly housing charges without exceeding 30% of gross income
At the time of entry, annual income cannot exceed \$166,860 (2-bd) or \$175,560 (3-bd)

Membership Application Form

Purpose of this Form

This form is designed to collect specific information from applicants seeking membership in the Fraserview Housing Co-operative 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.

Share Purchase

Members are required to purchase a membership share in the Co-op as follows:

Two-bedroom apartment	\$2,500	Two-bedroom townhome	\$3,000
Three-bedroom apartment	\$3,000	Three-bedroom townhome	\$3,500

Pet Policy

Members are allowed up to a total of two cats or two dogs, or one dog and one cat. Other permissions and restrictions apply as per the Pet Policy.

Smoke-free Housing

Fraserview is a smoke-free housing co-op. All floors and units are designated as smoke-free. Smoking is prohibited in all common areas and on balconies and patios. The smoking policy applies to members and guests. "Smoking" shall include vaping and the inhaling, exhaling, burning or ordinary use of any tobacco or product whose use generates smoke.

Important Information

The Co-op will not process incomplete applications. Applicants who fail to provide required information or who provide false or misleading information are ineligible for membership.

Applicants can bring completed applications to the co-op Presentation Centre or send them via email at info@fraserviewcoop.ca.

**** Priority will be given to applicants who currently live or work in the City of Vancouver. ****

Application Form Checklist

- Completed all sections of the application
- Signed application (page 9)
- Declared all current income and assets and **attached** notice of assessment(s) and three (3) months of recent bank statements for all accounts
- Signed the Declaration of Income and Assets Form
- Authorized a credit check on applicants and all co-applicants (Schedule A – Rental Addendum)
- Attached a copy of photo ID of each household member 18 years and older

Applicant (please attach a copy of your photo ID)

Last Name	First Name	What is your preferred gender pronoun?
Home phone	Work phone	Message phone
Email		Date of birth (dd/mm/yyyy)
Home address: suite, house number, street, city, province, postal code		
Mailing address (if different from above)		

Co-applicant (please attach a copy of your photo ID)

Last Name	First Name	What is your preferred gender pronoun?
Home phone	Work phone	Message phone
Email		Date of birth (dd/mm/yyyy)
Home address: suite, house number, street, city, province, postal code		
Mailing address (if different from above)		

Household Information

List yourself, then all other household members. Please include a copy of photo ID for each member of your household 18 years and older.

Last Name	First Name	Relationship to Applicant	Birth Date dd/mm/yyyy	Age	Gender of Children
		Applicant	(as above)	(n.a.)	(n.a.)

Do all of the people listed live with you full time right now? Y N

If **no**, list the person(s) not residing full-time and the number of days/week they live with you:

Last Name, First Name	# of days per week	Shared custody? (Yes or No)	If not shared custody, why are they not living with you full time?

Workplace Location

Do any members of your household, age and 18 and older, currently work at a location within the City of Vancouver? Y N

Residency History

Please list your last three addresses:

Address	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)	Name of Landlord	Landlord contact information

Current Accommodation

Describe your current accommodation: Number of bedrooms you have now? _____

<input type="checkbox"/> Rent	<input type="checkbox"/> Live in a co-op
<input type="checkbox"/> Own	<input type="checkbox"/> Other _____

Pets

A maximum of two (2) pets (dogs or cats) are permitted in each unit.

How many dogs or cats in your household? 0 1 2

Provide the following information for all household pets.

Type	How Many	Details including breed

References (no family members, up to three per applicant)

Last Name	First Name
Contact phone number	Alternate phone number
Email (optional)	Relationship to applicant

Last Name	First Name
Contact phone number	Alternate phone number
Email (optional)	Relationship to applicant

Last Name	First Name
Contact phone number	Alternate phone number
Email (optional)	Relationship to applicant/co-applicant

If you need more room, duplicate this page.

Signatures

We understand that only the members of Fraserview Housing Co-operative may live in the co-op and we apply for membership, as set out below.

We understand that, if the co-op accepts us for membership and offers us a unit, we must buy a membership share.

If accepted as members, 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.

We declare that all the information in this application is correct. We give the Co-op permission to verify any or all of this information, and to do a landlord check and a credit check. We understand that acceptance of membership depends on the co-op verifying my household income meets the operating agreement and obtaining satisfactory results from a credit check.

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

Applicant – Print Name and Sign

Co-Applicant 1 – Print Name and Sign

Co-Applicant 2 – Print Name and Sign

Co-Applicant 3 – Print Name and Sign



DOCUMENTARY PROOF OF INCOME AND ASSETS

All income, both taxable and non-taxable, must be declared for the purpose of eligibility review. A copy of the most recent Revenue Canada **Notice of Assessment** is required for all adults (19+) living in the unit. For most purposes, the Notice of Assessment is sufficient unless an applicant feels it doesn't accurately reflect current status. With the exception of income tax returns, proof of income and assets must be no more than three (3) months old.

For household members with income from **self-employment**, seasonal employment, or declaring no income, the corresponding detailed income tax return from the most recent tax return must also be submitted as indicated below. (Unable to locate the Income Tax Return or Notice of Assessment? You can contact Canada Revenue Agency, at 1-800-959-8281 or 1-800-959-2221 and request a Detailed Notice of Assessment or an "Option C" print out.)

Income

Income Source	Acceptable Proof
Employment	<ol style="list-style-type: none"> 1. Three current consecutive pay stubs; or 2. Letter from employer stating gross monthly salary. <p style="text-align: center;">Important: If employment is in the service industry, tips must be declared</p>
Seasonal Employment	<ol style="list-style-type: none"> 1. Notice of Assessment from Canada Revenue Agency and the corresponding detailed income tax return from the most recent tax year. 2. Proof of number of months employed during the taxation year. (i.e.: Record of Employment, letter from employer)
Self-employment	<ol style="list-style-type: none"> 1. Notice of Assessment from Canada Revenue Agency and corresponding detailed income tax return that includes the Statement of Business and Professional Income from the most recent tax year 2. If in first year of operation and no tax return, complete financial statements
Employment Insurance	<ol style="list-style-type: none"> 1. Employment insurance cheque stub; or 2. Letter from Service Canada stating weekly gross entitlement before taxes; or 3. Account statement from the Service Canada website showing gross EI benefit
Pensions and disability income (e.g. OAS/GIS, CPP, Private Pensions, Superannuation, RRIF, WCB, LTD, other)	<ol style="list-style-type: none"> 1. Entitlement letter from Service Canada. This includes income from Old Age Security (OAS) and Canada Pension Plan (CPP). To obtain this information, please call 1-800- 277-9914. 2. Copy of entitlement letter for non-government pension or disability benefits

	<ol style="list-style-type: none"> Copy of letter of entitlement or bank statements showing pension deposit for foreign pensions
Income Assistance	<ol style="list-style-type: none"> Income Assistance cheque stub; or Ministry Release of Information stating support and shelter
Child Support, Spousal Support (Alimony), or Family Support	<ol style="list-style-type: none"> Confirmation of child/spousal support from Family Maintenance Enforcement Program, court orders or other legal documentation; or Three consecutive bank statements showing deposits or written documentation from spouse or person providing support; or Notice of Assessment from Canada Revenue Agency and corresponding detailed income tax return from the most recent tax year if declared on tax return.
No Income	<ol style="list-style-type: none"> Notice of Assessment from Canada Revenue Agency and corresponding detailed income tax return from the most recent tax year. Proof that they are not eligible for other sources of income, such as EI, WCB or income assistance; and Proof of any other cash flow, including support from family. <p>Important: If living off assets, proof of assets required in order to verify that assets are sufficient to cover monthly rent and other expenses. If living off line of credit, supporting proof is required.</p>
Other Income Sources	<ol style="list-style-type: none"> Contact co-op office for assistance
Dependents aged 19-25 who are full-time STUDENTS	<ol style="list-style-type: none"> Student status confirmation from the educational institute, or BC Housing Student Verification Form; and Copy of student loan or an explanation of how the tuition is paid; and Proof of income from all sources and proof of assets. <p>Important: Ongoing income is included for rent calculation; only increased or temporary summer employment is exempted.</p>

Assets

Asset Type	Acceptable Proof
Stocks, bonds, mutual funds, shares, term deposits and cash	<ol style="list-style-type: none"> Three months of bank statements for all accounts; and Account summary printout from bank showing all accounts. <p>Important: Statement must show name of account holder and account number</p>

CREDIT REPORTING SERVICE

To obtain a credit report, the Applicant should complete the following form. Please print clearly and accurately and include the postal code. Only complete the information for the Co-Applicant if a credit check is being done for them, otherwise leave it blank. This form is for information only and cannot be acted on without the signed *Schedule "A" Rent Check consent form* (must also be signed by the Co-Applicant if applicable).

Primary Applicant

Last (family) name:		
First (given) name(s):		
Current Address		
	Postal Code	# of years:
Former Address		
	Postal Code	# of years:
Social Insurance Number (optional)	Date of Birth (YYYY/MM/DD)	

Co-Applicant

Last (family) name:		
First (given) name(s):		
Current Address		
	Postal Code	# of years:
Former Address		
	Postal Code	# of years:
Social Insurance Number (optional)	Date of Birth (YYYY/MM/DD)	



Rental Application Addendum

SCHEDULE "A"

(Each tenancy candidate must complete a separate application)*

Information**

The word "Information" means credit information, personal information, information about the services you use that are provided by the Landlord as listed in this rental application and information relating to your tenancy at the Premises applied for in this rental application including information regarding the duration of your tenancy, monthly rent, emergency contacts and any matters relating to your lease/tenancy agreement, including misrepresentations relating to, defaults under and/or breaches of your lease/tenancy agreement.

"Credit Information" means information about you, including your name, age, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant's/spouse's/same-sex partner's name and age, number of dependants, particulars of education or professional qualifications, field of employment, places of employment, previous places of employment, employment durations, estimated income, paying habits, outstanding debt obligations, cost of living obligations, involvement in bankruptcy proceedings or landlord and tenant disputes, assets, and banking information (including account and credit card information).

"Personal Information" means information about you other than credit information that is relevant to your suitability as a tenant, including your social insurance number (optional), driver's license number, vehicle license plate number, vehicle make and year, and information from references which you provide about your character, reputation, physical or personal characteristics or mode of living or about any other matter concerning you that is relevant to your suitability as a tenant.

Collection, Use and Disclosure of Information:

In consideration for the Landlord accepting you as a tenant and entering into a lease/tenancy agreement with you, you expressly consent to and authorize the following:

- The Landlord** may obtain Information about you through a tenant check and/or credit or consumer report conducted by Rent Check Credit Bureau and as permitted or required by law. You expressly authorize Rent Check Credit Bureau to provide Information regarding you to **The Landlord**.
- The Landlord** may use Information about you to determine your suitability as a tenant and as permitted or required by law.
- The Landlord** may disclose Information about you as permitted or required by law and to Rent Check Credit Bureau in order to be included within a database of tenant information, and/or within a file on you, for purposes of:
 - tenant reporting and credit reporting in accordance with the *Consumer Reporting Act* (Ontario);
 - establishing a credit history and a rental history;
 - comparing with aggregate statistical data for purposes of tenancy and credit scoring; and
 - supporting the credit approval process.
- You expressly authorize Rent Check Credit Bureau to retain Information regarding you indefinitely for the purposes outlined in section 3 above, subject to any applicable legal restrictions.
- You expressly authorize Rent Check Credit Bureau to disclose Information regarding you to its members and subscribers as required or permitted by law and for the purposes outlined in section 3 above.
- You agree that you will not withdraw your authorization and consent to the collection, use and disclosure of Information about you by Rent Check Credit Bureau as outlined in sections 1 to 5 above.
- You agree that all statements on this Residential Rental Application are true and you expressly authorize all references given to release information about you to **the Landlord** for verification subject to sections 1 to 5.

Please provide your consent by checking the following box and signing in the appropriate space below:

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above.

Yes, I have read and agree to the collection, use and disclosure of Information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above

Applicant's Signature

Co-Applicant's Signature

Print Name

Print Name

Date (yyyy / mm / dd)

Date (yyyy / mm / dd)

*Signature space is provided for applicant and co-applicant however Rent Check suggests that if more than 2 applicants that the landlord provides each tenancy applicant with a separate copy of this Residential Rental Application for completion.

**DISCLAIMER: Rent Check does not represent, warrant or guarantee that this Consent Statement will be valid or enforceable in all circumstances or for every landlord. Each individual landlord should modify the language of this Consent Statement to suit their individual circumstances, and should obtain legal advice regarding the appropriate consent to be obtained from their prospective tenants.