



Community Living

In order for you to better understand what it means to be a part of a Co-op please take the time to read the following information before submitting your application so that you can make a more informed decision as to whether or not Co-op living is a suitable lifestyle for your family.

About Co-operative Living

Co-operative living means a family oriented neighborhood, which promotes the growth of all members' young and old. The people who live in the Co-op are its members. From the beginning, members decide the planning and day-to-day management of the Co-op by serving on committees with various responsibilities, such as new member selection, maintenance and finance. Each year members also elect from among themselves a Board of Directors to run the Co-op. Co-op members make the rules, set the policies, approve the budgets and do most of the work involved in running and maintaining the development.

The units in the Co-op are not individually owned. The Co-op owns the buildings and property and the members lease their units from the Co-op. Members share in the benefits of not-for-profit operations. Instead of rent, members pay a monthly housing charge that is based on the actual operating costs.

Members have the right to continue to live in the Co-op for as long as they choose, providing they respect the obligations of membership.

Information for Applicants

Sandpiper Housing Co-operative is a 49-unit townhouse complex located in Surrey. We have two, three and four bedroom units.

Size	Square Footage	Housing Charge	Share Purchase
21 - 2 bedroom units	1088	\$837 to \$857	\$1680 to \$1720
20 - 3 bedroom units	1269	\$915 to \$935	\$1830 to \$1870
8 - 4 bedroom units	1422	\$1,004 to \$1,024	\$2010 to \$2050

The housing charge represents "full market" value. Subsidized units are limited to 10 units and as a result, waiting lists for these units can be quite long. **(As of September 2004, until further notice, Sandpiper Housing Co-op will not be accepting applications for subsidized units.)**

Minimum Income Requirements are as follows.

Size	Minimum Income
2 bedroom units	\$33,800
3 bedroom units	\$37,000
4 bedroom units	\$40,500

Monthly housing charges cover operating expense of the property and mortgage payments. Members are responsible for their own heat, light, cable and telephone.

Shares

Shares must be purchased and an occupancy agreement signed to secure the right to move in. Shares are equal to double the housing charge (rounded up) and are payable prior to occupancy. Upon leaving the Co-op, shares are refundable at face value (less any debt or repair costs owing to the Co-op).

Confirmation deposit

After your interview, credit check and Board approval, you may be formally offered a unit. When you accept you will be required to submit a certified cheque or money order for \$1000, payable within 5 business days of your acceptance. If you move in, the \$1000 will become part of your shares. If you do not move in after the payment of \$1000, depending on circumstances these funds may not be reimbursed.

Insurance

Members are required to obtain liability insurance and must show proof of this insurance annually. Insurance must be purchased prior to occupancy of any unit.

Pets

One four legged pet is permitted per unit in the Co-op and members are expected to abide by the rules and regulations of the Pet Policy. Cats and dogs must be spayed or neutered and shots must be kept up-to-date. No Pit Bulls, Dobermans or other breeds of dogs considered vicious will be allowed in the Co-op. Cats must be in-door. Any pets out of doors must be leashed at all times.

Member Responsibilities

The Co-op is an independent organization run by the members and an annually elected Board of Directors. Various member committees assist the board in running the Co-op (Maintenance, Membership, Social, Finance, etc.) All adult members are expected to attend the monthly general meetings as well as serve on a committee of their choice, which also holds monthly meetings.

The Co-op expects responsible active members who will abide by the Rules of Association, Occupancy Agreement and Policies. Failure to comply with the rules and policies or failure to attend general meetings may result in membership review by the Board of Directors.

Unit Features

- two Storey Townhouse
- dishwasher, stove, fridge
- mini blinds throughout
- electric baseboard heat
- one garage plus outdoor parking stall
- full size washer/dryer connections
- one full and one half bath in unit
- double-glazed windows
- gas fireplaces
- fully fenced yards
- heated storage

Applications

Applicants must submit a completed application form prior to consideration for membership. Incomplete applications will not be accepted. Representatives of the Membership Committee will interview potential members. More than one interview may be conducted. References and credit checks will be required and at the **time of the interview** a \$20.00 non-refundable processing fee for credit checks will be requested in cheque form, made out to Sandpiper Housing Co-operative.

Once we have received your application, we will review it to determine if you will be placed on our waiting list. Applications will remain on the *Sandpiper Housing Co-operative* waiting list for 6 months. It is the applicant's responsibility to notify the Co-op every 6 months if you wish to remain on the waiting list; otherwise you will be removed from the waiting list.

An applicant will be placed on the waiting list if:

- The application form has been fully filled out;
- The applicant has applied for a waiting list that is open, meets the income requirements (e.g., market vs. subsidy), and qualifies for the number of bedrooms they have applied for.
- The application discloses one of the following: a true willingness to participate, an understanding of cooperative living, a history of volunteerism and the applicant has not been previously turned down by the co-operative.

Do you want to become a member of Sandpiper Housing Co-Operative?

Are you able and willing to commit your time and skills to community living? Are you able to meet the financial obligations of the share purchases, insurance and monthly housing charge? Are you able to provide references and confirmation of monthly income? Please take the time to consider if Co-Operative living is suitable for you and your family. We look forward to receiving your application.

***Sandpiper Housing Co-Operative* is a community within a larger community. Members share common goals and develop a sense of identity and pride by working together. Through member commitment we have promoted a balance of individual family privacy while enriching neighbourhood relationships.**

Thank you for your interest in our Co-Op.



APPLICATION _____

Date: _____

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

List all persons who will be residing in unit:

Name	Birthdate	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets: One pet per unit is permitted. All applicants should make themselves aware of the *Pet Policy* before accepting residence with the Co-op.

Dog: _____ Breed: _____ Name: _____

Cat: _____ Breed: _____ Name: _____

Size of unit required: Please circle one: 2 3 4 Bedroom

Are you interested in a Wheelchair accessible - single level 2-bedroom unit? Yes / No

Were you referred to the Co-op by anyone and if so, who? _____

Have you previously lived in a Co-op? Yes / No. If yes, when? _____

Please tell us a bit about your Co-op experience. _____

Name & Address of Co-op: _____

Co-op Reference: _____

Please indicate Skills, Hobbies and Interests: _____

Volunteer Experience (committees, organizations, school etc.) _____

Where have you heard about Sandpiper? _____

Committee Membership: Each adult member of the co-op is expected to volunteer and participate on a committee. If selected for membership in the co-op which committees will you be interested in volunteering for:

Finance _____ Maintenance _____ Participation _____
Membership _____ Social _____ Landscaping _____

Please use this space to tell us why you would like to join our co-op and to provide any additional information relevant to your household and application: _____

References: Please provide **one Landlord reference** as well as three personal references (other than family.) Work references or references from committee or organization associates recommended.

Name:	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, _____ authorize the investigation of all information contained in this application.
Applicant

Signature

Date

Income Verification

Please complete and sign the *Income Verification Form* attached. This form is to be submitted along with your application. The credit check and income verification will be completed after your first interview at which time an application fee of \$20.00 will be requested.

Please forward completed and signed applications to:

Sandpiper Housing Co-Operative
#51 12158 82nd Avenue,
Surrey, BC V3W 3E3

Applications may also be left in the black mail box at the door of unit # 51



INCOME VERIFICATION

The following information is required in order for us to maintain the financial viability of the Co-Op. If you have been on the wait list for some time, a new Income Verification Form may be requested at the time of your interview.

Please provide us with the present gross annual income of all persons over the age of 19 who will be residing in the unit.

Name	Employer/ Source of Income	Phone	Gross Income
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current monthly rent or mortgage payment: _____

Current landlord or mortgage company: _____ Phone: _____

Are you applying for a subsidized unit? Yes / No _____

Is there any other information that you feel we should be aware of regarding your income verification?

I understand that a credit check will be conducted and I authorize the verification and investigation of all information contained in this application. I/We confirm that the information contained in this application is accurate and authorize Sandpiper Housing Co-Operative to obtain such credit reports and other information as may be deemed necessary in connection with the establishment and maintenance of a society membership account. Consent is given pursuant to section 12 of the Personal Information Reporting Act, S.B.C. 1973.

Signatures of all persons declaring income:

Name:	Signature	S.I.N.
_____	_____	_____
_____	_____	_____
_____	_____	_____

This form is to be submitted along with your application. Please place the *Income Verification Form* in the separate envelope provided. At your first interview you will be asked to provide an application fee of \$20.00.

Please forward completed and signed applications to:

Sandpiper Housing Co-Operative
#51 12158 82nd Avenue,
Surrey, BC V3W 3E3

Applications may also be left in the black mail box at the door of unit # 51