SUNSHINE
HOUSING CO-OPERATIVE

HOW TO APPLY

Once you fill out an application, please email the completed document it to **Sunshine@cltrust.ca** Your name will be placed on our waiting list, and we will contact you when a suitable unit becomes available.

If you are looking for a market rate unit a BC housing file number is not required, however if your household's annual income is below $58,000 for a studio or one bedroom, $72,000 for a two bedroom, or $86,000 for a three-bedroom apartment, you may be eligible for a rent geared to income, or shelter rate unit, and if you think you may qualify, please provide your BC Housing file number.

What is a Housing Co-op?

A housing co-op is an organization incorporated under the Cooperative Association Act that provides housing to its members. Members purchase a share to join (similar to a damage deposit) and pay a monthly housing charge (similar to rent), but unlike being a renter, members have a voice in co-op governance.

Advantages of Co-op Living

Security of Tenure

There's no landlord that could move themselves in, sell or re-development your apartment. You can live in your home as long as you wish, as long as you follow the rules of the co-op and pay your housing charges.

Long-Term Affordability

Co-ops are not profit-seeking businesses. That means that your housing charges go towards the direct costs of running and maintaining the building, and being re-invested into the co-operative, rather than providing profit to an external owner.

A Democratic Voice

As a co-op member, you have a say in decisions that affect your home. Co-op members elect a volunteer Board of Directors, who have a legal obligation to act honestly, in good faith, and in the best interests of the co-op.

Strong Community

Co-ops are self-governed, mixed-income communities, home to people of all ages and backgrounds. While it's common to hear people in other forms of housing say they don't know or never speak to their neighbours, co-op members live and work together to create homes in active communities.

PLEASE TYPE OR PRINT CLEARLY INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED

1) Household Information:

Primary Applicant Information:

Last Name: _____ First Name: _____

Date of Birth: _____Gender: _____

Status in Canada: _____

Current Address: _____

Phone Number: _____ Email: _____

Joint Applicant Information:

Last Name: _____ First Name: _____

Date of Birth: _____Gender: _____

Status in Canada: _____

Current Address: _____

Phone Number: _____ Email: _____

Other members of your household:

Name	Relationship	Date of Birth	Gender
1)			M/F
2)			M/F
3)			M/F
4)			M/F

Are there any special needs requirements? Yes:_____ No:_____

Do you require a wheelchair accessible unit? Yes:_____ No:_____

Do all of the people listed above live with you full time? Yes: _____ No: _____

If No, please provide the following information for all persons not living with you full time.

Name	# Days Per Week	Reason
1)		
2)		
3)		

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2) Pet Information

Do you currently have any pets? If so, please list the breed and how many you have below and if all vaccinations are up to date.

_____

_____

_____

3) Housing Needs

As per Sunshine policy, to be eligible for a unit, all bedrooms must be occupied. Please use the following standards to determine the appropriately sized unit for your household:

- Spouses and couples share one bedroom
- Parents do not share a bedroom with children
- Dependants aged 18 or over do not share a bedroom
- Dependants aged 5 or over of the opposite sex do not share a bedroom

Studio_____1 Bedroom: _____1 Bedroom Accessible_____ 2 Bedroom: _____3 Bedroom: _____

4) Parking Requirements

As parking is limited at the Co-op, if you are approved for membership, an underground parking space may not be available at the time of move in. Each unit is eligible for a maximum of one parking space, if available. Please selecting your preference below:

☐ One parking space is required.
☐ One parking space is preferred, if available.
☐ No parking space is needed.

5) Residence Information and History

Please provide information on where you have lived and/or any rental properties you've owned for the past 5 years. Inquiries to previous landlords will not be made without your consent. Consent: Yes: _____No: _____

1) Address:_____Dates:_____Rent/Own: _____

Landlord: _____ Phone: _____

2) Address:_____Dates:_____Rent/Own: _____

Landlord: _____ Phone: _____

3) Address:_____Dates:_____Rent/Own: _____

Landlord: _____ Phone: _____

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6) Questionnaire

What do you believe are some good and bad points about living in a Co-op?

_____

_____

Do you have any special skills or interests which might be helpful in the running of a Housing Co-op? If yes, please explain:

_____

_____

_____

Which committees would you be prepared to serve on?

___ Membership (interviewing prospective members, maintaining member participation, etc)
___ Board of Directors (elected positions which provide overall coordination of Co-op)
___ Social (plans social events for members)
___ Parking
___ Gardening

Please list any other information about yourself which you may like to provide:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Do you know anyone currently residing at Sunshine who is willing to be a reference? Yes: _____No: _____

If yes, please provide unit number and name: _____

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7) Income Verification

Name	Gross Fixed Income (per year)	Other Income (per year)
1)		
2)		
3)		
4)		
5)		

Total gross income for household: $_____

B.C. Housing File #_____Required if applying for non-market rate unit.

8) Employment Information

Applicant's Employment (last five years).

1. Name of Employer: _____

Phone Number: _____ From: _____ To:_____

2. Name of Employer: _____

Phone Number: _____ From: _____ To:_____

3. Name of Employer: _____

Phone Number: _____ From: _____ To:_____

Co- Applicant's Employment (last five years).

1. Name of Employer: _____

Phone Number: _____ From: _____ To:_____

2. Name of Employer: _____

Phone Number: _____ From: _____ To:_____

3. Name of Employer: _____

Phone Number: _____ From: _____ To:_____

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9)Acknowledgement and consent

If you are selected for an interview, we will ask you to bring copies of your most recent Notice of Assessment and either your three most recent consecutive pay stub, bank statements, or a current letter of employment. If these documents are not provided at the time of the interview, your application cannot move forward Please do not submit any financial documents unless you are invited to an interview. Any financial information received with an application will be stored securely shredded once no longer needed.

Initial(s) _____ _____

I understand that membership in Sunshine Housing Co operative includes active participation in the community. This means serving on a committee of my choice and attending all general meetings.

Initial(s) _____ _____

I understand that if my application is accepted, I am required to follow all policies approved by the board of directors, as well as the Rules and Occupancy Agreement approved by the general membership. I understand that not following these may result in termination of my membership.

Initial(s) _____ _____

I understand that Sunshine Housing co-op is an non-smoking building and smoking is not permitted anywhere on the property.

Initial(s) _____ _____

I understand that if I decide to move out, two months' notice is required, as housing co-operatives fall under the Co-operative Association Act and not the Residential Tenancy Act.

Initial(s) _____ _____

I confirm that I give permission for the co op to contact previous landlords and employers as part of the application review process. I confirm that all information I have provided is accurate and up to date, and I consent to any necessary background checks required to complete this application.

Initial(s) _____ _____

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

Date Received:_____

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