



*Norman Bethune  
Housing Co-operative*

*8750-8752 Centaurus Circle  
Burnaby, BC V3J 7E7*

Dear Applicant:

Thank you for your interest in Norman Bethune Housing Co-operative. Please find enclosed our application form, which we ask all interested applicants to fill out and return to us.

Our co-op was built in 1974 and we completed building envelope remediation in 2017. We are situated on a large park-like lot near Lougheed Mall, and two blocks from both an elementary and a high school. Our complex has 24 units, accessible only by covered outside stairs, and the entrance to each unit is from covered outside landings. Please note: Units are not wheelchair accessible. Each unit has a washer/dryer hookup, stove and fridge, and private balconies. One covered parking stall is available for each unit. The cost of heating (electric baseboards), TV/cable, phone and internet are the responsibility of each member.

Current housing charges are:

<b>Bedrooms</b>	<b>Housing Charge</b>	<b>Units</b>	<b>Square Feet</b>	<b>Minimum Gross Income required</b>	<b>Share Purchase</b>
1	\$1,004.00/month	4	760	\$40,160.00/year	\$1,000
1 + Den	\$1,142.00/month	4	879	\$45,680.00/year	\$1,000
2	\$1,220.00/month	4	1000	\$48,800.00/year	\$1,250
2 + Den	\$1,321.00/month	4	1066	\$52,840.00/year	\$1,250
3	\$1,395.00/month	6	1216	\$55,800.00/year	\$1,500
3 + Den	\$1,477.00/month	2	1335	\$59,080.00/year	\$1,500

Annual increases are voted on by the members at a Special General Meeting in August, for implementation on October 1<sup>st</sup>, the beginning of our fiscal year.

Since not everyone is suited to co-operative living, we would like you to review the enclosed information sheet, "Are You a Co-operative Person?" to help you decide whether co-op living is for you. We depend on the active participation of our members to manage our budget and affairs, to maintain our buildings and grounds, and settle any problems amongst ourselves. We do not have a landlord, janitor or building manager to do our work for us, therefore, each member is required to serve on one of our committees. Please consider carefully whether or not you have the time and inclination to become a fully participating member of our co-op.

After you have completed the enclosed application form, please sign it and return it to us.

Sincerely,

Kevin Young,  
Membership Chair  
(on behalf of the Norman Bethune Co-operative Housing Association Membership Committee)

Enclosures: Information sheets; Application form

## **Co-op housing is not an alternative to renting, it is an alternative to owning!**

### **Are You a Co-operative Person?**

How you can enjoy living in a housing co-op.

#### **1. Live with different people**

Children, seniors, families, single individuals, single parents, gay couples, different nationalities...all kinds of people are neighbours in a co-op. Every member has one vote and everyone is equal when members vote on decisions about rules and finances. As a member, what you have to say about your co-op will be important. For example, co-op members are elected to the Board of Directors, which manages the co-op's operations. Another committee, Membership, interviews applicants and selects those people who they think are going to like living co-operatively, and decides whether applicants have important skills to contribute to the smooth running of the co-op.

#### **2. Live in a community**

Living together co-operatively means that you think every person in your co-op has a right to respect and consideration. You try to be friendly in your community. For example, if you have a complaint about one of your neighbours, you try talking to that person about the problem before approaching the Board for help. If you disagree with your neighbours, you still listen to each other and make decisions together.

#### **3. Learn your responsibilities**

Everyone has to do some work in a co-op: on a committee making decisions, and doing physical work around the building. Members who cannot do physical work can contribute in other ways. You are the landlord, and so are all your neighbours. It is your responsibility to maintain certain aspects of your unit. Co-op members are expected to care about their homes and those of their neighbours.

#### **4. Learn the advantages**

You are living in a co-op because your family and other families want good, affordable housing. We have a shared responsibility to work together, so you and your family will enjoy a friendly, safe and comfortable community. Everyone in the co-op decides how the co-op is managed, by voting at annual meetings, and serving on committees or on the Board of Directors. Everyone in a co-op enjoys the benefits of their decisions.

## Living at Norman Bethune Housing Co-op

How we choose our members:

1. You submit an application to our Membership Committee
2. We schedule a time for you to view the available unit
3. If you are interested in the unit and would like to proceed with your application you are required to pay a non-refundable application fee of \$40.00
4. We then schedule an interview with you and everyone who will occupy the unit
5. Our membership is restricted to residents who are related by birth, marriage, common law or same sex relationship. Roommates, boarding or subletting is not allowed
6. After interviewing all applicants, our Membership Committee will recommend a candidate to the Board for membership at the following monthly Board meeting
7. If selected, you need to pay at least a 50% deposit toward the purchase of shares (please see share purchase amounts at the top of this document)
8. The rest of the share purchase plus first month's housing charge are due when you move in.
9. You move in!
10. You sign a lease at the next Board meeting and receive your share certificate

CONGRATULATIONS!

What you must do if you live here:

1. Supply post-dated cheques for the fiscal year to ensure housing charges for the current year are paid
2. Join at least one of our committees
3. Attend our Annual General Meeting and any Special General Meetings
4. Keep your suite, deck, and other co-op areas clean and safe
5. Attend monthly work parties and do the assigned tasks (painting, gardening, etc.)
6. Treat your suite and your neighbours with respect

What you must do if you decide to leave us:

1. Provide 60 days notice in writing to the Membership chair
2. Allow entry for a move out suite inspection to determine any cleaning, repairs or painting that you must do prior to your departure
3. Allow entry for scheduled viewings for applicants, accompanied by a member of the Membership committee
4. Move out on the scheduled date, taking all your personal belongings with you

I have read and understand the above.

Signature \_\_\_\_\_  
Applicant (s)

Date \_\_\_\_\_



## Membership Application

### PLEASE SIGN, DATE & RETURN WITH YOUR APPLICATION

Return this application to:

Membership Committee, Norman Bethune Co-op, 8752 Centaurus Circle, Burnaby, BC V3J 7E7

*Please print clearly.*

Date \_\_\_\_\_ Name \_\_\_\_\_

Current Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Birth date \_\_\_\_\_ SIN \_\_\_\_\_ E-mail address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

All adults 19+ who will live with you: Any adults applying for membership must be interviewed

Name	Birth date	Relationship to Applicant

Children under 19 who will live with you (all children *should* accompany you to the interview):

Name	Birth date	Relationship to Applicant

Do you have any pets?  Yes  No

If so, how many pets do you have? \_\_\_\_\_ What kind(s)? \_\_\_\_\_

### **Housing requirements:**

Number of bedrooms you require: \_\_\_\_\_ (you are allowed one bedroom for each person in your household and no more than 2 people per bedroom)

List all vehicles belonging to the household:

Make/model: \_\_\_\_\_ Colour \_\_\_\_\_ License Number: \_\_\_\_\_

Make/model: \_\_\_\_\_ Colour \_\_\_\_\_ License Number: \_\_\_\_\_



**Your housing references:**

Length of time at current address: \_\_\_\_\_

Housing:  Rent  Co-op  Own  Other: \_\_\_\_\_

Name of current landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact them?  Yes  No # of bedrooms: \_\_\_\_\_ Cost/month \$ \_\_\_\_\_

Name and telephone of previous landlord, if length of time at current address is less than two years:

\_\_\_\_\_

Why are you moving? \_\_\_\_\_

\_\_\_\_\_

How much notice must you give? \_\_\_\_\_

**Employment:**

**Applicant #1**

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Length of employment \_\_\_\_\_ Full or part time? \_\_\_\_\_

What is your occupation? \_\_\_\_\_

Previous employer's name and telephone, if length of employment is less than two years:

\_\_\_\_\_

**Applicant #2**

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Length of employment \_\_\_\_\_ Full or part time? \_\_\_\_\_

What is your occupation? \_\_\_\_\_

Previous employer's name and telephone, if length of employment is less than two years:

\_\_\_\_\_



**Your contribution to our co-op:**

List 3 reasons why you are applying to our co-op \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about our co-op?  Our Website  Craigslist  CHF-BC  Other: \_\_\_\_\_

Have you lived in a co-op before? \_\_\_\_\_ Name of co-op \_\_\_\_\_

Do you have experience in volunteering/co-operative activities?  Yes  No

If yes, name(s) of organizations \_\_\_\_\_

\_\_\_\_\_

List 3 personal references (other than family). We may contact them after your interview.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Each adult member of Norman Bethune co-op must serve on a committee and do committee work.  
Which of our current committees interests you? Check all that apply.

- Maintenance  Membership  Landscape  Community Garden
- Fundraising  Social

What skills can you offer our co-op? Check all that apply.

- carpentry  electrical  plumbing  painting  landscaping
- social events  minute-taking  interviewing  web design

**Your income and credit references:**

Please list ALL current, GROSS annual earnings of ALL adult (19+) members of your household.

Applicant	Basic Annual Income	Other Sources	Total Amount

**Note: At your interview you will be required to provide proof of income for each applicant.**

**DECLARATION**

I / We understand that only members of Norman Bethune Co-operative Housing Association may live in the co-op and I/we apply for membership as set out below.

I / We understand that if the co-op accepts us for membership and offers me / us a unit, I / we must buy the applicable share purchase of:  \$1,000.00     \$1,250.00    or  \$1,500.00.

I / We the undersigned, declare that all the information in this application is correct and fully disclosed. I / We give the co-op permission to verify any or all of this information, to do a landlord check, an employment verification, and credit check. I / We understand that acceptance of membership depends on the co-op obtaining satisfactory results from a credit check and other references provided.

Norman Bethune Co-operative Housing Association declares that the information provided on this application form will be held in confidence.

Signatures of all household members who are at least 19 years of age:

Applicant #1 (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant #2 (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant #3 (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant #4 (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>FOR OFFICE USE ONLY — DO NOT WRITE IN THIS BOX:</b></p> <p>Received \$40.00 non-refundable application fee <input type="checkbox"/></p>
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