



1050 Quayside Drive, New Westminster, B.C., V3M 6C1

E-mail: riverbendhousingcoop@gmail.com

Membership Application Package

Thank you for your interest in our community - Riverbend Housing Co-operative. Riverbend is a member participation and family oriented community. We are located at New Westminster on Quayside Drive, steps away from the Quayside Esplanade boardwalk and the Fraser River. Stroll along the boardwalk to the River Market and Westminster Waterfront Park. It's a short walk to shopping, banking, services, entertainment, and SkyTrain. The bus stops right at our door. This application package includes a fact sheet that provides some basic information about Riverbend. Please read the information carefully to learn the features Riverbend has to offer, and the responsibilities of being a member of Riverbend.

If you are willing to make a commitment to co-operative living, we would be happy to accept your application. Please complete the attached application form, including the credit check consent form, and return your application to us c/o our membership advisory committee, either by e-mail to riverbendhousingcoop@gmail.com or by depositing your application in our mail drop box outside our common room at 1050 Quayside Drive (up the steps and to the left). Our member selection process involves a number of steps:

Application held on file

We will hold your application on file until a suitable suite becomes available, or for four months, whichever comes first. Applicants are encouraged to renew their application every four months.

Interview

Once a suite becomes available, our membership advisory committee will invite applicants to meet with committee members for a personal interview. Spouses / partners and all other prospective residents over 11 years of age are required to attend the interview.

Screening

We will make appropriate reference checks.

Recommendation

Our membership advisory committee will recommend successful applicants to our Board of Directors.

Approval

Our elected Board of Directors (BOD) has the responsibility for approving new members. The BOD will check incomes and credit histories prior to approving new members.

Suite acceptance

Members approved by the BOD will be invited to view and accept the offered suite.

Sign-up and share purchase

When you accept the offered suite, the membership committee will arrange for you to meet with our property manager to sign-on as a member. Members are required to purchase shares in Riverbend when signing on as a member. Your share purchase is due in full at the time you sign-on. Payment is by certified cheque or money order. The share purchase amount is refundable upon termination of membership. Monthly housing charge payment is due on the day prior to the first day of each month.
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Riverbend Housing Co-Operative

Fact Sheet

Location: 1040, 1050, 1060, and 1080 Quayside Drive, New Westminster

Suites: stacked townhouses - one and two level suites
72 suites in total
16 one bedroom suites (~700 sq. ft.; ~65 sq. m.)
28 two bedroom suites (~840 – 1030 sq. ft.; ~78-96 sq. m.)
28 three bedroom suites (~1073 – 1200 sq. ft.; ~100-112 sq. m.)

Suites include: Private outside entrance, electric range and self-cleaning oven, frost-free refrigerator/freezer, full bathroom, double glazed windows, window screens, radiant baseboard heating (from central boilers), patio(s) or balcony(ies), one secure underground parking stall.

Common areas: Common room with kitchen and washroom facilities (for meetings and social activities), administration office, laundry room (coin-operated washers and dryers), landscaped outside walkways, outside children's play area, visitor parking, recycling and refuse areas.

Share purchase requirement: Members are required to purchase shares in Riverbend when signing on as a member; the share purchase amount is refundable upon termination of membership.

One bedroom suite: share purchase - \$1,500
Two bedroom suite: share purchase - \$1,800
Three bedroom suite: share purchase - \$2,000

Minimum income requirement: Members are required to demonstrate/document that their gross annual income is consistent with the following:

One bedroom suite: minimum gross annual income - \$28,000 (\$2334 monthly)
Two bedroom suite: minimum gross annual income - \$33,000 (\$2750 monthly)
Three bedroom suite: minimum gross annual income - \$38,000 (\$3167 monthly)

Monthly housing charge (as of August 2012): Monthly housing charge payment is due on the day prior to the first day of each month.

One bedroom suite: \$807
Two bedroom suite: \$955
Three bedroom suite: \$1097

Note: Monthly housing charges are tied to mortgage rates and operating expenses. Monthly housing charges are adjusted annually each August, but are subject to change at any time.

Participation: Members are encouraged to participate in the governance, management, operation, and maintenance of Riverbend.

Pets: Each member is allowed no more than two cats and or dogs (two animals in total).

Cats and dogs must be accompanied and on-leash whenever outside of the member's suite.

All cats and dogs must be neutered/spayed prior to member move-in (veterinary certification is required).

Exotic pets require pre-approval from Riverbend.

Riverbend Housing Co-Operative
Application for Membership

_____ **Date:**

Type of suite: 1 bedroom _____

2 bedroom _____ 3 bedroom _____

Note: Our housing policy requires that there be at least one full-time resident for each bedroom in a suite (i.e., a single person will not qualify for a two or three bedroom suite; a couple will not qualify for a three bedroom suite).

Minimum income requirement:

Do you meet the minimum income requirement? Yes No

One bedroom suite: minimum gross annual income - \$28,000 (\$2334 monthly) Two bedroom suite: minimum gross annual income - \$33,000 (\$2750 monthly)

Three bedroom suite: minimum gross annual income - \$38,000 (\$3167 monthly)

Do you foresee any decrease in your household income in the future? Yes ___ No ___ If yes, please give reason and approximate timing:

Applicant Information - Personal:

Last name _____ first name _____ date of birth _____

'phone no.: days _____ evenings _____ cell _____

_____ e-mail address

Co-applicant:

We encourage spouses / partners to apply as co-applicants.

_____ Last name _____ first name _____ date of birth _____ relationship _____

Other residents:

Please provide the following information for all other persons who will reside with you:

Applicant Information

'phone no.: days _____ evenings _____ cell _____

Applicant Information - Personal References:

Please provide us with contact information for two personal references who are not relatives of yours:

_____	_____	_____
Reference name	relationship	
_____	_____	_____
'phone no.: days	evenings	cell
_____	_____	_____
Reference name	relationship	
_____	_____	_____
'phone no.: days	evenings	cell

- Employment History:

Please provide the following information for both applicant and co-applicant for the previous five years:

Current employment:

Applicant name: _____

_____	_____	_____
Employer	position	duration / dates
_____	_____	_____
Supervisor: name	'phone no.	

Co-applicant name: _____

Applicant Information

Vehicles: (one parking stall provided)

_____ Type _____ make/model _____ model year

_____ Type _____ make/model _____ model year

_____ Other

Pets: (no more than two cats and dogs – two animals in total)

_____ Yes _____ No _____

_____ Type _____ approximate size / weight _____ spayed / neutered

_____ Yes _____ No _____

_____ Type _____ approximate size / weight _____ spayed / neutered

_____ Other

Participation: (volunteer participation at Riverbend is strongly encouraged)

Please outline your current volunteer activities:

Please indicate the Riverbend committees you and your co-applicant (if applicable) would be interested in joining (indicate 1st, 2nd and 3rd choice):

Conciliation _____ Finance _____ Landscape _____

Maintenance _____ Membership _____ Social _____

Please indicate the skills/abilities that you and your co-applicant (if applicable) will bring to Riverbend:

Previous co-op involvement _____ Governance / business management _____

Applicant Information

Financial management	_____	Filing / word processing	_____
Building maintenance	_____		Landscaping / gardening

Painting	_____	Other	_____

Comments: _____

Riverbend Housing Co-operative

Personal Information Verification (including credit check)

CONSENT FORM

I/We, the undersigned, hereby give Riverbend Housing Co-operative, its agents and employees, the authority to verify or seek to corroborate, in whatever form they deem appropriate, the information provided in connection with my/our application for membership.

This consent is given pursuant to Section 12 of the Personal Credit Reporting Act, R.S.B.C. 1979 or as amended.

Date:

Dated at:

Municipality

province

Applicant's full name - printed

Co-applicant's full name - printed

Applicant's date of birth

Co-applicant's date of birth

Applicant's signature

Co-applicant's signature
