



# Riverbend Housing Co-operative

1050 Quayside Drive, New Westminster, BC V3M 6C1

The 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. 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 by e-mail at [riverbendhousingcoop@gmail.com](mailto:riverbendhousingcoop@gmail.com). **Applications should be re-submitted every 6 months to remain on the waitlist.**

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.

## **Credit and Income Check**

Once a suite becomes available, applications will be reviewed according to the date they were received. Shortlisted applicants will have credit and income checks conducted by the co-ops property management company. A non-refundable \$100 will be required from shortlisted applicants.

## **Interview**

After a credit and income check has been completed, our membership committee will invite applicants to meet with committee members for a personal interview. Prospective principal or association members are required to attend the interview. All other prospective residents are encouraged to attend the interview.

## **Screening**

We will make employment, housing, and character 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 arrange for incomes and credit checks conducted by its property management company 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.

## **Riverbend Fact Sheet**

### **Location**

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

### **Suite Information**

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.)

Suits include a 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), and 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 - \$40,000

Two bedroom suite: minimum gross annual income - \$50,000

Three bedroom suite: minimum gross annual income - \$55,000

Monthly housing charge payment is due on the day prior to the first day of each month.

Note: Monthly housing charges are tied to mortgage rates and operating expenses. Monthly housing charges are adjusted annually, but are subject to change at any time by special resolution of the membership.

**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

## Membership application form

### 1. Applicant

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First name

\_\_\_\_\_  
Date of birth (D/M/Y)

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal code

\_\_\_\_\_  
Phone (home)

\_\_\_\_\_  
Phone (work)

\_\_\_\_\_  
Email

### 2. Co-applicant

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First name

\_\_\_\_\_  
Date of birth (D/M/Y)

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal code

\_\_\_\_\_  
Phone (home)

\_\_\_\_\_  
Phone (work)

\_\_\_\_\_  
Email

Relationship to applicant: \_\_\_\_\_

**3. Other household members**

Last name	First name	Date of birth (D/M/Y)	Relationship to applicant

**4. Unit**

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).

What size of unit do you require    **1 Bedroom**  **2 Bedroom**  **3 Bedroom**

Do you require an accessible unit?    **Yes**  **No**

**5. Housing background**

Have you lived at your current address for more than two years?    **Yes**  **No**

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Landlord

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Street address

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City

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Province

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Postal code

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Phone

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Email

If you have lived at your current address two years or less, please give your previous landlords name, address and phone number.

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Landlord

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Street address

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City

---

Province

---

Postal code

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Phone

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Email

## 6. Parking

There is one underground parking space per unit.

Do you own a vehicle      **Yes**  **No**

Type \_\_\_\_\_      Make/model \_\_\_\_\_

Model year \_\_\_\_\_      License Plate # \_\_\_\_\_

Would you like to be added to the waitlist for a second parking space?      **Yes**  **No**

## 7. Pet policy

The co-op has a pet policy that allows for 2 pets per unit.

Do you own pets?      **Yes**  **No**

If so, please indicate what pets you have:

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**8. Household income**

Minimum gross annual income for one bedroom suite: \$40,000

Minimum gross annual income for two bedroom suite: \$50,000

Minimum gross annual income for three bedroom \$55,000

Please give us a monthly before-tax income (**gross income**) of each household member. You will need to provide proof of this income if the co-op calls you for an interview.

Name of household member	Source of income: check one			Gross income each month
	Income Assistance*	Self-employed**	Employed	

\*Co-op needs to know if you are receiving social assistance in order to calculate subsidy to which you are entitled. Subsidy is calculated differently for income assistance.

\*\* Co-op needs to know if you are self-employed in order to calculate subsidy, only some deductions from gross income are allowed.

## 9. Employment History

Please provide the following information for both applicant and co-applicant for the previous 3 years:

### **Applicant**

Current Employer \_\_\_\_\_

Position \_\_\_\_\_ Duration \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer \_\_\_\_\_

Position \_\_\_\_\_ Duration \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### **Co-applicant**

Current Employer \_\_\_\_\_

Position \_\_\_\_\_ Duration \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer \_\_\_\_\_

Position \_\_\_\_\_ Duration \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_



**10. Personal References**

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

References name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

References name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**11. Participation**

Please outline your current volunteer activities

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Please indicate what Riverbend committees you and your co-applicant (if applicable) would be interested in joining.

- Landscape       Maintenance       Membership       Social
- General Improvement Projects       Pet Management       Board of Directors

## 12. Signatures

I/We the understated, understand that only the members of the Riverbend Housing Coop 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 share purchase of \$1,500, \$1,800, or \$2,000 for the principal member depending on the unit size we are offered, and \$10 for each associate member.

If accepted into membership, 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 obtaining satisfactory results from a credit check.

Signatures of all household members who are at least 16 years of age:

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**Applicant for principal membership**

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**Applicant for associate membership**

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**Applying to reside in the Unit**

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**Applying to reside in the Unit**

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**Date**

**Note:** The personal information protection statement is to be signed with this application form.

## Credit & Income Check Consent Form

### Personal information verification, including credit check and income check

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.

We agree to pay the non-refundable application processing fees of \$100 which includes credit and income verification.

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

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Applicant's full name - printed

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Applicant's signature

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Dated at (mm/dd/yyyy):

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Co-applicant's full name - printed

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Co-applicant's signature

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Dated at (mm/dd/yyyy):