

Brittany Lane

A HOUSING  COMMUNITY

Information Booklet

Brittany Lane Housing Coop

#59 - 130 Crystal Lane
Sherwood Park, AB
T8H-1S4

Office: (780) 467-1379
Fax: (780) 467-3615

Email: brittanylanecoop@shaw.ca

IMPORTANT INFORMATION & CONSIDERATION

Before applying for membership, it is important for you to understand that each member of Brittany Lane must assist in the activities, maintenance and business of the Co-op by either serving on the Board of Directors or on one of the various committees. Consistent and regular participation in the business and maintenance of the Co-op is compulsory for all members in order to ensure the continuance of the Co-operative. As a Co-operative, all business and day to day operations of the complex are performed by the members who live here. The members are the Landlord and the Management Company rolled into one. As a member of Brittany Lane, you will be called upon to perform various duties and aid in the inspection processes, regardless of committee participation or your personal schedule. This condition of membership is placed upon every member who lives within the Co-op, and is part of the occupancy contract you will sign if you are accepted. Apart from the actual Board of Director positions, Brittany Lane currently has the following committees: Membership, Maintenance, Finance, Community Relations, By-law, and may be adding more as time goes by. You are free to join as many as you are interested in, but attendance and participation in at least one is mandatory for every member of the Co-op in addition to the standard inspection requirements. Non-participation is a violation of the membership contract and is contrary to the Co-operative Housing movement at large.

In addition to the volunteer duties described above, each member must regularly attend the General Co-op Meetings, which are typically scheduled on a bi-monthly basis. It is at this meeting that the entire Co-op meets and discusses the business of the past and coming months, and addresses any other concerns. All decisions are put to a democratic vote, so your attendance at these meetings is vitally important for determining the future and business of the Co-operative. The final item to be taken into consideration before applying for membership is to realize that Brittany Lane is geared on a rent to income ratio, meaning that we have limited numbers of subsidies available for lower income families, as well as an income cap on all members. The exact amount of the income cap generally increases slightly each year, but at the time of this writing (October 2017) the ceiling is at \$132,307 annually. Households who exceed this total gross income will be surcharged 30% of all monies in excess of this total. This surcharge does not benefit the Co-op directly, as it must be forwarded to CMHC.

HOW DOES THE APPLICATION PROCESS WORK?

The FIRST step in applying for membership to Brittany Lane is to attend a NACHA (Northern Alberta Co-operative Housing Association) Orientation session. All applicants are required to attend the session, and must produce their receipt in order to submit the actual Brittany Lane application form. If you have not attended this information session, it is vitally important that you do so, as your application will not be processed until proof of attendance is received at Brittany Lane. You can reach NACHA at:

NACHA

200-12120-106 Avenue, Edmonton, Alberta, Phone: (780) 482-6128

Once you have attended the orientation with NACHA, complete the application form and ensure that all required supporting documentation is provided. Your application will not be processed if it is incomplete. At the time of this writing there is a non-refundable \$25.00 application fee that is due and payable when you submit your application.

SECONDLY once your application is completed, and all documentation is supplied, a Co-op member will contact with a date and time for your personal interview. This is done by the Membership Committee, and all persons (including children) who are listed on the application must be in attendance of the interview. The interviewing members will make a recommendation to the Board of Directors regarding your approval for membership.

Please note the interview process is very similar to that of a job interview. You are welcome to do some research and prepare for you interview by visiting the following websites:

www.chfc.coop | www.nacha.ca | www.brittanylanecoop.com

After the interview, a credit check will be done, and then your application will continue to the Board of Directors, and will require all adults (no children) listed on the application to be in attendance of this interview. If you are accepted and assigned a unit you will have 72 hours to put a non-refundable deposit of \$250.00 to hold the unit (if you move into the unit, the \$250.00 will be credited towards your \$1500.00 member shares). Approximately one week prior to your move in date you must return to Brittany Lane in order to complete the Occupancy Agreement (similar in function to a Lease). As well as the first month's rent, you will be required to purchase common shares in the Co-op. The initial payment for your common shares is due at signing, in the amount of \$250.00. The outstanding amount of \$1000.00 may be paid in \$100.00 mostly instalments. You will need to fill out appropriate share repayment agreement form at that time.

Once your occupancy Agreement has been signed and all payments have been received, you will be contacted to set an appointment for your move in inspection, which will be performed by two members. Once the inspection is completed you may begin to move your belongings into the unit and possession is now yours.

Welcome to Brittany Lane!

WHO IS GOING TO SEE MY APPLICATION & WHAT HAPPENS TO IT AFTERWARD?

The application and all information provided within is kept in strict confidence by the Board of Directors and their representatives. All persons who have access to this information are bound by an Oath of Confidentiality. Following your meeting with the Membership Committee, your application will be placed in a secured file cabinet in your member file. If the Membership Committee agrees to recommend you to the Board of Directors, you will be invited to attend a second "In Camera" (confidential) interview to discuss financial and other personal matters not covered in the original interview. After that meeting the Board will vote to approve or deny your application for membership. You will be contacted by mail within a few days. If accepted and no suitable units are currently available, you will be placed on a waiting list, if you wish. If you are not accepted, the application will be destroyed. In either instance, Brittany Lane Housing Co-op does not distribute the information provided within to any third parties.

The waiting list works by need, NOT how long you have been on it.

PRINCIPLES OF THE CO-OPERATIVE

In submitting the application for membership and residence in the Brittany Lane Housing Co-operative, you must understand and accept the following Co-operative principles.

1. Open and voluntary membership regardless of social, political, religious, or other human rights considerations.
2. Member control through responsible participation in decision making. Participation in decision making occurs on the basis of equal rights in voting regardless of the extent of the members investment. One member, one vote.
3. Low or No return on capital since Co-operatives are not operated to yield large returns on investments, but instead, for the benefit of those who use them.
4. Co-operative education of members and the general public about the principles & practices of co-operation.
5. Co-operation among Co-operatives in all practical ways with other Co-operatives at local, national and international levels.

GENERAL INFORMATION REGARDING BRITTANY LANE

Brittany Lane Co-operative has a total of 58 units and a common use community hall which also houses our office administration. All rental prices are effective as of August 2017.

- Fifteen 4 bedroom units \$1210.00 (1421 square feet)
- Renovated units \$1300.00

- Thirty-one 3 bedroom units \$1160.00 (1184 square feet)
- Renovated units \$1250.00

- Nine 2 bedroom units \$1110.00 (1033 square feet)
- Renovated units \$1200.00

- One 5 bedroom Mobility unit \$1410.00 (1100 square feet)

- One 2 bedroom Mobility unit \$1160.00 (980 square feet)

Each unit includes 4 appliances (Fridge, stove, washer and dryer). Units are grouped together in duplexes, triples and 4 plexes. Onsite playground and basketball court for use by the children of the members of Brittany Lane. A common super mailbox is located in front of the community hall. Mail is not delivered to each unit individually. All rental payments are due by 8:00 am of the month the housing cheque is for. This will be done via auto debit. Anything paid after this time will be assessed late fines and continuing late fees.

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Application Form

Brittany Lane Housing Coop

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MEMBERSHIP APPLICATION FORM

Please enclose a non-refundable application fee of \$25.00 with this application form payable by cheque or money order to: Brittany Lane Housing Co-operative Ltd.

Supporting documentation is required for each member in the household & the application will not be processed until all information is received.

All adult members in the household shall be designated as Applicant or Co-Applicant.

KEEP YOUR APPLICATION CURRENT: It is your responsibility to inform the Co-op of any changes to the information in this form. If we are unable to reach you by phone for more than a 6 month period, your name will be removed from the list.

PERSONAL DATA

Name of Applicant _____

Date of Birth _____

Telephone Number:

(Home) _____

(Work) _____

Email _____

Present Address _____

How long have you lived there? _____

Alternate Contact [] Yes [] No _____

Relationship to Applicant _____

Present Address _____

How long have you lived there? _____

How much notice to Vacate is required at your present accommodation? _____

Are you willing to be placed on a waiting list if you are accepted? _____

Do you expect your household composition to change within the next year? _____

Are you: [] Married [] Common-Law [] Divorced
[] Single [] Other _____

For how long? _____

CO-APPLICANT DATA

Name of Applicant _____

Date of Birth _____

Telephone Number:

(Home) _____

(Work) _____

Email _____

Address (if different from above) _____

How long have you lived there? _____

OTHER PERSONS WHO WILL BE RESIDING IN THE UNIT: (Dependants)

Name _____ Age _____

Work or School? _____

Relationship to Applicant(s) _____

Name _____ Age _____

Work or School? _____

Relationship to Applicant(s) _____

Name _____ Age _____

Work or School? _____

Relationship to Applicant(s) _____

Name _____ Age _____

Work or School? _____

Relationship to Applicant(s) _____

ACCOMMODATION HISTORY

If the information requested below is not the same for each applicant, please provide additional information concerning each adult on a separate sheet. Landlord references will be required.

Applicant

Current Residence: (mark one)

Rent

Landlord Name and Phone number _____

Reason for leaving _____

Own

Reason for leaving _____

Other _____

Reason for leaving _____

Co-Applicant

Current Residence: (mark one)

Rent

Landlord Name and Phone number _____

Reason for leaving _____

Own

Reason for leaving _____

Other _____

Reason for leaving _____

UNIT ALLOCATION INFORMATION

Please be aware that units are allocated based on a maximum/minimum utilization policy. Separate application must be made for subsidy approval based on availability and applicant/co-applicant need. (Inquire to the Housing Administrator during office hours for details.)

What type of unit will you require? (Circle one)

2 bedroom 3 bedroom 4 bedroom mobility unit

Do you require a rental subsidy? _____

How many persons will be living in your unit? _____

Vehicle _____

License Plate _____

Vehicle _____

License Plate _____

SUBSIDIZED UNITS

Under the terms of our agreement with the government and CMHC, approximately 50% of the units in this Co-op are subsidized for low income families. If your household requires a rental subsidy, you must fill in a Subsidy Application Form in addition to this application. It is important to realize that all income in the household will affect your subsidy eligibility, and you will be required to inform the Co-operative of any changes to your household financial situation immediately.

PETS

The keeping of pets in Brittany Lane Co-op is not a right but a privilege voted in to policy by the general membership. A member may keep pets only in accordance with the pet policy and will be required to pay an additional deposit. Further details on the pet policy can be obtained at the Community Hall.

Do you currently, or do you plan on keeping a pet?

Yes No

If yes, how many and what type? _____

Height at shoulder _____

Are your pets spayed/neutered? Yes No

License/Registration _____

Date of last shots _____

OTHER INFORMATION

Please use a separate piece of paper if you require additional space in order to answer the following questions, and attach it to this application.

Have you or any other member of your household previously applied to Brittany Lane Housing Co-op? If yes, when? _____

Have you ever lived in a Housing Co-op before? _____

If yes, which one and why did you leave? _____

How did you learn about our Co-operative? _____

Why do you want to move into Brittany Lane? _____

Do you have up-to-date tenant insurance at this time?

Which committee are you planning on joining? _____

How much weekly time can you participate in the Co-op?

ACKNOWLEDGEMENT

Please check the appropriate box below to acknowledge that you are aware of each policy, and that you agree to abide by them as a condition of membership with Brittany Lane Housing Co-operative.

Have each applicant/co-applicant sign below.

You are aware that there is an income ceiling in Brittany Lane, and should the combined total gross income of your household exceed this limit, you will be surcharged according to the Operating Agreement Brittany Lane holds with CMHC.

Yes No

You are aware that as per the policy of the Co-operative Act, each unit is required to complete and submit completed annual income verifications to the Board of Directors for each working individual living in the household, and that failure to do so in the time provided shall be construed as a violation of your Occupancy Agreement and may be grounds for termination of membership in accordance with the By-laws and Policies of Brittany Lane Housing Co-operative.

Yes No

You are aware that as a condition for membership with Brittany Lane Housing Co-op, you will be required to participate towards maintaining the overall operations & business of the complex as part of the contract of membership?

Yes No

You are aware that members receiving rental subsidies are responsible to report any income changes within your household to the Board of Directors immediately, and that failure to do so may jeopardize such (and future) subsidization?

Yes No

Signature _____

Date _____

Signature _____

Date _____

FINANCIAL INFORMATION

Required for credit check & income verification. This information is required for each adult and working individual over the age of 15 years who reside in the household. Employment information must be kept up to date and as accurate as possible. Include here the present or most recent employer, and attach additional employment history if at a current job for less than 1 year. Students need to include all awards, (grants, bursaries, scholarships) as well as student loan information. In addition to the initial income verification, each member must supply annual income verification as per the policy set forth by the Co-operative Act.

Applicant & Co-Applicant

Name _____

Date of birth _____

S.I.N (for credit check purposes) _____

Name _____

Date of birth _____

S.I.N (for credit check purposes) _____

EMPLOYMENT INFORMATION

Occupation _____

Current employer name and address _____

Phone _____

Hours per week _____

Gross monthly income _____

Employed from/to _____

Occupation _____

Current employer name and address _____

Phone _____

Hours per week _____

Gross monthly income _____

Employed from/to _____

OTHER SOURCES OF INCOME

Student Loans _____

Grants _____

Bursaries _____

Awards _____

Scholarships _____

Unemployment Insurance _____

Workers Compensation _____

Social Assistance _____

Guardian Social Allowance _____

Child Support/Alimony _____

Annuity Payments _____

Self-Employment Income _____

Other _____

(Tips, Interest, Royalties, Investments, Capital Gains, Real Estate, Pensions, Disability Insurance, Orphan Benefits, etc.) _____

I AUTHORIZE THE BRITTANY LANE CO-OPERATIVE LTD. TO MAKE ANY INQUIRIES TO MY EMPLOYER(S) OR TO ANY OTHER SOURCE FOR THE PURPOSE OF VERIFYING FACTS HEREIN ARE TRUE AS STATED. DISCOVERY OF FALSE INFORMATION WILL RESULT IN THE TERMINATION OF MY SUBSIDY AND/OR RESIDENCY WITHIN THE CO-OPERATIVE.

I/we, _____

_____ hereby give my consent for Brittany Lane Housing Co-op to collect the information on this application form for the purpose of determining my eligibility for membership in Brittany Lane Housing Co-op (or subsidy). I understand that this information will be kept in a secure location and that once it is no longer required for membership (subsidy) purposes, it will be destroyed. From time to time and with my consent, the co-op may be required to disclose personal information to outside agencies such as CMHC. If I have any questions about Brittany Lane Housing Co-operative's privacy practices, I can contact the office Co-ordinator at 780-467-1379 who can then direct me towards the Privacy Officer representing the coop. I DECLARE THE INFORMATION CONTAINED WITHIN THIS APPLICATION FORM TO BE TRUE AND CORRECT.

Applicants Signature _____

Date _____

Co-Applicants Signature _____

Date _____

STATUTORY DECLARATION

Dominion of Canada (Province of Alberta)

In the matter of this Application Form

To Wit:

I/W _____

of the _____ of

_____ in the Province of ALBERTA, do solemnly declare as follows:

1. That I/we am/are the applicants on the said Application form.
2. That the statements made by me/us in the said Application form to the best of my/our knowledge, information and belief, full and true in all respects.

And I/we make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Applicants Signature _____

Date _____

Co-Applicants Signature _____

Date _____

DECLARED before me at the _____ of

In the province of Alberta, this day of _____,

_____ A Commissioner for Oaths in and for the Province of Alberta whose commission Expires on _____

Printed Name of Commissioner for Oaths

REQUIRED SUPPORTING DOCUMENTATION CHECK LIST

Required supporting documentation check list for all Applications at Brittany Lane Housing Co-op.

Please ensure that all appropriate and relevant documentation is submitted with your application.

Incomplete applications will NOT be processed.

Copy of receipt as proof of attendance for the NACHA Orientation Meeting, including date attended.

Application fee of \$25.00 is due & payable at the time of submission of this application to BRITTANY LANE HOUSING CO-OP.

A signed letter from the employer of EACH working member in the family that is applying for membership at Brittany Lane. This letter must include:

- Rate of pay
- Number of hours worked per week.
- Total earnings
- Start/end date of employment

SELF EMPLOYMENT: If any member of the household is self-employed, details must be outlined in a financial statement subject to review by the Brittany Lane Finance Committee.

UNEMPLOYMENT INSURANCE, WORKERS COMPENSATION, or SOCIAL ASSISTANCE: A letter from the appropriate official must be attached verifying the amount of the benefit. (Form letters may be obtained from the Brittany Lane Finance Committee.)

CHILD SUPPORT, ROYALTIES, and any other sources of income/assets must have supporting documentation attached.

Copies of the most recent pay cheque, benefit cheque, pension cheque, etc. for EACH member of the household receiving income from any source for the past 3 months.

STUDENTS (POST SECONDARY) must provide a letter from the registrar of the school verifying registration as a full/part time student.

Copies of valid Alberta Health Care Cards for EACH member of the family.

Letter from previous/current Landlord on your behalf.

Copies of the most current Federal Income Tax Notice of Assessment for EACH applicable applicant. NOTE: NOT the maximum RRSP Contribution Assessment.

The completed income verification and/or Subsidy Application form must be signed in the presence of a Commissioner For Oaths in and for the Province of Alberta. (Our current Co-Ordinator can Commission your application for you when you drop it off.)