

Membership Application Form

IMPORTANT!

- Please note that we do not accept hand delivered applications.
- Send your **completed application & cover letter** by email to info@foursisters.ca or by mail to:

Membership Committee
Four Sisters Housing Co-operative
153 Powell Street
Vancouver BC V6A 3Z1

Anyone wishing to live at Four Sisters Housing Co-op must first apply to become a member.

Submitting this form is the first step in the membership application process. Please fill this form out completely and **include a cover letter** to give us a brief summary about yourself, including if you have any experience living in co-ops. We encourage you to list any relevant volunteer work and tell us why you want to live at Four Sisters Housing Co-operative.

Our Commitment to Diversity and Inclusivity

We strive to be inclusive of a diverse membership. We welcome members of marginalized communities to self-identify voluntarily. For example, please let us know if you are Black, Indigenous or a Person of Colour, a member of the LGBTQIA-2S community, and/or a person with disabilities.

IMPORTANT!

To keep your application active please send us a note every **6 months** by email or regular mail.

Current Housing Charges

Size of Suite	Housing Charge
Bachelor	\$710
1 Bedroom	\$932
2 Bedroom	\$1,207
3 Bedroom	\$1,400

Current to September 2022

SECTION 1: Name & Contact

Name:		Pronouns: (optional)
Date of Birth:		
Email:		
Primary Phone:		
Other Phone:		

SECTION 2: Address

Suite no.		Street:			
City:		Province:		Postal code:	
Name of current Building Manager:					
Primary phone:		Other phone:			
Office use only					

Name of previous Building Manager:					
Primary phone:		Other phone:			
Office use only					

SECTION 3: Current Housing

How Long have you lived at your current residence?	
How much notice must you give to vacate?	

SECTION 4: Employment & Work Experience Reference

Current

Name of company:		Duration:	
Name of Supervisor:			
Primary phone:		Other phone:	
Office use only			

Previous

Name of company:		Duration:	
Name of Supervisor:			
Primary phone:		Other phone:	
Office use only			

SECTION 5: Community/Volunteer Experience

Name of organization:			
Contact name:			
Primary phone:		Other phone:	
Office use only			
Name of organization:			
Contact name:			
Primary phone:		Other phone:	
Office use only			

SECTION 6

Do you know anyone who is currently living at Four Sisters?

Name:		Phone:	
Name:		Phone:	
Name:		Phone:	

SECTION 7

If you are accepted as a member at Four Sisters, who will be residing with you?

Name:		Year of Birth:		Relationship:	
Name:		Year of Birth:		Relationship:	
Name:		Year of Birth:		Relationship:	
Name:		Year of Birth:		Relationship:	
Name:		Year of Birth:		Relationship:	

SECTION 8

What size suite do you require (check one only)?

- Bachelor
 1 Bedroom
 2 Bedroom
 3 Bedroom

If the size suite your requested is not available, would you take a smaller suite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Do you require a wheelchair accessible suite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Do you have a vehicle *	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Make & Year	

** Please note that we currently have a waitlist for parking spots*

SECTION 9: Pet Policy

Four Sisters does not allow dogs currently. Please list your other pets and their type here.

Name:		Species:	
Name:		Species:	

SECTION 10: Co-op Experience

Have you ever lived in a housing co-op before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Co-op name:
Have you ever lived at Four Sisters co-op?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Dates:

SECTION 11: Languages Spoken

Please list the languages that you speak.

1.	2.	3.
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SECTION 12: Interpretation

Will you require an interpreter at the orientation or interview?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	What language?
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SECTION 13: Diversity & Inclusion

Do you identify as a member of a marginalized group? (optional)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	How do you identify?
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Change of Information <i>Membership Committee only</i>		
Address:	Phone:	Suite size:
Address:	Phone:	Suite size:

How Do We Protect Your Personal Information?

Four Sisters Housing Co-operative has safeguards in place to protect your personal information against such risks as unauthorized access, collection, use, disclosure or disposal. Personal information will be used by authorized persons only to fulfil the purpose for which it was originally collected or for a use consistent with that purpose. We do not disclose your personal information to other public bodies, third parties or individuals except as required or authorized by law or with your consent. Email is not a secure method of communication. Therefore, if you intend to submit confidential, financial, or other personal information, you may wish to submit information and documents by mail.

Requesting Access to Your Records

To obtain access to your records or to request a correction to or deletion of a record you must make a written request in a letter or email membership@foursisters.ca. Please be as specific as possible in describing the records you are requesting, so that we can ensure our response meets your needs.

SECTION 14: Committees and Participation

If you are accepted to be a member, you will be required to participate in the day to day running of the co-op. Participation in our co-op means not only carrying out chores on a consistent basis, but also being involved with one of the co-op's committees. Everyone is required to participate at the committee level in some capacity, either as a full-time member of the committee or as a person who can be called upon when the need arises.

There are several committees that report to the Board of Directors. Some committees meet on a regular basis (twice a month), and some meet only when required.

Please read the following brief descriptions of the committees. Each includes some of the skills beneficial to that committee. Don't worry if you feel you don't have the skills for that kind of work, everyone can contribute in some way.

Membership Committee

The Membership Committee's role is to interview and recommend applicants to the Board of Directors for membership in the co-op. It helps integrate new members into our community and reviews matters of visitors, sublets, and internal move requests, forwarding current policies to new or uninformed members. People who are outgoing and not shy are generally drawn to the Membership Committee.

Beneficial skills:

- people skills (interpersonal, interviewing)
- general office skills (filing, word processing)
- communication (letter writing and public speaking)
- policy development

Finance Committee

The Finance Committee's role is to keep track of the co-op's money. The members on this committee are responsible for monitoring housing charges, subsidy disbursements and the co-op's annual financial budget. As much of the work of this committee involves the private financial aspects of our members, we require that the Board of Directors approve members before being allowed to join the committee.

Beneficial skills:

- accounting, bookkeeping, and budgeting
- computer & office skills (spreadsheets, word processing, filing)
- knowledge of the Federal Government's 56.1 Agreement
- policy development

Maintenance Committee

The Maintenance Committee's role in the co-op is to ensure that our buildings, suites, and grounds are kept in good repair. Suite inspections are done on an annual basis and standards are encouraged. Members of this committee also oversee that roster duties are being performed on a consistent basis by our members.

Beneficial skills:

- organizational (i.e., organizing painting or cleaning parties)
- budgeting and bookkeeping
- policy development

Newsletter Committee

The Newsletter Committee's role is to provide members in the co-op with a publication that includes information that is pertinent to them. The newsletter is published monthly and distributed to each member's unit.

Beneficial skills:

- desktop publishing
- news gathering and writing
- newsletter distribution

Landscaping Committee

The Landscaping Committee looks after the co-op's grounds, which includes many outdoor gardens, terraces, and rooftops. Members of this committee are responsible for planning and ensuring that greenery around the co-op is kept healthy and thriving.

Beneficial skills:

- plant horticulture
- budgeting and bookkeeping

Child and Youth Committee

The role of this committee is to provide for some of the needs of the children and youth who live in our co-op. It is responsible for planning activities and special outings for children and youth in the co-op. Members do not have to have children to be a contributing member.

Beneficial skills:

- budgeting and bookkeeping
- organizational (planning of special events)
- child and youth program development

- conflict resolution

Security Committee

The Security Committee provides our members with contacts who can be called upon when an emergency arises. The committee also addresses any security issues that may adversely affect our members and oversees vehicle registration in our underground parking lot. Members of this committee generally commit to setting aside several hours a week to patrol the co-op's grounds.

Beneficial skills:

- ability to handle difficult situations
- diplomacy
- assertiveness
- flexible hours

Move-In-Move Out (MIMO) Committee

MIMO's role is to coordinate moves in, moves out, and internal transfers. Tasks include scheduling coordinating trades, supplying paint/equipment to members who are moving, and related logistics.

Beneficial skills:

- availability at month start/end
- (un)common sense for last minute changes to arrangements
- diplomacy

Gym Committee

The Gym Committee provides a point of contact for gym users regarding any equipment repair or replacement needs, use of the gym budget, and other gym access and use issues.

Beneficial skills:

- Committee members with a wide range of skills are welcome.

From what you have just read which committee will you join? Please check your choice(s). You can ask more about committee work at the interview.

- | | | |
|-------------------------------------|-------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Membership | <input type="checkbox"/> Finance | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Child & Youth |
| <input type="checkbox"/> Security | <input type="checkbox"/> Move-In Move-Out | <input type="checkbox"/> Gym |

I declare that the information supplied on this application is true and complete:

Applicant's Name:		
Applicant's Signature:		Date:

For Four Sisters Housing Co-operative <i>Membership Committee use only</i>	
Membership Committee Member name:	
Signature:	
Membership Committee Member:	
Signature:	

INCOME INFORMATION

Are you applying for housing charge subsidy*? <i>* Subsidy refers to funds used to reduce the monthly housing charge based on household income</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
If no subsidy is available, will you consider a unit?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

SECTION 15: SOURCE OF INCOME

Income earners in your household:

Name of income earner	Source(s) of income (e.g., employment, pension, BC Benefits, self-employment) please specify	Gross monthly income (Total earnings before deductions)
		\$
		\$
		\$
		\$
		\$
Total gross monthly income		\$

FSHC Finance Committee use only - if housing charge subsidy is requested by and available/offered to applicant

Estimated H/C (multiply total gross monthly income by current ITA % - must be between current maximum and minimum rate for unit size). Please note that self-employment and BC Benefits income have special calculations.	\$
Less estimate deductions	\$
Estimate of subsidy required	\$

Date Received Finance Committee use only

<input type="checkbox"/> ROC	<input type="checkbox"/> ITA	<input type="checkbox"/> Shares
Suite #:	Suite size:	Move in date:

Finance Approval Finance Committee use only

Name:	Date:	Signature:
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