

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. Fill out the form completely and mail it to:

*Membership Committee  
Four Sisters Housing Co-op  
PO Box 88341, Chinatown Post Office  
418 Main Street  
Vancouver B.C. V6A 4A4*

*Sorry, we do not accept hand delivered applications.*

Section 1	
Name:	Date of Birth: <span style="float: right;">(m/d/y)</span>
Home Phone:	Email:
Other Phone:	

Section 2			
Suite #	Street:		
City:	Province:	Postal Code:	

Name of Current Building Manager:	Phone 1:
	Phone 2:
<i>Office use only</i>	
Name of Previous Building Manager:	Phone 1:
Building address:	Phone 2:
Reason for leaving	
<i>Office use only</i>	

Section 3
How long have you lived at your current residence?
How much notice must you give to vacate?

Section 4		
Current Employment or Work Experience Reference Name of Company:	Duration:	Phone 1:
Supervisor's Name:	Phone 2:	

Office use only

Prior Employment or Work Experience Reference  
Name of Company:

Duration:

Phone 1:

Supervisor's Name:

Phone 2:

Reason for leaving:

Office use only

**Section 5**

Community/Volunteer Reference  
Name of organization:

Phone 1:

Contact:

Phone 2:

Office use only

Community/Volunteer Reference  
Name of organization:

Phone 1:

Contact:

Phone 2:

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:

**Section 8**

This table shows the Co-op's policy for the minimum and maximum number of individuals allowed to live in each size of available suite if paying regular occupancy charge. Subsidized households are required to have a minimum of one occupant per bedroom.

<b>Size of Suite</b>	<b>Number of Persons</b>
Bachelor	1 person only
1 Bedroom	1 - 2 persons
2 Bedroom	1 - 4 persons
3 Bedroom	2 - 6 persons

What size suite do you require <i>(check one only)</i>			
<input type="checkbox"/> bachelor	<input type="checkbox"/> 1 - bedroom	<input type="checkbox"/> 2 - bedroom	<input type="checkbox"/> 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	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you require a wheelchair accessible suite?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Specify:

Section 9		
Pet policy: Four Sisters does not allow dogs. Please list any other pets you have and the number of each.		

Section 10			
Have you ever lived in a housing co-op before? <i>(check one)</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Co-op name:
Have you ever lived Four Sisters before? <i>(check one)</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

Section 11		
Please list the languages that you speak		
1.	2.	3.

Section 12	
Will you require an interpreter at the orientation or interview? <i>(check one)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes _____ <i>(what language?)</i>

Change of Information <i>(Membership Committee use only)</i>		
Address:	Phone:	Suite Size:
Address:	Phone:	Suite Size:

continued. . .

## Section 13 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 particular 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.

Some of the skills beneficial to the Membership Committee are:

- 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.

Some of the skills and knowledge beneficial to the Finance Committee are:

- 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.

Some of the skills that are beneficial to the Maintenance Committee are:

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

### **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 the development of after school programs, planning special outings, as well as overseeing our summer day camp. Members do not have to have children to be a contributing member

Some of the skills that are beneficial to the Child and Youth Committee are:

- 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 situation 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.

Some of the skills that are beneficial to the Security Committee are:

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

### **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.

Some of the skills beneficial to the Landscaping Committee are:

- plant horticulture
- budgeting and bookkeeping

### **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 about four times a year and distributed to each member's unit.

Some of the skills beneficial to the Newsletter Committee are:

- desktop publishing
- news gathering and writing
- newsletter distribution

**Moves (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.

Some of the skills beneficial to the MIMO are:

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

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"/> <b>Membership</b>        | <input type="checkbox"/> <b>Finance</b>     | <input type="checkbox"/> <b>Maintenance</b> |
| <input type="checkbox"/> <b>Child &amp; Youth</b> | <input type="checkbox"/> <b>Security</b>    | <input type="checkbox"/> <b>Newsletter</b>  |
| <input type="checkbox"/> <b>Moves (MIMO)</b>      | <input type="checkbox"/> <b>Landscaping</b> | <input type="checkbox"/> <b>Social</b>      |

I declare that the information supplied on this application is true and complete:	
Applicant's name:	<i>(please print your name)</i>
Signature:	Date: <span style="float: right;"><i>(m/d/y)</i></span>

Thank you for taking the time to complete this Application form.

Please note that at present (October 2011) there is no housing charge subsidy to offer to a new member. When a Suite comes available, a volunteer on the Membership Committee will contact ACTIVE Applications for Interview. To keep your Application ACTIVE: please send a Letter **EVERY SIX MONTHS**. In this letter, please include; Original Application Date, Suite Size you are wanting, up-to-date contact information, and any changes in your household size or income.

For Four Sisters Housing Co-operative:		<i>(this section is for Membership Committee use only)</i>
Membership Committee Member:	<i>(please print your name)</i>	
Signature:		
Membership Committee Member:	<i>(please print your name)</i>	
Signature:		

**INCOME INFORMATION**

Are you applying for housing charge subsidy*? (check one)		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	

\*Subsidy refers to funds used to reduce the monthly housing charge based on household income

Section 9 - Source of Income				
Name of income earner(s) – Please print				
What are your sources of income (e.g. employment, pension, BC Benefits, self employment) Please specify				
What is <u>your</u> gross monthly income (total earnings before deductions)				
\$	\$	\$	\$	\$
Total gross monthly income			\$	

Below for 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 estimated deductions	
Estimate of subsidy required	\$

Finance Committee use ONLY: Date received:			
<input type="checkbox"/> ROC	<input type="checkbox"/> ITA	<input type="checkbox"/> SHARES	
Suite #:	Suite Size:	Move in Date:	
Finance Approval:	Name:	Date:	Signature: