

# Marine Court Housing Cooperative

## Information & Application

### Mission Statement: Why We Exist

We create & sustain a diverse cooperative community by nurturing inclusivity & maintaining affordable homes.

*We acknowledge that Marine Court Co-op is located on the traditional, ancestral, and unceded Indigenous territories of the <sup>w</sup>məθkʷəyəm (Musqueam), skwxwú7mesh (Squamish), and selilwítlh (Tsleil-Waututh) First Nations.*

### What We Value:

1. **Community:** A unified body of individuals with common interests & a common code of conduct who interact, participate, & who demonstrate joint ownership of policy and activity.
2. **Cooperation:** The process of working together in harmony.
3. **Compassion:** Understanding the suffering of others & having a deep desire to do something about it.
4. **Responsibility:** Sense of duty leading to an act that benefits us personally & the community.
5. **Involvement:** Willing & active participation in community activities.
6. **Mutual respect:** Honouring the interests, needs, & customs of neighbours & receiving it in return.
7. **Democracy:** Social equality where each opinion is valued & decisions are made collectively.
8. **Safety:** Protection from all types of harm; open & trusting environment where points of view can be expressed freely
9. **Diversity and Inclusion:** Living in harmony in a community with varying traits, characteristics, and backgrounds. Creating an environment where everyone feels valued, respected, and has equal access to opportunities and resources.

Do you share these values?

### Important Things to Note:

- All submitted applications will be kept on-file with Marine Court Housing Cooperative for up to **1 year**.
- **Applicants will only be contacted by the Marine Court Housing Cooperative Membership Committee if they are selected to participate in our interview process.**

## Table of Contents

Information about Marine Court Cooperative .....	3
Marine Court Housing Co-op Application Form .....	8
Marine Court Housing Co-op Income Information .....	16
Personal Information Protection Statement .....	18
Smoke Free Agreement .....	20
Involvement and Self-Education Agreement.....	21

*Please visit our website for further information at [www.marinecourt.org](http://www.marinecourt.org).*

*If we interview you, we will ask what you found of interest on the website.*

## **Information about Marine Court Cooperative**

### **Welcome to Marine Court!**

Marine Court Housing Cooperative is a diverse community. We have a wide range of individual in our community with varying traits, characteristics, and backgrounds. As such, the Co-op includes people of varying beliefs, experiences, genders, sexual orientations, races, cultures, socioeconomic status, educations, physical abilities, and more.

We are a thriving community with sound finances from years of attentive and purposeful management. Many members have worked hard over the years to create the community we now enjoy. Our membership continues to participate in maintaining and up keeping all aspects of our community, through committee membership and cooperative decision making.

If you like the sound of being part of a diverse and inclusive community, and making your own unique contribution, we hope you will consider making your home with us.

### **We Are Looking for Proactive People**

In order to keep our community thriving, we are looking for proactive people who will act and live cooperatively by our Co-op's rules and policies by:

1. Getting involved and keeping informed about Co-op business and activities
2. Attending and contributing at meetings
3. Paying housing charges on time
4. Taking pride in maintaining their units and surroundings in good condition
5. Striving to be good neighbors

If you decide to submit an application to Marine Court, we expect that you will do your best to assess whether or not you would fit into our Co-op and, of course, we will be doing the same. There are few decisions the Co-op makes that are more important than this one.

### **Our Location**

Marine Court is bordered on the south by 71st Ave. across from Mackie Park, on the west by hedges and gardens, the north by a lane between Marine Court and Wits End Co-op, and on the east by a lane between Marpole Terrace Co-op and a condominium. We are on a cul-de-sac that we share with Mackie Park, and we border the Arbutus Greenway. Fraser River Park is a 10-minute walk away and some units have views of Georgia Straight and Vancouver Island.

**Services** on Granville St. 1 block away include:

- Supermarkets
- Produce markets
- Bakeries
- Dry cleaner
- Restaurants
- Cafés
- Vancouver Public Library
- Bike Shops
- Liquor store
- Small local pub
- Thrift store and Dollar Store
- Banks and Credit Unions
- Medical/dental/chiropractic offices
- Physiotherapy and Optometrist
- Beauty/hair care salons
- Coffee shops
- Marpole Neighborhood House on 70th Ave.

### **West Boundary**

On the west side of Marine Court is the Arbutus Greenway, with its bike and walking paths and the community gardens that many members in the Co-op enjoy. Beyond the Greenway is a Montessori school, an office park, Fraser River Park, and a marina with a pub near a stretch of the Fraser River. These are quiet neighbours, night and day.

### **Mackie Park**

Across the 71st St. cul-de-sac is Mackie Park, a favorite for residents of all ages. Young children enjoy the sandbox and play structure, teens and adults play basketball on the court or soccer on the green, while the benches allow time to rest and chat. In the Park is Colbourne House, a heritage home and museum run by a local historical society that hosts events, concerts, and is occasionally open to the public for tours.

### **Buildings**

The Co-op has been in operation since 1984. It is made up of 8 buildings in a beautiful setting of trees and gardens. We have:

- 54 units with patios, decks or balconies

- 8 one-bedroom units of 645 sq. ft. [Share purchase of \$1000.00 is required]
- 34 two-bedroom units of 828 sq. ft. [Share purchase of \$1500.00 is required]
- 12 three-bedroom units of 958 sq. ft. [Share purchase of \$2000.00 is required]

Co-op life is not simply a matter of renting an apartment. In order to become a member a share purchase is required. The lease you sign requires you to attend monthly meetings, help out with Fall and Spring Clean-up, and actively participate on one of the many committees. To make your transition as easy as possible, you are given a Move-in Buddy who will assist you in the first few months to make sure you know where things are, how things get done, and when things happen. Participating in a democratic fashion allows all members to create the kind of community that works best for everyone.

Involvement in Co-op activities and decision-making creates pride in ownership, offers leadership opportunities, builds social and physical safety, and results in a sense of personal value from making a contribution to the lives of our neighbours.

## **Smoking**

Marine Court is no longer accepting members who smoke on Co-op property. Being a smoker does not stop an applicant's approval for membership, but applicants will not be allowed to smoke in their unit or doorway, on their patio or balcony, nor any common space in the Co-op or on Co-op grounds. Smokers moving into the Co-op must sign an agreement (attached) that they will smoke off Co-op property.

## **Committees**

Committees are created by the Board of Directors and operate in support of the Board's direction. You are expected to play an active role on one of the committees. Committees currently functioning at Marine Court include:

- Board of Directors
- Finance
- Membership
- Maintenance
- Pet
- Parking
- Bicycle
- Move In/Move Out
- Social
- Gardening
- Policy

- Communication
- Education
- Sustainability
- Public Spaces

In addition, the Board of Directors may create ad hoc committees. Marine Court is a member of the Cooperative Housing Federation of BC and Canada. We also employ a maintenance management company and a part-time administrative coordinator who has an office on site.

## **People**

Marine Court has a cross-section of Canadian born residents as well as immigrants from all parts of the world. Co-op members represent a variety of incomes and occupations. We also welcome a variety of ages and family styles.

## **Schools**

The University of British Columbia and Langara are both nearby and short commutes. In addition, the neighborhood includes St. Anthony's, McKechnie Elementary, David Lloyd George, Vancouver Montessori, Magee High School. and Sir Winston Churchill is close-by for French Immersion, International Baccalaureate in French and English, and Ideal Mini-school.

## **Gardening Committee**

Both public and 'private' space in the Co-op is used for gardening. On the perimeter of the Co-op and the landings between the buildings are many varieties of plants, shrubs and trees.

## **Green Space/Gazebo/Barbeque**

This public area is for use by all Co-op occupants. Amenities are available for parties, BBQs, and social events. The Social Committee holds Co-op wide events several times a year.

## **Common Room**

Committee and General Meetings are held here. The Common Room has also been used for classes in yoga, karate, theater, as well as workshops and seminars related to co-op living. It is available for private parties.

## **Environmental Sustainability**

The Co-op has, since its inception, been committed to practicing recycling, reusing, and reducing. Recycling bins, and bins for organic wastes are located in the lane behind the co-op. Bicycling is also important to many Co-op members who only use bikes for transportation. Nearby public transit is another popular option.

### **Laundry Room**

The Co-op has an inexpensive and secure laundry room.

### **Pets**

The Policy allows two pets per unit. Visit our website for complete rules regarding having pets at Marine Court.

### **Transportation**

Bus stops on Granville St. are located 2 blocks from Marine Court and provide service to The Canada Line and many other destinations. The airport is just across the Fraser River, a short trip by taxi.

### **Parking**

Secure underground parking for Members' vehicles is available. Each unit is entitled to one space, providing the Member owns a vehicle.

Thank you for taking interest in our community.

## Marine Court Housing Co-op Application Form

(Note: only *fully* completed forms will be processed) Return the remainder of this document to:

Marine Court Housing Co-operative

1599 West 71st Avenue

Vancouver, B.C. V6P 3C3

Phone: 604- 266-4181

A credit check will be done prior to final approval of membership. If you are scheduled for an interview, your most current financial (income) documentation must be submitted for verification at the time of your interview.

Number of Bedrooms applying for: (circle one) 1 2 3

(One bedroom per adult or couple; one per child)

### APPLICANT:

First Name:	Last Name:	Date of Birth:
Current Address:		
Cell Phone:		Work Phone:
Email:		
Immigration Status:		
_____ Canadian Citizen    _____ Permanent Resident    _____ Visa Status		
_____ Other – Please elaborate: _____		
Have you applied to Marine Court in the past? If so, when?		
Have you been interviewed by Marine Court in the past? If so, when?		

### CO-APPLICANT:

First Name:	Last Name:	Date of Birth:
Current Address:		
Cell Phone:		Work Phone:



Email:
Immigration Status: _____ Canadian Citizen    _____ Permanent Resident    _____ Visa Status _____ Other – Please elaborate: _____
Have you applied to Marine Court in the past? If so, when?
Have you been interviewed by Marine Court in the past? If so, when?

**DEPENDANTS & OTHER APPLICANTS:**

First Name:	Last Name:	Relationship to Applicant:	Date of Birth:

# of Cars/Other Vehicles: \_\_\_\_\_ Make(s)/Model(s)/Description:

---

- ☐ I hereby acknowledge that I will be required to purchase shares in the Marine Court Housing Cooperative as called for by the Board of Directors.
- ☐ I hereby agree to observe and be bound by the Memorandum, the Rules, the Occupancy Agreement, and the Policies of the Co-operative.

---

Applicant's Signature

---

Co-Applicant's Signature

---

Date

<p>How did you hear about Marine Court?</p> <p>Website ____ Friend ____ Open House ____ Print Media ____ Other ____</p>																	
<p>State reason for leaving current housing:</p>																	
<p>Please state below why you would like to join our Co-op:</p>																	
<p>Have you had experience with Co-ops of any kind? If yes, what was your involvement? What benefits and/or drawbacks did you experience?</p>																	
<p>Does your family have any special requirements (i.e. wheelchairs, etc.)?</p>																	
<p>Do you have any involvements in, or contributions to, your wider community or neighborhood where you live?</p>																	
<p>Which committees interest you most?</p> <table border="0"> <tr> <td><input type="checkbox"/> Board of Directors</td> <td><input type="checkbox"/> Bicycle</td> </tr> <tr> <td><input type="checkbox"/> Finance</td> <td><input type="checkbox"/> Move In/Move Out</td> </tr> <tr> <td><input type="checkbox"/> Membership</td> <td><input type="checkbox"/> Social</td> </tr> <tr> <td><input type="checkbox"/> Maintenance</td> <td><input type="checkbox"/> Gardening</td> </tr> <tr> <td><input type="checkbox"/> Public Spaces</td> <td><input type="checkbox"/> Policy</td> </tr> <tr> <td><input type="checkbox"/> Pet</td> <td><input type="checkbox"/> Communication</td> </tr> <tr> <td><input type="checkbox"/> Parking</td> <td><input type="checkbox"/> Education</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Sustainability</td> </tr> </table>		<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Finance	<input type="checkbox"/> Move In/Move Out	<input type="checkbox"/> Membership	<input type="checkbox"/> Social	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Gardening	<input type="checkbox"/> Public Spaces	<input type="checkbox"/> Policy	<input type="checkbox"/> Pet	<input type="checkbox"/> Communication	<input type="checkbox"/> Parking	<input type="checkbox"/> Education		<input type="checkbox"/> Sustainability
<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Bicycle																
<input type="checkbox"/> Finance	<input type="checkbox"/> Move In/Move Out																
<input type="checkbox"/> Membership	<input type="checkbox"/> Social																
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Gardening																
<input type="checkbox"/> Public Spaces	<input type="checkbox"/> Policy																
<input type="checkbox"/> Pet	<input type="checkbox"/> Communication																
<input type="checkbox"/> Parking	<input type="checkbox"/> Education																
	<input type="checkbox"/> Sustainability																
<p>Outside of committee membership, what skills, knowledge, and attitude do you see you and your family contributing?</p>																	
<p>What is the estimated number of hours you could contribute per month? ____ hours</p>																	

## VOLUNTEER EXPERIENCE

*How do you help your community outside of your work (union, church, club, etc.)? Due to the nature of living in a co-op we place a lot of weight on your experience in helping in your community.*

## APPLICANT VOLUNTEER EXPERIENCE

Name of Organization	Type of Work	How Long?	Name of Supervisor or Reference	Contact Info for Supervisor or Reference*

\* References will only be contacted after interview.

Other Community Experience:

---

---

---

---

## CO-APPLICANT VOLUNTEER EXPERIENCE

Name of Organization	Type of Work	How Long?	Name of Supervisor or Reference	Contact Info for Supervisor or Reference*

\* References will only be contacted after interview.

Other Community Experience:

---

---

---

---

## APPLICANT HOUSING INFORMATION

Present Landlord's Name: \_\_\_\_\_

Address \_\_\_\_\_

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

How long have you lived at this address: \_\_\_\_\_ (months/years)

*\*If at this address under 2 years, please fill in previous landlord information below*

Previous Landlord's Name: \_\_\_\_\_

Address \_\_\_\_\_

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

How long have you lived at this address: \_\_\_\_\_ (months/years)

## APPLICANT EMPLOYMENT INFORMATION

Current Occupation: \_\_\_\_\_

Current Employer Name: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

How long have you been employed with this company \_\_\_\_\_ (months/years)

Current Supervisor's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Previous Occupation: \_\_\_\_\_

Previous Employer Name: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

How long have you been employed with this company \_\_\_\_\_ (months/years)

Previous Supervisor's Name: \_\_\_\_\_

Email: \_\_\_\_\_

*\*References will only be contacted after an interview has taken place*

**CO-APPLICANT HOUSING INFORMATION** (if different from applicant)

Present Landlord's Name: \_\_\_\_\_

Address \_\_\_\_\_

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

How long have you lived at this address: \_\_\_\_\_ (months/years)

*\*If at this address under 2 years, please fill in previous landlord information below*

Previous Landlord's Name: \_\_\_\_\_

Address \_\_\_\_\_

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

How long have you lived at this address: \_\_\_\_\_ (months/years)

**APPLICANT EMPLOYMENT INFORMATION**

Current Occupation: \_\_\_\_\_

Current Employer Name: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

How long have you been employed with this company \_\_\_\_\_ (months/years)

Current Supervisor's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Previous Occupation: \_\_\_\_\_

Previous Employer Name: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

How long have you been employed with this company \_\_\_\_\_ (months/years)

Previous Supervisor's Name: \_\_\_\_\_

Email: \_\_\_\_\_

*\*References will only be contacted after an interview has taken place*

## Pets at Marine Court Housing Co-op

Please read the Marine Court Pet Policy for the rules regarding owning pets.

The member agrees that maintaining pets on Marine Court property is a privilege limited by the need of the Cooperative to maintain its property and protect its membership.

Pet Name	Breed	Male/Female	Colour	Age	Neutered/Spayed?

## Signatures

I/We declare that all the information in this application is correct. I/We give the Coop permission to verify any or all of this information, and to do a landlord check and a credit check on approval of membership. I/We understand that acceptance of membership depends on the Co-op obtaining satisfactory results from a credit check. I/We agree to provide our date of birth for that purpose when needed. If we require subsidy, we also agree to provide the birthdate of the co-applicant.

Signatures of all household members who are at least 19 years of age are required.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Applications are only kept on file for one year. If it has been a year since you last applied to Marine Court and you are still interested, please forward us a new application form and include any changes to your application. Thank you.

## Marine Court Housing Co-op Income Information

### Income Information for applicant and co-applicant

Name(s) \_\_\_\_\_

*List all sources of income. Use current GROSS monthly income in all categories from all members of the household. DO NOT attach copies of any monthly income documentation. DO NOT include T4 slips or other Revenue Canada documentation. If you are scheduled for an interview for membership, your most current income documentation must be submitted for verification at the time of your interview. A credit check will be done prior to final approval of an applicant offered membership.*

### Gross Monthly Income

	Applicant	Co-Applicant	Other	Other
Salary				
Commission				
Self-employed earnings				
EI				
BC Benefits				
Pension				
Interest on Investments				
Child Support/Alimony				
Workers Compensation				
Income Replacement (i.e. Disability Pension)				
Foster Care Support				
Other Income				
Other Income				
Total Income for each Individual				

Family's Total Gross Monthly Income \_\_\_\_\_



**Bank/Financial Institution Name & Address**

---

---

I/we do hereby declare the foregoing information to be correct, and I/we hereby authorize Marine Court Housing Co-operative to verify or seek verification, in whatever way or form it deems appropriate, for any or all of the information contained herein.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Personal Information Protection Statement**

*To be signed with Membership Application Form.*

**I agree that Marine Court Housing Cooperative may keep the following information about me:**

1. Financial information to set initial housing charges based on household income. If I do not qualify for subsidy, the Co-op will destroy this information one year after making that decision.
2. Financial information yearly to set housing charges based on household income.
3. Eligibility information to qualify for the supplementary Home Owner Grant.
4. Co-op census information, including a record of all residents in each unit, to establish the size of unit for my household based on Co-op occupancy standards and/or to establish subsidy and housing charges.
5. Date of birth for purposes of conducting a credit check and reporting unpaid debts to a collection agency or credit bureau.
6. Date of birth to determine whether I meet the age requirements for membership (19).

**I agree that this personal information may be made available to people in the following positions:**

1. Co-op auditor
2. Employees of CMHC
3. Municipal employees dealing with the Home Owner Grant (for grant application)
4. Co-op lawyer
5. Co-op staff or management
6. Designated staff or committee members who have official duties for:
  - Membership applications: Co-op management company, members of the Finance & Membership Committees
  - Income review & setting housing charges: management company & Finance Committee
  - Applications for the Home Owner Grant: management company
  - Collecting signatures for the Home Owner Grant: management company
  - Collecting Co-op census information: management company
  - Credit checks: management company
  - Landlord and other reference checks: Membership Committee
  - Maintenance and storage of personal information (both hard copy and computer): management company
7. Board of Directors only if it is in connection with the Board's official duties
8. Credit check agency for credit check only when first applying for membership

**I understand that Marine Court Housing Cooperative will use the information to:**

1. Contact me about this application
2. Determine my eligibility for housing & membership in the Co-op
3. Establish the size of unit for my household, based on co-op occupancy standards
4. Decide if I qualify for subsidy & to calculate the subsidy & housing charges yearly
5. Determine eligibility for a supplementary Home Owner Grant
6. Conduct a credit check before accepting my application
7. Comply with the Co-op's Operating Agreement or program rules with CMHC
8. Decide on any request for an internal move

**I understand that the co-op will destroy personal information that it no longer needs:**

- One year after a decision was made on my application
- Seven years for financial information on members

**I have read and received a copy of this statement.**

*All members of the household 19 years of age and older must sign this statement.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Smoke Free Agreement

Made on \_\_\_\_\_(date), between Marine Court Co-op and

\_\_\_\_\_/\_\_\_\_\_

1. No Member, Resident, or Visitor shall smoke cigarettes, cigars, pipes or any similar items which generate smoke anywhere within the boundaries of the Coop. This prohibition shall include private units, private outdoor balconies and patios, and all indoor and outdoor common areas on Co-op property.
2. "Smoking" shall include the inhaling, exhaling, burning, or carrying of any lighted cigarette, cigar, pipe or any similar item which generates smoke.
3. Any exceptions for medical use must be approved by the Board of Directors.
4. Members and Residents who smoke at the time of the passage of this Policy (a "Grandfathered Smoker") may continue to smoke in their units and on their patios/balconies but not in any indoor or outdoor common areas on Co-op property.
5. If a Grandfathered Smoker applies to transfer to another suite, the Members in the building with the vacant suite will be polled. If any Member objects, the transfer may be denied at the discretion of the Board of Directors.
6. In the event that a Member, Resident or Visitor is in breach of this policy, the Coop will exercise its rights under sections 7.01 of the Occupancy Agreement and rule 5.1[c] of the Rules in respect of the Member in breach of the policy or permitting the breach of this policy by a Resident or Visitor.
7. Nothing in this policy related to a Grandfathered Smoker permits a Grandfathered Smoker to breach section 8.02 of the Occupancy Agreement.

I have read and understand this policy and expect to be accountable to fulfill it.

\_\_\_\_\_ I am a smoker      \_\_\_\_\_ I am not a smoker

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Co-op Signing Officer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

cc/Member & cc/ Member File

## Involvement and Self-Education Agreement

The purpose of a signed agreement is to be able to hold each other accountable to the commitment we make when agreeing to become a member of Marine Court Housing Cooperative. Ideally, we want people who want to be counted on as capable and contributing members of the community.

I, \_\_\_\_\_, acknowledge as a member of Marine Court Housing Co-operative that I fully understand that I will be expected to fully participate in the tasks outlined below in order to be a Member in good standing:

1. I will join the \_\_\_\_\_ Committee
2. I will stand for election to the Board of Directors within two years of becoming a member.
3. I will attend regular committee meetings and inform the Chair when I am unable to attend
4. I will read the Rules, Policies, and Handbook for New Members provided to me by the Coordinator
5. I will attend General Meetings (10 per year) or send my regrets if unable to attend
6. I will participate in both the Co-op's Fall and Spring Clean Up Days
7. I will complete the Laundry/Common Room cleaning duties assigned to me over a one week period, usually once a year

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Co-op Signing Officer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

Copy to Member

Copy in Member File