

## WAITING LIST AGREEMENT

For: FOX RIDGE TOWNHOUSES    DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Amount of Deposit: **\$50.00**    Receipt No: \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant (Head of Household)                      Age                      Sex (optional)

\_\_\_\_\_  
Name of Co-Applicant    Age                      Sex (optional)

\_\_\_\_\_  
Present Address: Street    City    State                      Zip Code

Other states you or anyone in your household have lived in: \_\_\_\_\_

Check One Applicable (optional): Married \_\_\_ Divorced \_\_\_ Single \_\_\_ Other \_\_\_

Telephone Numbers: Residence \_\_\_\_\_ Work \_\_\_\_\_

Others who will occupy unit:

1. Name \_\_\_\_\_ Age \_\_\_ Relationship \_\_\_\_\_ Sex \_\_\_ (optional)

2. Name \_\_\_\_\_ Age \_\_\_ Relationship \_\_\_\_\_ Sex \_\_\_ (optional)

3. Name \_\_\_\_\_ Age \_\_\_ Relationship \_\_\_\_\_ Sex \_\_\_ (optional)

4. Name \_\_\_\_\_ Age \_\_\_ Relationship \_\_\_\_\_ Sex \_\_\_ (optional)

5. Name \_\_\_\_\_ Age \_\_\_ Relationship \_\_\_\_\_ Sex \_\_\_ (optional)

Unit Selection: 1 bedroom \_\_\_ 2 bedroom \_\_\_ 3 bedroom \_\_\_

**THE DEPOSITOR HEREBY ACKNOWLEDGES THAT UPON MAKING FORMAL APPLICATION FOR A COOPERATIVE MEMBERSHIP, \$50.00 OF THE DEPOSIT WILL BE A NON-REFUNDABLE PROCESSING FEE. THE BALANCE OF \$0.00 WILL APPLY TO THE COST OF MEMBERSHIP.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Cooperative Representative

\_\_\_\_\_  
Co-Applicant Signature

**WAITING LIST ELIGIBILITY  
INCOME LIMITS**

# Of people in family	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Section 8 -	30,500	34,850	39,200	43,550	50,550	54,050
Section 8 -	48,800	55,800	62,750	69,700	75,300	80,900
Market -	56,150	64,150	72,150	80,150	86,600	93,000

What is your household's total gross income? \$ \_\_\_\_\_

Does your total gross income fall below the above income limit? \_\_\_\_yes \_\_\_\_no

**Right to Refusal**

Applicant households will be offered available units based on the information included in this member selection plan. Each applicant household will be offered the opportunity to accept an offered apartment two (2) times. If a member does not wish to accept an offered apartment, they have the right to refuse the offer.

Refusal must be made:

- In writing or
- Over the phone. (If the refusal is made over the phone, contact must be made with a member of the management staff. Leaving a message is not adequate.) or
- By facsimile

The first time an applicant refuses a unit, the unit will be offered to the next qualified household based on the criteria described above. The applicant household will retain the same place on the waiting list.

The second time an applicant household refuses an offered unit, the household will be removed from the waiting list for that unit size.

Right to refusal policies will be modified in two cases:

1. If a disabled applicant household is at the top of the waiting list, they will be offered units as they become available (based on the selection order described above) regardless of whether they include accessible features. A disabled household has the right to refuse an unlimited number of non-accessible units or units that do not meet their accessibility requirements. The disabled household can refuse two accessible units that meet the household requirements. If a disabled household refuses two accessible units that meet the household requirements, that household will be removed from the waiting list.
2. If an applicant household with no disabled household members is at the top of the waiting list, and there are no disabled households on the waiting list, the applicant household may be offered an accessible unit. An applicant household with no disabled household members has the right to refuse an unlimited number of accessible units.
3. The Right to Refusal policy applies to applicant households and existing members who have submitted a Unit Transfer Request.

**INSTRUCTIONS: Please answer all questions:**

1. Have you or any members of your household ever been evicted from a property?  Yes  No  
If yes, Property/Landlord Name: \_\_\_\_\_  
City/State: \_\_\_\_\_
  
2. Are you or any members of your household currently receiving assistance from HUD?  
 Yes  No  
If yes, Property/Landlord Name: \_\_\_\_\_  
City/State: \_\_\_\_\_
  
3. Have you ever been convicted of a criminal offense?  Yes  No  
If yes, Offense: \_\_\_\_\_  
City/State: \_\_\_\_\_
  
4. Have you or any members of your household been evicted in the last three years from  
federally \_\_\_\_\_ assisted housing for  
drug-related criminal activity?  Yes  No  
If yes, Property/Landlord Name: \_\_\_\_\_  
City/State: \_\_\_\_\_
  
5. Are you or any members of your currently using an illegal substance or drug?  Yes  No
  
6. Are you or any members of your household subject to the State Sexual Offenders Registration?  Yes  No  
If yes, list the State where the offense occurred: \_\_\_\_\_
  
7. Will the unit for which you are applying be the family's only residence?  Yes  No
  
8. Do you or any members of your household need an accessible unit?  Yes  No
  
9. How did you hear about our cooperative community?  
\_\_\_\_\_

**Social Security Number Exemption -**

Disclosure of SSNs for the applicant and for all members of the applicant's household are required upon application - There are two exceptions to the rule - 1) Those individuals who do not contend eligible immigration status and 2) individuals age 62 and older as of January 31, 2010, whose initial determination of eligibility was begun prior to January 31, 2010. The exception status for these individuals is retained if the individual moves to a new assisted unit under any HUD assisted program or if there is a break in his or her participation in a HUD assisted program.

This project does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. As required in the HUD Occupancy Handbook 4350.3 REV-1, all individuals with disabilities have the right to request reasonable accommodations. Reasonable accommodations are changes, exceptions, or adjustments to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to: participate fully in a program; take advantage of a service; live in a dwelling; or perform a job. To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. Requests for Reasonable Accommodations should be brought to the attention of management.



## DENIAL OF MEMBERSHIP

Information is taken directly from the applicant(s), who verifies and signs this form, that all information is correct as listed. This information is then given by telephone to a professional renter's screening service, who then confirms to the best of its ability the correctness of the information. This is done by direct contact by phone with former landlords, apartment managers or mortgage holders. Credit checks are done through a screening company. Employment is verified by both verbal contact by the screening service and by an Employment Verification form signed by the applicant(s) and sent to the employer from this office. The applicant(s) may need to provide 4-6 consecutive pay stubs. Bank verification is done in the same way.

Upon compiling all the above information and data, an applicant(s) may be denied membership in the Cooperative for the following reasons:

1. Unfavorable reports from former landlords and/or mortgage companies, such as:
  - A. Consistent non-payment of monthly charges.
  - B. Complaints about loud noises or other disturbances.
  - C. Premises left in damaged or dirty condition.
  - D. Eviction
  - E. Abandonment
  - F. No verification that applicant(s) did indeed reside at listed residence.
2. A poor credit history, including, but not exclusively for the following reasons:
  - A. More than one bankruptcy filed in the past.
  - B. Is currently involved in bankruptcy.
  - C. Current trades show more than 50% are now in arrears consistently.
3. Applicant(s) liabilities exceed ability to pay based on present income.
4. Falsification of information on application.
5. Convicted of felony or class "A" misdemeanors.
6. Poor employment history (repeated firings, etc.)
7. Gross income exceeds income guideline.
8. Family composition doesn't meet occupancy standard.
9. Non-citizen students or not clearing immigration status.

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
COOPERATIVE REPRESENTATIVE

## **WHAT IS A COOPERATIVE?**

The most common form of cooperative housing in this area of the country is a grouping of townhouses ranging in various sizes. There is usually a mix of one, two, or three bedroom units for you to consider, depending upon your family size and composition.

These townhouses are owned by the Cooperative corporation. Each family who resides in one of the townhouses owns a share (membership) in the Cooperative. Therefore, each member family is an owner of a portion of the whole development. There are no other persons who have an ownership interest in the development besides the people who live there.

The cooperative is run on a non-profit basis.

## **A SINGLE FAMILY HOME...**

The living space in our one bedroom apartment is all on one floor; our 2 & 3 bedroom townhouses have bedrooms upstairs with living room, dining room and kitchen on the main floor; 2 & 3 townhouses have full basements. Each of the 2 & 3 bedroom dwelling units have a front and rear entrance. Cooperative housing is an alternate form of home ownership. People who live in cooperatives do not rent an apartment, they make an investment in a home.

## **A CONDOMINIUM...**

There are many common denominators between a cooperative and a condominium-for example, the maintenance and upkeep. One of the major advantages of a cooperative is that you are not personally indebted for the mortgage on your dwelling unit. If you prefer to use your money to live rather than spending it on mortgage payments that are higher than you prefer and that YOU personally are responsible for, then cooperative housing is a viable alternative for you.

## **A RENTAL UNIT...**

Why make rental payments (with a built-in profit margin) to a landlord? In a housing cooperative, you 'rent' from yourself. You elect a Board of Directors to govern, to set rules, and to establish an annual budget. In a housing cooperative, interior decoration of your dwelling unit is left to your discretion and taste. The Cooperative has established very liberal policies regarding decorations and improvements. Have you ever tried to decorate a rental apartment, such as paneling, wallpaper and/or carpeting? Not only may you decorate, but the substantial improvements you make may be sold to a new member when you move out and sell your membership.

## **WHAT IS THIS ABOUT A MEMBERSHIP?**

Each member/family owns a share, a membership, in the Cooperative corporation. When one of our members decide to move, they put their membership up for sale. A member may secure his or her own purchaser through advertising or other means or may request the assistance of the Cooperative office to find a purchaser.

## **WHEN I PURCHASE A MEMBERSHIP, WILL I OWN MY UNIT?**

No, not in the same sense that you would own a house. You purchase a share or membership in the Cooperative. It is not a payment on a particular dwelling. It is a share in the homes of all the members, and in jointly owned community facilities-play areas, parking areas, community house, etc. For this payment, you receive a Membership Certificate and you sign an Occupancy Agreement, which establishes your right to occupy a specific dwelling unit and spells out the rules you and your neighbors must observe to live together in harmony.

## **JUST WHAT ARE THE LEGAL REGULATIONS?**

The Cooperative is a non-profit corporation. Your membership entitles you to an equal share in the Cooperative, to private use of your dwelling unit, and to vote in the operation of the corporation. The legal documents involved are available, and copies will be given to you when you apply. They include: Articles of Incorporation, By-Laws, Rules and Regulations, and various Board adopted regulations. The complete financial records and minutes of Board meetings are available.

## **WHAT CAN I EXPECT IN MAINTENANCE SERVICE?**

Routine maintenance is provided by the corporation for all things that are 'standard equipment' in the dwelling units, including the range, refrigerator, water heater, furnace, and all plumbing and electrical systems. The Cooperative does expect that each member family will take normal care in the upkeep of the dwelling and equipment. All repairs that are not due to normal wear are charged back to the member. This assures each member that they will not personally have to share in the expenses for those other members who may or may not take good care of their dwelling. Each member pays for his or her own neglect or lack of care. The cooperative conducts annual inspections of all dwelling units to assure that they remain safe and sound. Emergency maintenance service is provided 24 hours a day.

## **EXCITING FEATURES INSIDE AND OUT –**

Clubhouse available for members and their guests by scheduled appointments  
Each unit has private entrance – 2 bedrooms have private front and back entrance/exit  
Two & Three bedrooms have full basements with washer & dryer hookups  
One bedroom washer & dryer hookups  
Kitchen is furnished with an electric range, sink with disposal and refrigerator  
Plenty of closet space  
Ample parking just a few steps from your front door  
Maintenance, lawn care and snow removal provided  
Water, trash, sewer and basic cable TV provided