



COOPERATIVE INFORMATION

When you apply to live in Las Americas Housing Co-op Ltd. (Las Americas), you are applying to become a **Member** of the Co-operative. Here is what you need to know before you apply for membership:

- Las Americas is a non-profit housing cooperative. There is no 'landlord'. The Co-operative and the Members who live in Las Americas are governed by the Cooperatives Act of Alberta; as well as the By-laws and Policies of Las Americas which are approved by the Members. **The Residential Tenancies Act (Alberta) does not apply to housing cooperatives.**
- Each adult Member of Las Americas must participate in the activities, maintenance, and business of Las Americas Co-op by either serving on the Board of Directors or on one of the various committees. Las Americas currently has the following committees: Membership and Maintenance. More committees may be added as time goes by. You will be assigned a committee upon moving into the co-op.
- Regular participation in Las Americas is mandatory for all adult Members to ensure we have a community we are proud to live in and for the continuance of Las Americas. This condition of membership is placed upon every Member who lives within Las Americas and is part of the Share Subscription and Occupancy Agreement you will sign if you are accepted as a Member. Non-participation is a violation of your Share Subscription and Occupancy Agreement and is contrary to the principles of the Co-operative Housing movement.
- In addition to the volunteer duties described above, each Member must regularly attend Las Americas General Membership Meetings and the Annual General Meeting. It is at these meetings that the entire Membership meet and discuss the business of the Co-operative, plan for the future, vote on any housing charge (rent) increases, and address any other concerns. Decisions are put to a democratic vote, so your attendance at these meetings is vitally important in determining the future of the Co-operative.
- The final item to be taken into consideration before applying for membership is to realize that Las Americas may have a limited number of subsidies available for qualified lower income families. Members can apply for a subsidy after 1 year of living within Las Americas housing Co-operative.

Still interested in applying to Las Americas? Please continue reading.

HOW DOES THE APPLICATION PROCESS WORK?

The FIRST step in applying for membership to Las Americas is to attend a Northern Alberta Co-operative Housing Association (NACHA) Information Session. All adults are required to attend the NACHA Information Session. You **must** include a copy of your receipt from the Information Session as proof of attendance with your Las Americas Membership Application Form. Your application for Membership will not be processed until proof of attendance at the Information Session is received.

Information Sessions are held online twice a month and there is a \$20.00 fee per household (Online Payment Only) to attend. Information session dates and registration information can be found on NACHA's website at: <https://nacha.ca/information-sessions/>

Once you have attended the NACHA Information Session, **complete** the attached Membership Application Form entirely ensuring that all required supporting documentation is provided. **Your application will not be processed if it is incomplete.**

There is a non-refundable \$50.00 application fee that is due and payable by money order when you submit your completed application to use.

Once your Application for Membership is received it will be screened for completeness and a credit check will be done. A Las Americas Member will contact you to let you know if there are any vacancies; and if there are, an interview will be scheduled. The interviews are conducted by members in the co-op who are on the Membership Committee. **All persons (including children) who are listed on the Application Form must attend the interview.**

After the interview, your application will be forwarded to the Board of Directors, who are responsible for approving or denying membership.

Do you have any pets? Our current pet policy allows for 2 pets, either cats or dogs, with no size restrictions. Ask to see our Pet Policy – it has important stuff in it.

If you are accepted as a Member to Las Americas and assigned a unit you will have 72 hours to put a **non-refundable** deposit of \$250.00 to hold the unit (when you move into the unit, the \$250.00 will be credited towards your Membership Shares).

Approximately 2-3 weeks prior to your move-in date you must return to Las Americas to complete your Share Subscription and Occupancy Agreement (housing co-op version of a lease agreement). You will also be required to provide the first month's **housing charges** (rent), and you will be required to purchase **Membership Shares** in the Co-op. There is no return on investment on the Shares – think of the shares as being your damage deposit.

Las Americas Membership Shares are \$1500.00, to be paid in full, at the signing of your Subscription and Occupancy Agreement.

Proof of Tenant Insurance (\$2,000,000.00 personal liability coverage) must be provided prior to move-in.

Once your Share Subscription and Occupancy Agreement has been signed by you and the Board of Directors, and all initial payments have been received, your move-in inspection will be scheduled (typically the day of, or day before your scheduled move-in date).

The move-in inspection will be performed by two members of Las Americas. Once the move-in inspection is completed you may begin to move your belongings into the unit. You will be provided instructions for parking, etc., for your move-in date. You will be assigned one (1) outdoor parking stall with plug-in and can request to be

placed on the waiting list for an additional parking spot for a monthly fee of \$20.00.

All money before you move in is to be paid by Certified Cheque, Bank Draft or Money Order made out to Las Americas Housing Co-op Ltd.

At least 2-3 weeks before you move in, you will need to contact the following to arrange for services. Below is a list of suggested providers. You are free to choose who ever you like. You are responsible for all service costs and the monthly payments to the service provider you select.

You are responsible for: water, electricity, natural gas, internet, cable, phone (landline if desired).

ATCO	Electricity & Natural Gas	https://store.atco.com
EPCOR	Electricity, Natural Gas, Water	https://www.epcor.com/
ENMAX	Electricity & Natural Gas	https://enmax.com/
Direct Energy	Electricity & Natural Gas	https://www.directenergy.com/
Telus	Internet, Phone & Cable	https://www.telus.com/
Shaw/Rogers	Internet, Phone & Cable	https://www.shaw.ca/

WHO IS GOING TO SEE YOUR 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 interview 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. The Board will vote to approve or deny your application for Membership. You will be contacted by email or phone of the Board's decision. 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 shredded. In either instance, Las Americas does not distribute your information to any third parties.

Priority on the membership wait list is based by need, **NOT** how long you have been on the list.

PRINCIPLES OF HOUSING COOPERATIVES

By moving into Las Americas, you are to understand and abide by the following principals that apply to **all** housing cooperatives:

1. **Voluntary and Open Membership:** Membership in a housing co-op is open to all who can use the co-op's services and accept the responsibilities of being a member, without discrimination.
2. **Democratic Member Control:** Housing co-ops are controlled by their members. Each member has one vote. Housing co-ops give members the information they need to make good decisions and take part in the life of the co-op.
3. **Member's Economic Participation:** Members contribute financially to the co-op and share in the benefits of membership. The co-op does not pay a return on the members' shares or deposits. Instead, it sets aside reserves for the future and charges the members only what it needs to operate soundly.
4. **Autonomy and Independence:** Housing co-ops are independent associations. They follow the laws that

apply to them and their agreements with governments or other organizations. But the members control the co-op.

5. **Education, Training, and Information:** Housing co-ops offer education and training to the Members, Board of Directors, and staff so that everyone can play a full role in the life of the co-op. Housing co-ops find ways to tell the public what they are and what they do.
6. **Co-operation among Co-operatives:** By organizing together in federations, housing co-ops grow stronger and help to build a healthy co-op movement. Where they can, housing co-ops use the services of co-op businesses to meet their needs.
7. **Concern for Community:** Housing co-ops work to build strong communities inside and outside the co-op. They help to improve the quality of life for others, and they take care to protect the environment.

GENERAL INFORMATION REGARDING LAS AMERICAS

35 Townhouse Units

Size of Units	Current Housing Charges:
3 Bedrooms	\$1,170.00 / month
4 Bedrooms	\$1,205.00 / month
5 Bedroom	\$1,228.00 / month

Appliances Included: Refrigerator, Stove, Washer, Dryer.

Monthly Housing Charges are Due by 4:30 pm on the First Day of the month to which the housing charges apply. Housing Charges are to be paid by cheque, direct withdrawal, or money order, payable to the co-op.



LAS AMERICAS HOUSING CO-OP LTD

5824 – 19A avenue, Edmonton, Alberta T5L 1L8

Inquiries only – Las Americas Membership Committee: membership@lasamericascoop.com

MEMBERSHIP APPLICATION FORM

You must include the non-refundable application fee of \$50.00 with this application form payable by **Certified Cheque, Bank Draft or Money Order to: Las Americas Housing Co-op Ltd.**

Supporting documentation is required for each member in the household. The application will not be considered until all information is received. All adult members in the household shall be designated as Applicant or Co-Applicant.

Applications must be delivered to Membership at membership@lasamericascoop.com or to Attention Membership: 5824-19A Ave NW, Edmonton, AB T6L 1L8.

KEEP YOUR INFORMATION CURRENT: It is your responsibility to inform the Co-op of any changes to the information in this form. If you are put on a wait list and the Co-op is unable to reach you by phone or email, your name will be removed from the applicant wait list. Applications will be kept for 6 months; and then shredded.

1. APPLICANT

Last name

First name

Date of birth (D/M/Y)

Street address

City

Province

Postal code

Phone (home)

(work)

Email

2. CO-APPLICANT

Last name		First name
Date of birth (D/M/Y)		
Street address		
City	Province	Postal code
Phone (home)		(work)
Email		

3. OTHER HOUSEHOLD MEMBERS

Last name	First name	Female/male (F/M)	Date of birth (D/M/Y)
		F <input type="checkbox"/> M <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	

4. Unit

What size of unit do you require? _____

5. Housing Background

a. Have you lived in a housing cooperative before? Yes ☐ No ☐

If Yes, which Housing Cooperative and the City it was located in:

b. How long have you lived at your current address?

Landlord's name and phone number: _____

If you have lived at your current address two years or less, please give your previous address, landlord's name, and phone number.

c. How much do you currently pay for rent each month? _____

d. If you pay for utilities, how much do you pay each month? _____

6. Pet policy

The co-op has a pet policy that allows a maximum of 2 cats OR 2 dogs per unit, as well as other Pets in accordance with any Pet Policy established by the Board of Directors.

What pets do you have? _____

7. Membership is based on active participation. The Cooperative is open to all individuals who are willing to volunteer their efforts to help with its management. Members must be prepared to agree to the following basic principles:

What attracts you/your family to living at Las Americas Co-op?

What type of skills or volunteer experience do you have that would enable you to contribute to Las Americas? (e.g., accounting, interior design, event planning, policy development, social, etc.)

Which Committee(s) would you be interested in volunteering with? Check all that apply:

- ☐ Membership Committee
- ☐ Maintenance Committee
- ☐ Finance Committee
- ☐ Community Relations Committee
- ☐ Board of Directors

This page will be kept separately to limit access to your financial information.

Applicant Name: _____

8. Household income

Please provide the before-tax income (**gross income**) of each household member 18 years old and over.

Applicant Name (s)	Source(s) of Income (employment, AISH, Alberta Work, CPP, etc)	Gross Income per Month

Provide details of employment in the last 12-month period for **all members** of the household aged 18 or older. All information must be complete and accurate.

Applicant Name(s)	Employer	Employer's Address	Employment Start Date	Employment End Date (if applicable)

I/We, (Applicant Names) _____

understand that only the members of Las Americas Housing Co-op Ltd. may live in the co-op, and I/We apply for Membership according to the conditions of this Membership Application.

I/We understand that, if the co-op accepts us for membership and offers us a unit, we must purchase shares in the amount of **\$1,500**.

If accepted into membership, I/We agree to be bound by and to comply with the Cooperatives Act (Alberta), and the By-laws, Share and Subscription Agreement, and Policies of the co-op currently in force and as amended from time to time.

I/We declare that all the information in this application is correct. I/We give the co-op permission to verify any or all information, and to do a landlord reference check and a credit check. I/We understand that acceptance of membership depends on the co-op obtaining satisfactory results from a credit check and landlord reference check.

I/We hereby give consent for Las Americas Housing Co-op Ltd. to collect the information on this application form for the purpose of determining my/our eligibility for membership in Las Americas Housing Co-op.

I/We understand that this information will be kept in a secure location and that once it is no longer required for Membership 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 Alberta Government or subsidy related purposed. If I/We have any questions about Las Americas privacy practices, I/We can contact the Las Americas at Membership@lasamericascoop.com or board@lasamericascoop.com, who can then direct me towards the Privacy Officer representing the coop.

I/WE DECLARE THE INFORMATION CONTAINED WITHIN THIS APPLICATION FORM TO BE TRUE AND CORRECT.

Signatures of all household members who are at least 18 years of age:

Applicant for Membership: _____

Applicant for Membership: _____

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

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 at the NACHA Information Session.
- ☐ Application fee of \$50.00 is due & payable at the time of submission of this application Las Americas Housing Co-op Ltd.
- ☐ The completed application form must be signed by a Commissioner of Oaths in and for the Province of Alberta.