

Boston Towne House Cooperative

20427 Fifteen Mile Road
Clinton Twp., Michigan 48035

www.bostontownehouses.com

586-791-0430

Dear Applicant,

Thank you for your request for an application for Boston Towne House Cooperative, Inc.

To apply for membership in the cooperative, please complete the enclosed application form and mail it to Boston Towne House Cooperative, Inc., at the above address, along with a **Certified Check or Money Order for \$35.00**. (per person) This check or money order should be made payable to Boston Towne House Cooperative, Inc. The money is used for processing the application, background check and the credit check and is non-refundable.

A verification of employment and income is required from your employer (on letterhead), for **everyone** in your family who is currently employed. Please fill out all employment information on the application in order that it may be processed properly.

Once your application is received, a credit check will be ordered. Please allow approximately 2 to 3 weeks for this to be completed.

If any further information is needed, please call our office at (586) 791-0430.

Sincerely,

Office Manager
Boston Townhouse Cooperative

Boston Towne House Cooperative

20427 Fifteen Mile Road
Clinton Twp., Michigan 48035

Application Instructions

When submitting your application, the following must be submitted:

1. Your application must be filled out in all areas and signed.
2. We need a letter from your employer stating your position, base rate of pay yearly, weekly, or monthly. Check stubs will *not* be accepted.
3. If you receive social security, disability (and/or pension) we need a letter from the administration office stating how much you make monthly/yearly.
4. A picture driver's license or ID and a social security card must be submitted when bringing your application back.
5. Income this year: please provide the income that you have made as of the date you submit your application.
6. A \$35.00 **Money Order** is needed to accompany the application, made payable to Boston Towne Houses Cooperative. The \$35.00 (per adult) is for your background check and credit check and is **non-refundable**.
7. New Applicant and all family members over 18 years and older must sign the Application Addendum for the Criminal Background Investigation.
8. Applicant and all family members 18 years and older must provide a picture ID when bringing the application back and sign the Prospective Member Application Addendum.
9. Applicant and all family members 18 years and older must sign the Drug Free Housing Certification.
10. Your former landlord or whom ever you live with must sign the Verification for Former Residence form. Please make sure that they put their name and telephone number on it and mail it back to the address provided.
**If selling your home please give details.
11. Please provide a photo of yourself and family members that will be living in the unit.

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TO THE APPLICANT

Advantages and benefits of Cooperative Living have been outlined in the information below. A background and credit check will be done on all applicants. You *must* be willing to adhere to the rules & regulations set forth by the Board of Directors.

We are a family orientated community of low to moderate income families. Our goals are to maintain a high quality of living by banding together for the good of all that live here. We ask all applicants to have respect for their neighbors.

TYPES OF UNITS AVAILABLE & MONTHLY CARRYING CHARGES

<u>SIZE</u>	<u>MONTHLY CHARGES **</u>
1 Bedroom	\$ 310.00 per month
2 Bedroom/without basement	\$ 343.00 per month
2 Bedroom/with basement	\$ 358.00 per month
3 Bedroom/without basement	\$ 355.00 per month
3 Bedroom/with basement	\$ 370.00 per month
4 Bedroom/with basement	\$ 388.00 per month

MEMBERSHIP FEES AND EQUITY AMOUNTS

One time **Membership fee** is \$300.00 for all units. (Due at move-in)

EQUITY

We are a market-rate cooperative. That means the share that you purchase is determined by the member selling their equity in their unit, or market-rate.

ALL UNITS: Water & trash pick-up is included in the monthly payment. All units have gas furnaces and hot water tanks. (Except for units without basements which have electric hot water tanks.) Electric ranges and frost-free refrigerators and garbage disposals are provided.

SCHOOLS: Clintondale Public School District, St. Thechla Catholic and St. Luke Lutheran Schools.

Boston Towne Houses Cooperative, Inc.

Prospective Member Application Addendum

This Addendum is made a part of my/our application for membership in Boston Towne Houses Cooperative, Inc. and I/we agree that the terms and conditions of this Addendum, should my/our application for membership be approved, shall become an Addendum to my/our Occupancy Agreement (contract with Boston Towne Houses Cooperative, Inc.).

I/we understand that as a condition of my/our application and membership in Boston Towne Houses Cooperative, Inc. that the member of record and the persons listed on my/our application SHALL occupy my/our residential housing unit. Attached you will find a recent photograph of the persons who shall reside in my/our housing unit that will be retained on file.

I/we further confirm my/our understanding and knowledge that Boston Towne Houses Cooperative, Inc. does not permit the subleasing of units and that I am not permitted to have any persons, other than those listed on my/our application, to reside in my unit without the prior written approval of the Boston Towne Houses Cooperative Board of Directors.

Prospective Member

Prospective Co-Member

Family Member (over 18 years old)

Family Member (over 18 years old)

Boston Towne Houses Cooperative, Inc.

Prospective Member Application Addendum Criminal Background Investigation

This Addendum is made a part of my/our application for membership in Boston Towne Houses Cooperative, Inc. and I/we agree that the terms and condition of this Addendum, should my/our application for membership be approved, shall become an Addendum to my/our Occupancy Agreement (contract with Boston Towne Houses Cooperative, Inc.).

I/we understand that as a condition of my/our application and membership in Boston Towne Houses Cooperative, Inc. that Boston Towne Houses Cooperative, Inc. shall conduct a criminal background investigation upon all persons over the age of 18.

I/we further confirm my/our understand and acknowledge that Boston Towne Houses Cooperative has the right and shall reject my membership application should the criminal background investigation reveal any felonious activity.

Prospective Member

Co-Prospective Member

Family Member (over 18 years. old)

Family Member (over 18 years. old)

Boston Towne Houses Cooperative, Inc.

Prospective Member Application Addendum Drug Free Housing Certification

This Addendum is made a part of my/our application for membership in Boston Towne Houses Cooperative, Inc. and I/we agree that the terms and condition of this Addendum, should my/our application for membership be approved, shall become an Addendum to my/our Occupancy Agreement (contract with Boston Towne Houses Cooperative, Inc.).

I/we understand that as a condition of my/our application and membership in Boston Towne Houses Cooperative, Inc. that Boston Towne Houses Cooperative, Inc. is a designated drug free community and as such illegal drugs, contraband or other such controlled substances are not permitted on the property of Boston Towne Houses Cooperative, Inc.

I/we further confirm my/our understand and acknowledge that Boston Towne Houses Cooperative has the legal right and shall terminate my occupancy and membership should I violate the drug free community standards.

Prospective Member

Co-Prospective Member

Family Member (over 18 years. old)

Family Member (over 18 years. old)