

## WALNUT HOUSE COOPERATIVE - Membership Application Cover Page

*For more info: [walnuthousecoop.net](http://walnuthousecoop.net) or [walnuthousecooperative@gmail.com](mailto:walnuthousecooperative@gmail.com)*

**A. General information:**

Name(s) of applicant(s)	day phone #	evening phone #	e-mail address
1.			
2.			

**B. Information about additional household member(s), if any:**

Name	relationship	Name	relationship
1.		2.	

**C. Monthly gross household income and liabilities information:**

Name	Please list/describe (a) source(s) of income, and (b) liabilities (see description below)*	Monthly gross income (based on average of immediately preceding 12 months; otherwise please explain)	Monthly liabilities (based on average of immediately preceding 12 months; otherwise please explain)
1.			
2.			

*\*(a) Sources of income - please list all, including base salary; overtime wages; bonus & commissions; dividends and interest income; real estate income (net); other income – itemize; (b) Liabilities - please list all, including notes/loans payable (to banks, relatives, others); installment accounts payable (auto, other); mortgages payable on real estate and property (real estate) taxes; unpaid income and property (real estate) taxes; outstanding credit card loans; other debts - itemize.*

**D.** Will you have to borrow money for the down payment/share of the unit? If “yes,” please state the expected source of the loan, or indicate if you will need assistance in identifying a source.

**E.** Do you hope to have pets if accepted? If "yes," please describe:

**F.** Do you or anyone else who would live in the unit own real estate, or have any other large assets? Please explain.

Walnut House Co-op Selections

**G. Please fill out and attach "Individual Applicant Information" forms (parts 1, 2 and 3) for EACH adult applicant for a unit.**

H. In signing below, I certify that the above statements (including the attached "Individual Applicant Information" forms parts 1, 2, and 3) are true and correct. I understand that if I am provisionally offered or considered for membership, I must use the unit as a primary residence and will need to provide (a) a credit report and/or signed copies of Federal Tax returns for the last two years complete with all the schedules and W-2 Forms; (b) contact information for current/present landlords and employers and/or a reference letter from employer including job duties, salary and date of employment. If self-employed, a letter indicating nature and age of my business, and letter from accountant indicating expected net income for the current year); and (c) individual references if necessary to assess my suitability for membership. *(By typing my name in the box below, I certify this as legally representing my signature.)*

Applicant 1:	Applicant 2:
Date:	Date:

# Individual Applicant Information - Part 1: Personal History

Please fill out and attach "Individual Applicant Information - Part 1" for EACH adult applicant.

<b>Applicant Name:</b>	<b>Date:</b>
------------------------	--------------

## A. Housing

Please provide your housing history for the last 5 years, starting with your current situation. Go back more than 5 years if needed to list at least 3 residences. Please use additional sheets of paper if necessary.

start date	end date	address	house/apt.?	rent/own?
1.	present		House	Rent
2.			House	Rent
3.			House	Rent
4.			House	Rent
5.			House	Rent

## B. Employment

Please provide your employment history for the last 5 years, starting with your current situation. Go back more than 5 years if needed to list at least 3 jobs. Please use additional sheets of paper if necessary.

start date	end date	type of business	position/type of work	Salary
1.	present			
2.				
3.				
4.				
5.				

# Individual Applicant Information - Part 2: Skills Inventory

Please fill out and attach "Individual Applicant Information - Part 2" for EACH adult applicant.

<b>Applicant Name:</b>	<b>Date:</b>
------------------------	--------------

As described in the informational materials, all members have the obligation to participate in the governance, management, maintenance, and improvement of the property. Below is a listing of some of the things we do or would like to be able to do: please put an "x" in the box to the left of any skills in which you have some experience and/or knowledge. Please add at the bottom of the page any other skills you have that you think might be useful and that aren't listed here. ***Please do not be intimidated or discouraged if you are unable to check many items. Many factors are considered in selecting new members: skills are only one of them!***

### General/Community

- volunteer coordination
- leadership/supervision
- developing training procedures & materials

### Governance

- taking minutes
- meeting facilitation
- consensus decision-making processes
- Board of Directors experience
- conflict mediation
- drafting policy proposals

### Finance & Business

- bookkeeping
- budgeting & financial planning
- taxation of cooperatives & other businesses
- familiarity w/ insurance and/or contract law
- knowledge of Quickbooks accounting software

### Maintenance

- painting, incl. proper preparation
- refinishing stained/varnished wood
- plumbing
- carpentry - rough and/or finish
- window repair & replacement
- masonry & concrete
- metal work - sheet metal, welding, etc.
- electrical - low voltage and/or 110 systems
- steam heating systems
- grouting/sealing of tiled surfaces (counters, etc)
- linoleum repair
- carpet repairs
- design of space-efficient work/living spaces
- contracting & project management

### Computer

- Windows hardware/system management
- knowledge of MS Office software
- spreadsheets (MS Excel)
- accounting (QuickBooks)
- website development & maintenance
- electronic data security, incl. change control

## Individual Applicant Information – Part 3: General Questions

*Please fill out and attach “Individual Applicant Information – Part 3” for EACH adult applicant.*

<b>Applicant Name:</b>	<b>Date:</b>
------------------------	--------------

Please answer each of the following questions. In completing this application in “Word,” simply insert your answers after each question: it doesn’t matter how many pages result. If completing by hand/typewriter, please attach additional sheets of paper for your answers to questions that require more space than is provided: if you do this, please remember to number your answers.

1. Why are you applying to become a member of our housing cooperative?
2. Do you know any current or former members of Walnut House Cooperative? If so, please list each of them and identify your relationship to them:
3. How did you hear about Walnut House Co-op?
4. Have you had any experience living in a housing cooperative or with other types of cooperatives or in other group living situations?
5. Have you participated in volunteer (unpaid) community work during the last 5 years? If so, please briefly describe the organizations/projects, the work done, when and how often and for how long?
6. What are your experiences with group decision-making and with working as part of a team/group to accomplish a task?
7. How would you describe your strengths and weaknesses in group decision-making, problem solving and doing tasks as part of a group or team? What do you see as advantages or drawbacks of such group efforts?
8. On average, how many hours/month do you think you could contribute to our housing cooperative if you are accepted?
9. Based on the specific skills or experience listed in Part 2, what kind of work and activities do you think you would most enjoy doing? least enjoy doing?
10. What, if anything, would prevent your participating in weekend "workdays" or in General Membership meetings held periodically on Sunday evenings?
- 11: Please initial here to confirm you have read the Walnut House Cooperative Information Sheet posted on our website.
- 12: If you are chosen for an interview, it will occur sometime between July 28, 2018 and August 5, 2018. Please let us know if you anticipate a problem with this date range.

OPTIONAL: Please provide any other information that you think will help us understand your interest in joining the co-op and in evaluating what kind of member you would be.