

Walnut House Cooperative New Membership Application

Application deadline: July 17, 2020.

Before you apply

Carefully read [About Walnut House Cooperative](#) and details about [Current Openings](#).

You will need at least 1 hour to complete this application.

Each adult applicant must provide:

- Last 5 years of housing history, and 3 residences, including landlord contact information
- Last 5 years of employment history, and 3 jobs, including employer contact information
- Detailed financial information
- Applicable skills
- Details about experience with cooperative and community-based projects.

Notices

No person shall be subjected to discrimination on the basis of protected categories under federal, state, and local law.

If you are provisionally approved for membership, you will need to agree to a credit check, an employment/income/finance check, and a landlord reference check. We will notify you before contacting your employer and references.

All information and documentation provided by applicants will be kept confidential.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Applicant name:

Applicant

First name	Middle name	Last name
Previous name		
Email address		
Phone		

Are there any other adults who will live with you in the apartment?

No.

 Yes: Each adult applicant must fill out and submit a copy of this application.

Second applicant

First name	Middle name	Last name
Previous name		
Email address		
Phone		
Relationship to first applicant		

Additional household members

Do you plan to have anyone else living with you? (non-adults, not applying for membership). Check only one.

Yes: Please complete Details for additional household members, below
 Maybe: Please complete Details for additional household members, below
 No: Skip to the Financial information section of this application

Details for additional household members

Please tell us about anyone else who'll live with you, full- or part-time, who isn't already listed.

Name	
Relationship to applicant	
Name	
Relationship to applicant	

Applicant name:

Financial information

Note: Please provide complete information and do not leave anything blank - if “not applicable (N/A) or “none,” please indicate accordingly. Please use additional pages as needed (if additional space needed).

Average monthly income over the last 12 months

Gross wages, including bonuses	
Gross business income	
Social security, pensions, government assistance	
Dividend and interest income	
Rents from owned real estate	
Sale of real estate, stocks, bonds	
Alimony and child support received	
Regular financial help from relatives and others	
Other monthly income: Identify here	
Total average monthly income	

Average monthly expenses over the last 12 months

Rent or mortgage, including any HOA dues	
Utilities (electricity, gas, water, garbage, internet, phone, etc.)	
Regular financial help to relatives and others	
Alimony and child support paid	
Payroll and income taxes	
Business expenses	
Real estate taxes and insurance	
Credit card payments	
Mortgage payments	
Student loan payments	
Car loan payments	
Other debt payments	
Other fixed payments: Identify here	
Total average monthly expenses	

Monthly expendable income (income minus expenses)

Applicant name:

Financial information, continued

What you own

Bank and money market accounts	
IRAs, 401ks, and other retirement accounts	
Stocks and bonds	
Value of any businesses you own	
Real estate	
Accounts and notes receivable	
Other assets: Identify here	
Total owned	

What you owe to others

Credit card debt	
Personal loans	
Unpaid taxes	
Business debts	
Mortgages	
Student loans	
Car loans	
Legal settlements	
Unpaid rent, mortgage, HOA dues, etc.	
Unpaid alimony and/or child support	
Other debts: Identify here	
Total owed to others	

Current financial position (owned minus owed)

Applicant name:

Financial information, continued

Do you have financial obligations that could impact your ability to meet financial obligations to the coop?
If so, describe.

Have there been any recent changes in your employment, income or financial situation? If so, describe.

What are your prospects going forward in terms of employment and income?

Will you have to borrow money for the down payment / share value of the unit?

Check only one:

- Yes:** Expected loan source and amount:
- Yes:** I need assistance identifying a source.
- No.**

Will there be another household member who will contribute income?

If so, please have them fill out and submit a copy of the application.

Applicant name:

Pets

If you have, or plan to have, pets that will be living with you, please tell us about them.

Apartment preference

As of June 2020, there are five units available: 4 small studios and 1 one-bedroom unit. Our studios are in the 405 - 481 square feet range with a maximum occupancy of 2 people, and one-bedroom units are in the 546 - 741 square feet range with a maximum occupancy of 3 people.

Check only one:

I am **only interested in a studio** (maximum occupancy 2 people)

I am **only interested in a one-bedroom** (maximum occupancy 3 people)

I **do not have a preference**

Applicant name:

Housing history

Please provide your housing history for the last 5 years, starting with your current housing. Go back more than 5 years, if needed, to list at least 3 residences. If you are filling this out by hand, please use additional sheets of paper if necessary.

1. Current housing

Your current address:			
Move-in date:			
Do you rent or own your current housing?			
<input type="checkbox"/> Rent: Complete landlord information, below		<input type="checkbox"/> Own	
Current landlord's full name:			
Current landlord's phone number:		Current landlord's email:	
Current monthly rent or mortgage payment:			
Why are you considering leaving your current housing situation?			

2. Previous housing

Your previous address:			
Move-in date:		Move-out date:	
Did you rent or own at this previous address?			
<input type="checkbox"/> Rent: Complete landlord information, below		<input type="checkbox"/> Own	
Previous landlord's full name:			
Previous landlord's phone number:		Previous landlord's email:	
Previous monthly rent or mortgage payment:			
Why did you leave this housing situation?			

3. Previous housing

Your previous address:			
Move-in date:		Move-out date:	
Did you rent or own at this previous address?			
<input type="checkbox"/> Rent: Complete landlord information, below		<input type="checkbox"/> Own	
Previous landlord's full name:			
Previous landlord's phone number:		Previous landlord's email:	
Previous monthly rent or mortgage payment:			
Why did you leave this housing situation?			

Have you lived anywhere else in the past 5 years? If so, complete Additional housing history.

Applicant name:

Additional housing history

If you are filling this out by hand, add extra sheets of paper or make copies of this page as needed to provide information for everywhere you have lived in the past 5 years.

4. Previous housing

Your previous address:			
Move-in date:		Move-out date:	
Did you rent or own at this previous address?			
<input type="checkbox"/>	Rent: Complete landlord information, below	<input type="checkbox"/>	Own
Previous landlord's full name:			
Previous landlord's phone number:		Previous landlord's email:	
Previous monthly rent or mortgage payment:			
Why did you leave this housing situation?			

5. Previous housing

Your previous address:			
Move-in date:		Move-out date:	
Did you rent or own at this previous address?			
<input type="checkbox"/>	Rent: Complete landlord information, below	<input type="checkbox"/>	Own
Previous landlord's full name:			
Previous landlord's phone number:		Previous landlord's email:	
Previous monthly rent or mortgage payment:			
Why did you leave this housing situation?			

6. Previous housing

Your previous address:			
Move-in date:		Move-out date:	
Did you rent or own at this previous address?			
<input type="checkbox"/>	Rent: Complete landlord information, below	<input type="checkbox"/>	Own
Previous landlord's full name:			
Previous landlord's phone number:		Previous landlord's email:	
Previous monthly rent or mortgage payment:			
Why did you leave this housing situation?			

Applicant name:

Employment history

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. If you are filling this out by hand, please use additional sheets of paper if necessary.

1. Current employment

Start date:			
Employer:		Type of business/organization:	
Position/type of work:		Annual wage/salary:	
Supervisor's name:			
Supervisor's phone number:		Supervisor's email address:	

2. Previous employment

Start date:		End date:	
Employer:		Type of business/organization:	
Position/type of work:		Annual wage/salary:	
Supervisor's name:			
Supervisor's phone number:		Supervisor's email address:	

3. Previous employment

Start date:		End date:	
Employer:		Type of business/organization:	
Position/type of work:		Annual wage/salary:	
Supervisor's name:			
Supervisor's phone number:		Supervisor's email address:	

**Have you worked anywhere else in the past 5 years?
If so, please complete Additional employment history.**

Applicant name:

Additional employment history

If you are filling this out by hand, add extra sheets of paper or make copies of this page as needed to provide information for everywhere you have worked in the past 5 years.

4. Previous employment

Start date:		End date:	
Employer:		Type of business/organization:	
Position/type of work:		Annual wage/salary:	
Supervisor's name:			
Supervisor's phone number:		Supervisor's email address:	

5. Previous employment

Start date:		End date:	
Employer:		Type of business/organization:	
Position/type of work:		Annual wage/salary:	
Supervisor's name:			
Supervisor's phone number:		Supervisor's email address:	

6. Previous employment

Start date:		End date:	
Employer:		Type of business/organization:	
Position/type of work:		Annual wage/salary:	
Supervisor's name:			
Supervisor's phone number:		Supervisor's email address:	

Applicant name:

Skills inventory

As described in the informational materials, all members have the obligation to participate in the governance, management, maintenance, and improvement of the property. It is expected that members contribute roughly 8 hours a month toward the coop.

Please check any skills you have:

General/Community

- Volunteer coordination
- Leadership/supervision
- Developing training procedures and materials
- Other:

Governance

- Taking meeting minutes
- Meeting facilitation
- Consensus decision-making process
- Board of Directors experience
- Conflict mediation
- Drafting policy proposals
- Other:

Finance & Law

- Bookkeeping
- Budgeting & financial planning
- Taxation of cooperatives & other businesses
- Familiarity with insurance and/or contract law
- Familiarity with state and local laws that apply to rental housing and HOAs
- Familiarity with Quickbooks
- Other:

Maintenance

- Property management and/or Resident Manager experience
- Painting, including proper preparation
- Refinishing stained/varnished wood
- Carpentry -- rough and/or finish
- Window repair & replacement
- Grouting/sealing of tiled surfaces (counters, showers)
- Contracting and project management
- Other:

Computer

- Windows hardware and operating system management
- Familiarity with Microsoft Office
- Familiarity with Google Docs / Google Suite
- Familiarity with email (have an email account and are comfortable using it)
- Familiarity with cloud storage tools such as Dropbox
- Familiarity with project management tools such as Asana and Trello
- Accounting (Quickbooks)
- Website development and maintenance
- Other:

Applicant name:

General questions

If you are filling this application out by hand, please attach additional sheets of paper if you require more space than is provided: if you do this, please remember to number your answers.

1. How did you hear about the openings at Walnut House Cooperative?

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Word of mouth |
| <input type="checkbox"/> | Referred by a current member |
| <input type="checkbox"/> | Coop Network / Bay Area Community Land Trust |
| <input type="checkbox"/> | East Bay Cohousing (EBCOHO) |
| <input type="checkbox"/> | People of Color Sustainable Housing Network (POCSHN) |
| <input type="checkbox"/> | Berkeley Federation of Teachers |
| <input type="checkbox"/> | Sustainable Economies Law Center (SELC) |
| <input type="checkbox"/> | Other co-op housing network (please specify) |
| <input type="checkbox"/> | Craigslist |
| <input type="checkbox"/> | Other: |

2. Why are you applying to become a member of our housing cooperative?

Applicant name:

3. 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.

4. How did you hear about Walnut House Cooperative?

5. Have you had any experience living in a housing cooperative, or with other types of cooperatives, or in group living situations? Please describe.

6. Have you participated in volunteer (unpaid) community work during the last five years? If so, please briefly describe the organizations/projects, the work done, when and how often, and for how long.

Applicant name:

7. What are your experiences with group decision making, and with working as part of a team/group to accomplish a task?

8. 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 the advantages or drawbacks of such group efforts?

9. On average, how many hours/month do you think you could contribute to our housing cooperative if you are accepted?

Applicant name:

10. Based on the specific skills or experience listed in the skills inventory, what kind of work and activities do you think you'd most enjoy doing? Least enjoy doing?

11. What, if anything, would prevent you from participating in weekend workdays, or in General Membership meetings held periodically on Sunday evenings, or committee meetings held on weekday evenings?

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

Applicant name:

Please initial here _____ to confirm you have read the information [About Walnut House Cooperative](#) and [Current Openings](#) posted on our website.

Signature

In signing below, I certify that the information provided in this application is true and correct. I understand that if I am provisionally offered membership, I will need to provide a credit report, and that Walnut House Coop will contact employers and landlords, and individual references if necessary to assess my suitability for membership. I also understand that if I become a member, Walnut House Coop must be my primary residence.

By typing my name in the box below, I certify this as legally representing my signature.

Applicant Full Name

Date

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Completed applications should be emailed to whc.applications@gmail.com. If there is a second applicant, both applications should be attached. If you need to add a separate document in order to provide complete information, please save that document as a PDF and attach it to the email.

Printed applications can be mailed to:
 Walnut House Cooperative, Selections Convenor
 1740 Walnut Street, #WH
 Berkeley, CA 94709

We will not accept faxed applications.

Incomplete applications will not be accepted, and edits/additions cannot be made after the **July 17, 2020** application deadline.

We will contact you after the application deadline to let you know if you've been selected for an interview. Interviews will take place in August. If you anticipate not being available for an interview during that time, please include that information in your application.

If you are provisionally approved for membership, you will need to agree to a credit check, an employment/income/finances check, and a reference check. We will notify you before contacting your employer and references.

All information and documentation provided by applicants will be kept confidential.