

## Walnut House Cooperative New Membership Application

Application deadline: 12/14/23.

### 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, including property owner or manager
- Property owner or manager contact information
- Last 5 years of employment history, 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 property owner/manager 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:**

## **Pets**

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

## **Apartment preference**

Our building has mostly studio apartments, with some one bedroom and two bedroom apartments that are typically not available for incoming members (but occasionally are). Most of 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 all that apply

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

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

**I do not have a preference**

<b>Applicant name:</b>
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### **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). If there are other household members who will contribute income please have them fill out and submit a copy of the application.

<b>Average monthly <u>income</u> over the last 12 months</b>	
Gross income, aside from rental income	
Income from rental properties	
Other monthly income: Identify here	
<b>Total average monthly income</b>	

<b>Average monthly <u>expenses</u> over the last 12 months</b>	
Typical monthly expenses, aside from rent or mortgage payment	
Rent or mortgage payment	
Other monthly expenses: Identify here	
<b>Total average monthly expenses</b>	

<b>Total Assets</b>	
Bank accounts (Checkings, Savings, etc)	
Real estate	
Other (retirement, etc)	
<b>Total Assets</b>	

**Applicant name:**

<b>Total Debt</b>	
Loan debt (Student loans, auto loans, credit card, etc)	
Other debt	
<b>Total Debt</b>	

**Average monthly expendable income (Income minus expenses)**

**Financial information, continued**

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

**Will you have to borrow money for the down payment / share value of the unit? Check only one:**

**Yes:** List expected loan source and amount:

**Yes:** I need assistance identifying a source.

**No.**

**Applicant name:**

### **Housing history**

Please provide your housing history for the last 5 years, starting with your current housing. 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?

Rent: Complete landlord information, below

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?

Rent: Complete landlord information, below

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?

Rent: Complete landlord information, below

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 at the bottom of this application with the same information asked above.**

**Applicant name:**

Have you ever been evicted, or had eviction proceedings started against you? If so, please describe the circumstances

<b>Applicant name:</b>
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### **Employment history**

Please provide your employment history for the last 5 years, starting with your current situation. 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 at the bottom of this application with the same information asked above.**



**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  
Resident/Property/Building management  
Project Management  
Other:

#### **Governance**

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

#### **Finance & Law**

Bookkeeping and/or accounting  
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  
Other:

#### **Maintenance**

Painting, including proper preparation  
Carpentry — rough and/or finish  
Window repair & replacement  
Grouting/sealing tiled surfaces (counters, showers)  
Contracting and project management  
Basic plumbing  
Basic electrical work  
Installing/repairing/replacing doors and locks  
Drywall installation, patching, mudding  
Groundskeeping/gardening experience  
Other:

#### **Technology**

Windows hardware and operating system management  
Familiarity with Microsoft Office  
Familiarity with Google Docs, Sheets, Drive, and other Google Suite tools  
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, Trello, Smartsheets, Lucid Chart  
Accounting software (specifically Quickbooks)  
Website development and maintenance (we use Wordpress)  
Other:

**Applicant name:**

**General questions**

If you are filling this application out by hand, please attach a separate sheet to answer each of the questions below. Use as much space as you like.

1) The Coop's success depends on a variety of skills provided by all of its members. Of the skills checked above, which ones are you most excited to contribute? What are you least excited to contribute? Are there additional skills, talents, and abilities you can offer to the co-op?

2) Provide 2-3 specific examples of your experience with the type of work that you're most excited to contribute (example: if you checked "Maintenance," you might tell us about a kitchen remodel you worked on, providing enough detail to give us a good sense of the project and your role in it).

**Applicant name:**

3) Do you prefer to work on projects independently or within a group? Please explain:

4) How much time per month do you anticipate you (or your household) can contribute to the Cooperative?

5) Why are you applying to become a member of Walnut House Cooperative? What attracts you to limited equity cooperatives?

**Applicant name:**

6) We are looking for people who embody cooperative principles:

a. Have you had experience with other housing cooperatives, worker-owned co-ops, or other types of cooperatives?

b. How have you contributed to the broader community?

7) We live in the same building and, as neighbors, sometimes conflicts arise. What's your approach to addressing and resolving conflict? Please provide an example or two of times you've dealt with conflict. What worked about your approach? What didn't?

**Applicant name:**

8) Do you have experience with cooperative, collective, consensus-based, or other forms of democratic-based decision making? If yes, please tell us about your background with it.

9) How did you hear about Walnut House Cooperative?

10) 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.

**Applicant name:**

11) What, if anything, would prevent you from participating in weekend workdays (or making up that work), or in General Membership meetings held periodically on Sunday evenings, or Board and committee meetings typically held in the evenings? Do you expect to be out of town frequently or for long periods while living here?

12) Many of the walls, ceilings, and floors easily transfer sound above a conversational level.

- a) Please describe your expectations and needs around noise outside of your unit. Do you have any lifestyle preferences or requests, including any habits or hobbies (e.g. musical instruments, pets, etc.) that might affect the noise level within and outside of your unit? If so, please explain.
  
  
  
  
  
  
  
  
  
  
- b) If you are creating noise that impacts others, what steps would you take to resolve the issue? If noise caused by someone else impacts you, what would you do?

13. Optional: Please provide any other information that 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 property owner or managers, 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 and any questions should be emailed to [whc.applications@gmail.com](mailto: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.

We will not accept faxed applications.

Incomplete applications will not be accepted, and edits/additions cannot be made after the December 14th application deadline.

Printed applications can be mailed to:

Walnut House Cooperative, Selections Convenors

1740 Walnut Street, 17

Berkeley, CA 94709

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 January and February. 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.