

We are excited to announce that SquareOne Villages and the Cottage Village Coalition are ready to begin accepting applications for housing at the Cottage Village Co-op!

Please note that there is still no definite move-in date as construction is still in progress. However, we are looking to select an initial group of approximately 9 households to help with the planning and development of the co-op prior to move-in. We are currently estimating that the initial 9 houses will be ready for occupancy in July/August 2020.

This affordable housing opportunity is targeting low-income households below 50% area median income. See page 2 for more details on housing costs and income limits.

First priority will be given to Cottage Grove residents (current or in the past year), and households that are “severely cost-burdened” in their current housing (paying more than 50% of their monthly income toward housing) or without access to permanent housing. See page 4 for complete membership selection criteria.

How to submit your application:

You must attend one of the scheduled information sessions before submitting your application!

- RSVP for one of the scheduled information sessions at www.squareonevillages.org/cvc. If you do not have internet access, you can contact us at (541) 525-0501 to RSVP. Initial information sessions are scheduled for:
 - Saturday May 16th @ 12:00pm - 1:00pm
 - Saturday May 16th @ 1:30pm - 2:30pm
 - Monday May 18th @ 4:00pm - 5:00pm
 - Monday May 18th @ 5:30pm - 6:30pm
 - Thursday May 21st @ 4:00pm - 5:00pm
 - Thursday May 21st @ 5:30pm - 6:30pm
 - Saturday June 6th @ 12:00pm - 12:30pm
 - Saturday June 6th @ 12:30pm - 1:00pm
- The information sessions will be held at the Cottage Village site (1402 Madison Ave.). Each session will be limited to approximately 10 potential applicants and we will maintain 6ft social distancing. Additional information sessions may be scheduled based upon demand. Check the website above for current listings.
- Return completed applications to the Cottage Village site (1402 Madison Ave.), or scan and email to applications@squareonevillages.org
- Remember: if you are selected for an interview, you will need to provide documentation of your income.

—Housing Unit Type, Cost & Income Limits—

Tiny House Model A

Size: 192 sq. ft. with 88 sq. ft. storage or sleeping loft

Monthly charges: \$350

Household Size	Income Limits
1 person	\$750 - \$1,896/month
2 people	\$750 - \$2,167/month

Tiny House Model B

Size: 284 sf. with 112 sq. ft. storage or sleeping loft

Monthly charges: \$450

Household Size	Income Limits
1 person	\$900 - \$1,896/month
2 people	\$900 - \$2,167/month
3 person	\$900 - \$2,438/month

Membership Share / Deposit: \$500

In addition to the monthly charges, each accepted applicant must pay a membership share / deposit of \$500 at move-in. If you need assistance paying the entire amount up front, we can help you make arrangements so that this is not a financial barrier for you.

—Application & Intake Process—

1. Attend a co-op information session to learn about housing cooperatives and the responsibilities and benefits of living in a housing co-op. **You must attend an information session before you apply.**
2. Pick up an information packet at the information session and fill out and return the application.
3. The Cottage Village Coalition's Membership Committee will review applications for completeness and based on the membership criteria.
4. Applicants who meet the income guidelines and member selection criteria will have their references contacted, and a criminal background check will be conducted. Applicants with criminal convictions may be subject to additional screening.
5. Applicants who pass the background check and whose references have confirmed their ability to uphold the community agreements and participate in a reliable and cooperative manner will be invited for an interview. Documentation of income must be provided at the time of the interview.
6. Applicants who are offered membership in the co-op will sign a commitment agreement and begin participating in a training program with SquareOne Villages.
7. Members will be notified of the date their unit has been permitted for occupancy and will have 30 days from that date to begin paying carrying charges (rent) and any associated membership fee payments.
8. Upon move-in, there will be a 90-day probationary period during which your Membership may be subject to review based on criteria including: (a) making monthly payments on time, (b) attendance at required meetings, (c) completion of participation hours, and (d) compliance with community agreements and policies.

—Membership Selection Criteria—

SquareOne Villages and Cottage Village Coalition do not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, or any other characteristic protected under applicable federal or state law, in any of its activities or operations. In the selection process, we will make an extra effort to reach underserved populations.

Applicants will be evaluated on the criteria listed below, with priority given to Cottage Grove residents (current or in the past year), and households that are “severely cost-burdened” in their current housing (paying more than 50% of their monthly income toward housing) or without access to permanent housing.

1. Income

- Demonstrates the ability to maintain an income of at least twice the monthly payment amount and within the income guidelines listed above.
- Provides verifiable documentation of all types of income with their application, including but not limited to employment, social security, or disability benefits.

2. Background Check

- Reports accurate background information.
- Applicants with a recent criminal conviction history will require additional screening. In considering whether a given conviction should constitute grounds for denial, the following will be considered:

Grade of the offense

Length of time since commission of the offense

Evidence of continuing dangerous behavior, like current restraining orders

Reports from probation or parole officers

Reports of other agencies supporting the applicant

3. Participation and Community Agreements

- Reports and demonstrates ability to live in accordance with the community agreements and participate fully as a member of a housing cooperative. Evidence of reliability, initiative, and an ability to work well with others will be sought through reference checks and an interview.

4. References

- Applicant has at least 2 positive rental references (may include transitional housing providers) and at least 3 positive personal and/or employer references. Family members cannot be listed as references

—Community Agreements—

The vision for the Cottage Village Co-op is to provide an accessible and sustainable housing option for people with low-incomes through tiny houses that are safe, livable, and permanently affordable in a stable community setting. Residents will be members of a cooperative corporation responsible for the management and maintenance of the property.

The Cottage Village Co-op is more than just a cheap place to live. **It requires your participation in the management and maintenance of the property through a democratic process.** Cottage Village depends on the active involvement of its members in order to operate. Cooperative management involves additional responsibilities compared to conventional rental housing. In exchange, members enjoy significant cost savings, stable housing, and greater control over how their housing is managed.

I understand that this is different from typical rental housing, and that living at Cottage Village comes with additional obligations beyond a monthly payment. If accepted as a member, I agree to:

Participate in monthly co-op meetings to discuss and vote on matters of common interest.

Contribute at least 8 hours per month on approved activities managing and maintaining the property. These include landscaping, home repair, taking minutes, committee work, serving as an elected officer of the co-op, and more.

Furthermore, as a member of the Cottage Village Co-op, I agree to the following:

1. I will respect others regardless of ethnicity, religion, gender, sexual orientation, disability, lifestyle choices, or economic status.
2. I will participate in the day-to-day management of the property in a cooperative manner.
3. I will act respectfully toward other members and neighbors.
4. I will not use, possess, or distribute illegal drugs in the Village, and will not consume alcohol in common areas except during events approved by the co-op.
5. I will only smoke tobacco in designated smoking areas. Smoking is prohibited inside all buildings, and smokers will clean up their own ashes and butts.
6. I will observe the co-op's overnight guest policies.
7. I will observe quiet hours.
8. I will observe the pet policies adopted by the co-op. If I have a pet, I will immediately pick up after it and properly dispose of pet waste, and may be required to pay a pet deposit.
9. I will keep the area in and around where I live clean and orderly, and will not store any personal items outside of my unit or in common areas.
10. I understand that the policies and procedures for governing, operating, and maintaining Cottage Village will be further defined, and I agree to honor any policies duly adopted by the co-op.
11. I understand that the Cottage Village property is leased from SquareOne Villages, and will honor all policies outlined in the Management & Lease Agreements.

—Rights & Responsibilities of Co-op Members—

RIGHTS	RESPONSIBILITIES
A. To occupy one of the housing units controlled by the co-op and share in the use of common amenities.	a. To refrain from behavior which in any way prevents or discourages another member from living peacefully in their assigned unit.
B. To live in democratically managed housing under the auspices of a democratically run organization.	b. To regularly attend co-op meetings and participate actively, or through their elected representatives, in the governing of their housing cooperative. To keep abreast of all co-op (and SquareOne) communications such as emails, newsletters, calendars, and website updates.
C. To live in housing that is clean and sanitary.	c. To share in whatever work is required to keep the property clean, sanitary, in good repair, safe and secure, and operating properly.
D. To live in housing that is safe and secure.	d. To abide by all co-op security measures. Lock doors, windows, and rooms appropriately. Monitor all guests. Manage keys and lock combinations responsibly. Respect the property and privacy rights of others. Refrain from all illegal activities.
E. To live in housing free from abuse, harassment and prejudicial behavior of any kind.	e. To refrain from any actions that would discriminate against, harass or abuse another member; or cause physical, emotional, or psychological harm.
F. To privacy in their assigned unit.	f. To respect the privacy rights and personal space of all other members.
G. To access all co-op rules, policies, and financial records.	g. To pay all co-op charges in a timely manner. Familiarity with the co-op's Bylaws, policies, contracts, and community agreements.
H. To a balanced and fair system of dispute resolution and due process.	h. To work proactively to resolve disputes in a forthright, peaceful and civil manner – beginning by addressing concerns respectfully as a neighbor whenever possible and appropriate
I. To trained and competent co-op Officers and Board of Directors; including protection from capricious or irresponsible decision making.	i. To communicate and cooperate with the co-op's Officers and Board in the execution of their duties. To hold officers and other members accountable and provide constructive feedback at appropriate times and places. To be familiar with the co-op's rules, policies, procedures and community agreements. Attend and actively participate in relevant meetings.

-Application-

Each adult applicant (18 or older) must fill out an application to be considered for membership. Please fill out the application completely. *Before applying for membership in the Cottage Village Co-op, applicants must attend a Co-op orientation and information session with SquareOne Villages.*

Date you attended a Co-op Orientation: _____

I have read the Community Agreement and Membership Selection Criteria and still want to continue the application process.

Applicant Initials: _____

Date: _____

Preferred Unit Size:	Willing to Accept:
Model A / Model B	Model A / Model B

Legal/Given Name:		
Name Used:		
Phone #:		
Email:		
Drivers License/ ID (State and #):		

Do you currently pay more than 50% of your total household monthly income (rent and utilities) on housing?	Yes / No
Are you a Cottage Grove resident (current or within the past 12 months)?	Yes / No

Current Street Address:	City/State	Zip
Current Landlord/Service Provider:	When did you move in here?	
Phone Contact for Current Landlord/Service Provider:	Current Rent:	

Previous Street Address:	City/State	Zip
Previous Landlord/Service Provider:	Dates in Residence:	
Phone Contact for Previous Landlord/Service Provider:	Current Rent:	

Household Composition (i.e. who will live with you at Cottage Village):

Full Name	Age

Household Pets (List any below)

Kind (Cat/Dog ...)	Service Animal?	Approximate Weight	Spayed / Neutered?	Licensed?
	Yes / No		Yes / No	Yes / No
	Yes / No		Yes / No	Yes / No
	Yes / No		Yes / No	Yes / No

Do you have a vehicle? **Yes / No** If so, how many and what kind? _____

Do you need reasonable accommodations due to, e.g., a disability? **Yes / No**

If so, what kind?

Participation & Cooperation...*your participation helps make CVC so affordable.*

Residents of Cottage Village will be members of a cooperative corporation. The co-op will be responsible all aspects of the management of the property, adopting village rules and policies, and maintaining the property through shared governance in partnership with SquareOne Villages. Cottage Village’s ongoing affordability depends on member participation and cooperation.

<i>Can you commit to following the Community Agreements included on pg. 5 of this application?</i>	Yes / No
<i>Do you understand how a housing co-op is different from conventional rental housing?</i>	Yes / No
<i>Can you fulfill the responsibilities of being a member of a housing cooperative as described on pg. 6 of this application?</i>	Yes / No

Participating in co-op and committee meetings includes listening to and discussing proposals with the goal of arriving at a decision everyone can live with; taking written meeting notes; preparing for meetings by reading meeting minutes and proposals; etc. Co-op business may include deciding how to best maintain common areas, how long members may host guests, and how to budget the co-op’s financial resources. As a member, you will be expected to actively and humbly participate in the co-op’s decision-making process.

<i>Will you be willing to take part in community meetings as described above?</i>	Yes / No
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Why are you interested in joining a housing cooperative? (use additional pages if needed)

Please describe 1-3 commitments you kept to organizations, projects, or other groups **that a reference can speak to and confirm**. These can include work, school, or community projects that demonstrate your reliability, teamwork, and problem-solving skills: (use additional pages if needed)

1. _____

Name of reference who can speak to your experience: _____

2. _____

Name of reference who can speak to your experience: _____

3. _____

Name of reference who can speak to your experience: _____

Once a member, will you be willing to accept feedback from other members of the Cottage Village Co-op about concerns that involve you or members of your household (example: noise, shared space, etc.)?	Yes / No
Are you willing to listen to people who disagree with you about an issue that concerns you?	Yes / No

****List references who can support your ability to live in accordance with the Community Agreements ****

References

Please provide at least 3 references outside of your household. Choose references who can speak to your teamwork skills, problem-solving abilities, reliability, and initiative in completing projects. References may include employers, co-workers, volunteer supervisors, teachers, service providers, etc. **Please do not list family members as references.**

1.	Name _____ Relationship _____		
	Address _____	Phone _____	E-mail _____
2.	Name _____ Relationship _____		
	Address _____	Phone _____	E-mail _____
3.	Name _____ Relationship _____		
	Address _____	Phone _____	E-mail _____
4.	Name _____ Relationship _____		
	Address _____	Phone _____	E-mail _____
5.	Name _____ Relationship _____		
	Address _____	Phone _____	E-mail _____

Background Information

Please list the State and County in which you have lived in the past three years

1. State, County	4. State, County
2. State, County	5. State, County
3. State, County	6. State, County

Have you ever been convicted of a criminal offense?	Yes / No
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Please state any criminal charges brought against you, whether or not you were convicted (please use the back of the sheet if necessary).

I declare that all information on this form is true and accurate to the best of my knowledge. I give permission to verify all information provided, and to check my background, employment history, credit history, and references. I realize that providing false information will lead to a denial of my application.

Applicant Signature

Date