

— APPLICATION PACKET —

Emerald Village Eugene (EVE) is now accepting applications. Please read the following before completing the application. **Tours will only be given to the applicant called, please do not disturb the village or tenants.**

**Who we are:** Emerald Village Eugene is a housing cooperative dedicated to providing simple, affordable housing in a community setting. **This is different from conventional rental housing.** EVE is not simply a cheap place to live. EVE’s Members manage the property in a cooperative and democratic manner. In addition to paying monthly carrying charges (rent), Members are required to:

- Contribute 10 hours per month toward the maintenance, management, and upkeep of the property
- Participate in monthly General Membership Meetings and follow EVE’s decision-making process
- Participate in the work of at least one of EVE’s committees

Membership at EVE offers the opportunity to learn new skills and participate in democratic decision making. During its first year of operation, EVE members will be involved in developing, implementing, and troubleshooting co-op policies and procedures.

**Income eligibility:** In order for your application to be considered, your household must meet the following income requirements:

Household size	Total monthly income
1	\$500-\$1,896
2	\$600-\$2,167
3	\$700-@2,438

**\*Documentation of income is required with your application\***

Be sure to check the listing for the unit you are applying for to make sure your household size is within the occupancy limits.

**Selection criteria:** Applications will be reviewed via lottery. Applications selected in the lottery will be reviewed for completeness and according to the following criteria:

1. Income eligibility: household meets the income guidelines above

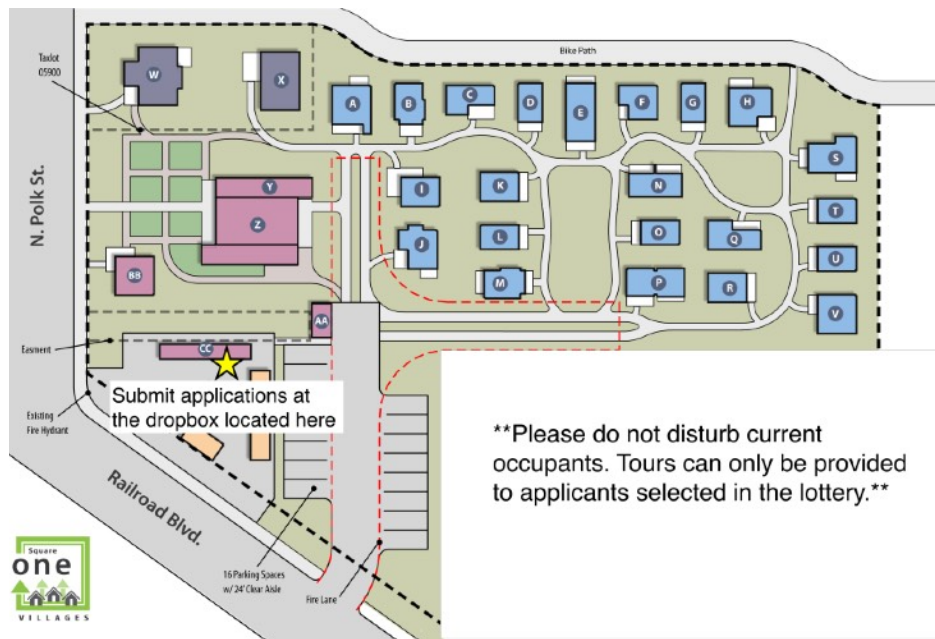
2. Community agreements: Each household applicant must demonstrate the ability to live in accordance with the various agreements and policies adopted by EVE, to participate in the day to day life and governance of EVE in a cooperative manner, and to fulfill the obligations required of all co-op members. Evidence of this will be sought during reference checks, in reviewing information provided in the application, and during the interview process.
3. Background check: Each household applicant must accurately report any and all criminal convictions as verified by a background check. Applicants with a history of violent or sexual offenses will require additional screening.
4. References: Applicant has at least 3 positive personal references and at least 1 positive rental or transitional housing reference (e.g. from Opportunity Village, Community Supported Shelters, etc.). References should be able to verify applicant's ability to fulfill co-op obligations (including paying carrying charges on time); and to work cooperatively and reliably with groups. References may not be relatives.
5. Interview: Selected applicant(s) who have passed the background check and had their references checked will be interviewed by a meeting of the General Membership, and will be notified of a decision the following day.

Applicants approved for membership must make a non-refundable \$50 membership fee payment within 72 hours of being notified of acceptance, and begin paying carrying charges (rent) within 30 days. An additional \$150 payment toward the membership fee must be paid upon move-in.

**How to submit your application:**

- Print an application from [www.squareonevillages.org/emerald](http://www.squareonevillages.org/emerald), or pick up a hardcopy from the box at the EVE Bike Barn at the corner of Railroad Blvd. and Polk St. **Please do not disturb current occupants. Tours will only be offered to applicants selected in the lottery.**
- Completed applications can be dropped off in the dropbox at the EVE Bike Barn (corner of Railroad and Polk). You may also submit applications by mail to 15 N. Polk St. Eugene, OR 97402; or by email to [evemembershipcommittee@gmail.com](mailto:evemembershipcommittee@gmail.com).
- Remember to include a way for us to verify your income with your application packet.

Email [evemembershipcommittee@gmail.com](mailto:evemembershipcommittee@gmail.com) with any questions.



—Community Agreements—

The vision for Emerald Village Eugene (EVE) is to provide accessible and sustainable housing options for people with low-incomes through tiny houses that are safe, livable, and significantly more affordable within a stable community setting.

Costs are kept low through an emphasis on small-scale development, self-management, and cooperative living. But an application to become a member of EVE is more than just a cheap place to live. It includes your participation in shaping how your housing is managed and maintained through a democratic process.

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

- **Participate in monthly Village Meetings** to discuss matters of common interest and make collective decisions.
- **Contribute at least 10 volunteer hours per month** toward the maintenance, upkeep, and management of the property. This includes signing up for designated roles for maintaining common areas, leading community improvement projects, or helping plan activities and other jobs that need to be shared.

Each member is expected to participate in at least one of the primary committees, and assist that committee in doing the work necessary to maintain the Village as a safe, presentable, and pleasant place to live.

- Membership Committee: applications & intake, community participation review, dispute review
- House & Grounds Committee: maintenance and improvements of physical assets
- Administration Committee: administrative tasks, budgeting, finance

**Furthermore, if accepted as a member of EVE, 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 agree to participate in the day-to-day life and governance of the Village in a cooperative manner, act in accordance with EVE's bylaws, and observe all adopted co-op policies.
3. I will not act violently toward others or myself.
4. I will not use illegal drugs at the Village, and will not consume alcohol in common areas unless approved by the Village in advance.
5. I will respect the smoking policy, the guest policy, and honor quiet hours and restrictions on amplified noise.
6. I will honor all pet policies, and understand that only a limited number of pets may be allowed and that a pet deposit may be required.
7. I will keep the area in and around where I live clean and orderly, and not store any personal items outside of my unit or in common areas.
8. I understand that the space outside my dwelling will be a shared resource, and will honor all policies for community areas. I will help keep the community areas clean and will pick up after myself, and my pet if I have one.
9. I understand that the EVE property is leased from SquareOne Villages, and will honor all policies outlined in the Management & Lease Agreement.

**Signature(s):** \_\_\_\_\_

—Application—

Please fill out the application completely.

**Each adult applicant (18 or older) must fill out an application** to be considered for membership.

Date: \_\_\_\_\_

Legal/Given Name: \_\_\_\_\_ Name Used: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Current Landlord/Service Provider: \_\_\_\_\_ Phone #: \_\_\_\_\_

When did you move to your current address: \_\_\_/\_\_\_/\_\_\_ Current Rent: \$ \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

When did you live there?: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Household Composition:**

Full Name	Relation

Do you have a pet? Yes / No If so, how many and what kind? \_\_\_\_\_

How many pounds? \_\_\_\_\_ Licensed? Yes / No

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

Do you need reasonable accommodations? Yes/No If so, what kind? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applications will be reviewed by a lottery system. If your application is **not** selected, would you like EVE to keep it on file for six months to be included in the lottery if there are future openings during that time?  
Yes / No

**Household Income**

List all household members who currently receive income. Some examples include, but are not limited to:

- Employment	- Social Security	- Child Support or Alimony
- Self-Employment	- Disability Benefits	- Pensions/Retirement
- Unemployment Benefits	- Workman’s Compensation	- Assistance from Family/Friends

Full Name of household member with income	Source of Income	Amount

PLEASE INCLUDE DOCUMENTATION SO THAT WE CAN VERIFY YOUR INCOME

**Employment History** (present employer info required if listed as source of income)

Present Employer	How Long?	Position	Full/Part-time
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Supervisor	Phone #
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Previous Employer	How Long?	Position	Full/Part-time
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**Assets**

List all household members who currently have assets. Some examples include, but are not limited to:

- Checking	- Savings	- Real Estate	- Stocks/Bond	- Trust Fund	- Cash
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Full Name	Bank/Institution	Type of Account	Estimated Amount

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

Can you commit to the requirements outlined in EVE Community Agreement included on the first page of this application? Yes / No

EVE is currently in its first year of operation. During this first year, EVE members will be developing, implementing, and trouble-shooting co-op policies and procedures with support from SquareOne staff and volunteers. Are you comfortable being involved during this period? Yes / No

Attending our monthly meetings includes listening to and discussing proposals with other members. Examples include how to best maintain common areas or how to resolve an ongoing conflict. As a member, you will be expected to actively and humbly participate in our decision-making process, as we believe that all members have an equally valuable opinion. Would you be willing to take part in our monthly village meetings? Yes / No

Are you willing to participate in one of our committees described in the Community Agreement?

Yes / No If yes, which committee(s)? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe 1-3 commitments you kept to groups that one of your references can speak to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide an example of a project you worked on with others:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If your application is accepted, will you be willing to accept feedback from other members of EVE about concerns that involve you or members of your household (example: noise, shared space, etc.)? Yes/ No

Are you willing to listen to people you disagree with about an issue that concerns you? Yes / No

**References:**

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

Please provide three references outside of those applying as part of your household. Your references should be able to confirm your ability to fulfill commitments to groups. References may not be relatives of any member of the household.

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

**Background Check**

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

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

Have you ever been convicted of a criminal offense? Yes / No

If yes, please state all charges you have been convicted of (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 result in rejection of my application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date