

Cottage Village Cooperative accepts applications only when there is a vacancy. When the applications period is open, each adult member of a household must submit an application in order to be considered.

**Income Eligibility Requirements:** To be eligible to apply to Cottage Village, households must meet the following minimum and maximum income limits (**current as of February 2023**)

Household Size	Minimum Income	Maximum Income
1 person	\$726/mo (Model A) \$926/mo. (Model B) \$1,026/mo, (Models C&D)	\$2,325/mo.
2 people	\$726/mo. (Model A) \$926/mo. (Model B) \$1,026/mo. (Models C&D)	\$2,654/mo.
3 people	\$1,026/mo. (Models C&D)	\$2,988/mo.
4 people	\$1,026/mo. (Models C&D)	\$3,317/mo.

—Application Process—

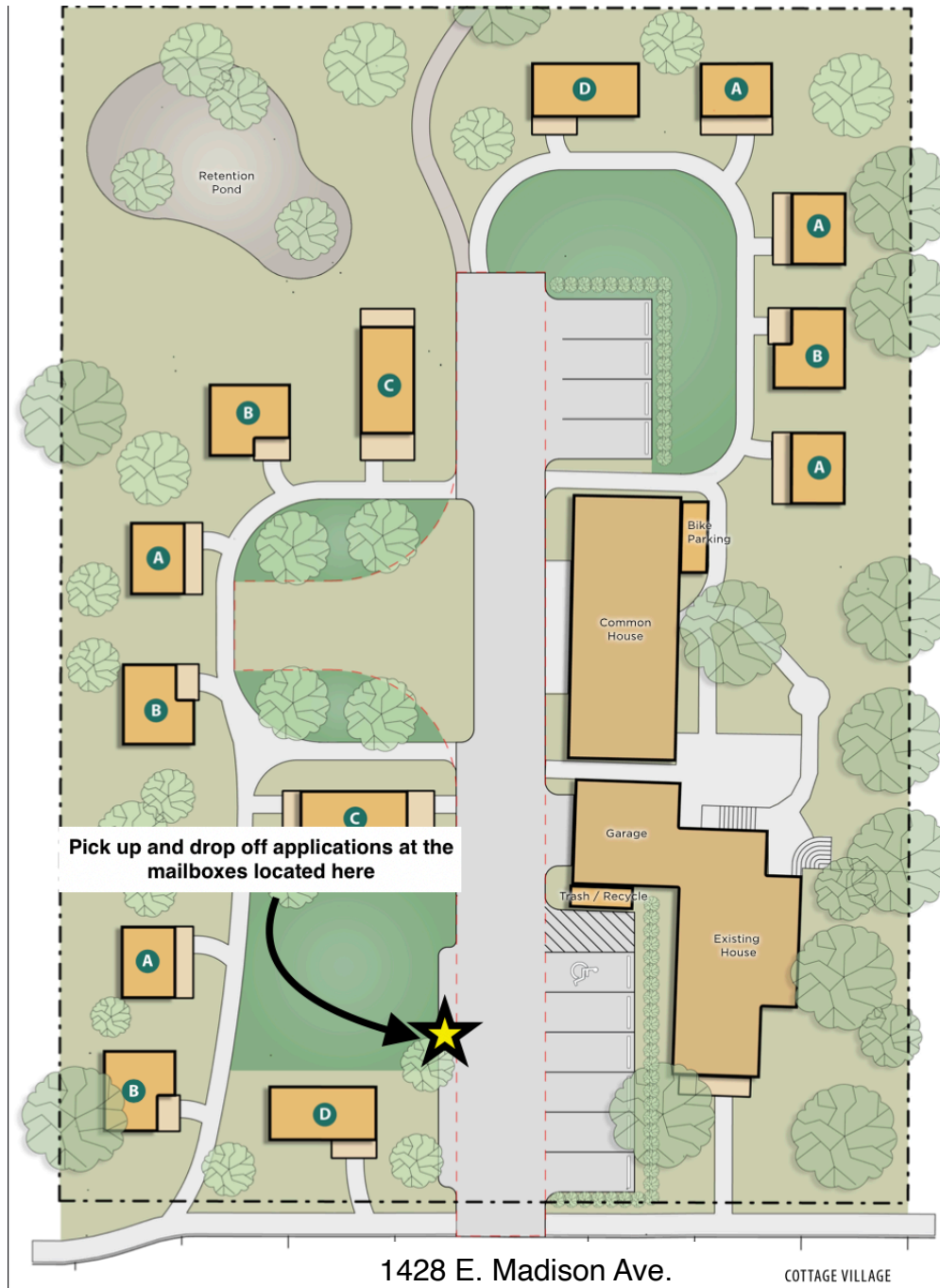
1. Print/download an application from [www.squareonevillages.org/cvc](http://www.squareonevillages.org/cvc) , or pick up an application packet at the Cottage Village mailboxes (supplies limited; see map on p. 3). Drop off completed applications to the drop box located at the Cottage Village mailboxes (see p. 3); or submit by mail to 1428 E. Madison Cottage Grove, OR 97424; or by email to [cottagevillagecoop@gmail.com](mailto:cottagevillagecoop@gmail.com)
2. The Cottage Village membership committee will review applications for completeness and income eligibility. Incomplete applications will not be accepted. Priority consideration will be given to applicants who meet the following criteria:
  - Cottage Grove residents (current or in past year)
  - Currently homeless or cost-burdened (paying more than half their income on rent)
3. Applicants who meet the income guidelines will have their references contacted, and a criminal background check will be conducted. If we are unable to contact your references we will not be able to proceed with your application. Applicants with recent criminal convictions may be subject to additional screening.
4. Reviewed applicants who meet the member selection criteria (see p. 4) will be randomly assigned a lottery number. Applicants will be invited to interview with co-op members in their lottery order. Documentation of income must be provided no later than the time of the interview. Due to the high volume of applications we receive, we are typically only able to contact applicants who are invited to interview based on their lottery number.
5. Applicants who are offered membership in the co-op will have 72 hours to make a non-refundable, \$50 payment toward their deposit. The remaining total deposit (\$500 total) will be due at move-in.
6. Selected applicants will be notified of the date their unit will be ready for occupancy, and must begin paying carrying charges (rent) within 30 days from the occupancy date.
7. Upon move-in, there will be a 90-day probationary period during which membership will be subject to review based on: (a) making monthly payments on time, (b) attendance at required meetings, (c) completion of participation hours, and (d) compliance with the lease, community agreements, and co-op policies.

### --Application Pick-up and Drop-off Location--

Pick-up and drop-off applications at the Cottage Village mailboxes. The location of the Cottage Village mailboxes is indicated by the star on the map below. **NOTE: supplies of paper applications available for pick-up are limited.** Please plan accordingly.

At this time, the Cottage Village Co-op can only provide tours to approved applicants.

**\*\*Please do not disturb current occupants\*\***



## —Member Selection Criteria—

Cottage Village Cooperative does 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, source of income, or any other characteristic protected under applicable federal or state law, in any of its activities or operations.

Applicants will be evaluated on the criteria listed below, with priority given to Cottage Grove residents (current or in the past year) and applicants who are currently homeless/unstably housed and/or who are severely cost-burdened (pay more than half their income on housing). **Please note that we are a small complex and receive many more applications than available units.**

### 1. Income

- Demonstrates the ability to maintain an income of at least twice the monthly payment amount for the unit they have applied for, and has a total household income within the income limits 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. Participation and Community Agreements

- Demonstrates an ability to live in accordance with the community agreements and participate fully as a member of a housing cooperative. Evidence of reliability, initiative, ability to work with others, and a basic understanding of the principles of cooperative housing will be sought through written application responses, reference checks, and an interview.

### 3. Criminal Background

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

Grade and nature of the offense

Length of time since commission of the offense

Evidence of continuing dangerous behavior, like current restraining orders

Reports from probation/parole officers and other service providers

### 4. References

- Applicant has at least 2 positive housing references (may include roommates, transitional housing or shelter providers, etc.)
- Applicant has at least 2 positive personal references.

### —Community Agreements—

The mission of 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 are members of a cooperative corporation responsible for the management and maintenance of the property as affordable housing.

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 and remain affordable. Cooperative management involves additional responsibilities compared to conventional rental housing. In exchange, members enjoy significant cost savings and greater control over how their housing is managed.

**By proceeding with this application, you acknowledge 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, you are agreeing to:**

**Participate in monthly co-op meetings and regular committee 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, if accepted as a member of the Cottage Village Co-op, you are agreeing to the following:**

You will respect others regardless of ethnicity, religion, gender, sexual orientation, disability, lifestyle choices, or economic status.

You will participate in the day-to-day management of the property in a cooperative manner.

You will act respectfully toward other members and neighbors.

You will not use illegal drugs in the Village, and will not consume alcohol in common areas except during approved events.

You will only smoke tobacco in designated smoking areas. Smoking is prohibited inside all buildings, and smokers must clean up their own ashes and butts.

You will observe the co-op's guest policies.

You will observe the co-op's quiet hours.

You will observe the pet policies adopted by the co-op. If you are allowed to keep an animal at CVC, you will immediately pick up after it and properly dispose of pet waste, will be required to pay a pet damage deposit, and will be responsible for any damages to your unit or to CVC/others' property caused by your animal.

You will keep the area in and around where you live clean and orderly, and will not store any personal items outside of your unit or in common areas.

You understand that the policies and procedures for governing, operating, and maintaining Cottage Village will be further defined, and you agree to honor any policies duly adopted by the co-op's board of directors.

You understand that the Cottage Village property is leased from SquareOne Villages, and you will honor all policies outlined in the 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. To become familiar 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.