

Application Instructions

C Street Cooperative

- Read the [Applicant Information Packet](#). You can find the Applicant Information Packet, download a printable application, and access the online application at <https://www.squareonevillages.org/c-street> (click “[Apply to Live At C Street](#)”)
- Applications can be submitted in two ways:
 1. **Online**: Complete and submit online at the link above.
 2. **Print & mail**: Print an application at home at the link above. Completed applications can be submitted by mail to:

SquareOne Villages
Attn: C Street Membership Committee
15 N. Polk St., Eugene, OR 97402

- Information for all household members must be provided. If you have multiple adults in your household, each will need to supply information and sign the application.
- All sections of the application must be completed in order to be considered. Information needed to apply includes:
 - Income documentation (must be provided with your application)
 - Housing history information for the past 3 years, including contact information for applicable housing references (e.g. landlord; property manager; roommate; etc.)
 - Character references—3 people who know you and are not family members
 - Depending on personal history and circumstances, details may be needed regarding past evictions, current debts, and/or conviction history.
- Email questions to cstreet@squareonevillages.org

Applications will be processed in the order they are received and will be accepted until the available unit is filled.

What happens after an application is submitted?

1. **SquareOne Villages screens your application:** Each application is screened for completeness and income eligibility.
2. **Review by co-op membership team:** Applications that are complete and meet the income requirements will be forwarded to the C Street Cooperative's membership team. The membership team will review applications and contact references.
3. **Background check & interview:** Following their review and reference checks, the membership team will invite selected applicant(s) to interview with current C Street members. At this time, the invited applicant(s) will also authorize a background screening. (the background screening is completed by a third-party service; we do not collect SSNs)
4. **Board decision:** Following the interview, the C Street board of directors will make a final decision on whether to approve or deny the applicant.
5. **Sign paperwork & share purchase:** If the approved applicant accepts the offer of membership in the co-op, SquareOne Villages will set a move-in date and schedule a time to complete the share purchase and sign all relevant documents.
6. **Move in**

The membership team will notify applicants who are not selected once the available unit has been filled, and will discuss options to be considered for future availabilities.

C Street Cooperative Application

Information for all household members must be provided. Please fill out the application completely. Incomplete applications will not be considered. Documentation of income must be submitted with your application.

I have read the Applicant Information Packet and still want to continue the application process

Applicant Initials: _____

Date: _____

Applicant Initials: _____

Date: _____

Head of Household & Contact Information

Full Legal Name:		Name Used:	
Date of birth:		Pronouns:	
Phone Number:		Email: (a valid email address is required to complete background screening)	
Can this phone # receive texts?			
Current Address:		Mailing Address (if different):	

Do you need a reasonable accommodation due to a disability?

Yes / No

If so, what kind?

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Household Composition List all household members (including yourself) who are applying to live at C Street.

Full Legal Name	DOB	Relationship to Head of Household

Note: The total occupancy of each dwelling unit at the C Street Cooperative is limited by City of Springfield ordinances.

Will anyone else not listed above live with you in the next 12 months? **Yes / No**

If yes, please explain:

Pets List any pets you may have

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

Note: C Street members share 5 off-street parking spaces available on a first-come first-served basis. On-street parking is also available. Vehicles parked on the property must be licensed, registered, and in working condition at all times.

Vehicles

Do you have a vehicle? **Yes / No**

If so, how many and what kind(s)? _____

Note: C Street members share five off-street spaces on a first-come, first-served basis. C Street’s Parking Policy requires that vehicles parked on the property must be licensed, registered, and in working condition at all times.

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Current Housing

Do you currently (check one) Rent _____ Own _____ Other (explain) _____

Current Street Address:	City/State:	Zip:
When did you move-in here?:	Rent:	

Landlord (if applicable):	Landlord Phone:	Landlord Email:
Landlord Address:	City/State:	Zip:

Previous Housing List all the places where you have lived in the past 3 years, not including your current housing. If you've lived in a friend's/family member's home, check "other" and explain. Use additional sheets if necessary.

Previous Address #1:	City/State:	Zip:
Previous Landlord/Service Provider:	Name(s) of household member(s) who lived here:	
Landlord/Service Provider Phone:	Dates you lived here:	
Landlord/Service Provider Email:	Rent:	
Check one: Rent _____ Own _____ Other (explain) _____		

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Previous Address #2:	City/State:	Zip:
Previous Landlord/Service Provider:	Name(s) of household member(s) who lived here:	
Landlord/Service Provider Phone:	Dates you lived here:	
Landlord/Service Provider Email:	Rent:	
Check one: Rent _____ Own _____ Other (explain) _____		

Previous Address #3:	City/State:	Zip:
Previous Landlord/Service Provider:	Name(s) of household member(s) who lived here:	
Landlord/Service Provider Phone:	Dates you lived here:	
Landlord/Service Provider Email:	Rent:	
Check one: Rent _____ Own _____ Other (explain) _____		

Have any eviction proceedings ever been started against you or any other members of your household?

Yes / No

If yes, please provide the following information:

Household member name	Location (City, State)	What year?

Anything else you want to explain in regard to this? (use additional sheets if needed)

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Household Income

List all sources of income for all household members. Some examples of income sources include, but are not limited, to:

Employment	Social Security	Child support or alimony
Self-Employment	Disability benefits	Pension/retirement
Unemployment benefits	Worker’s Compensation	Assistance from family/friends

Name of Household Member with Income	Source of Income	Amount per month (before taxes)

Note: Documentation of all income must be provided with your application for verification.

Do you expect any changes in your household income in the next 12 months? **Yes / No**

If yes, please explain:

Employment Information Employer information is required if employment is listed as a source of income. Use additional sheets if necessary.

Household Member Name: _____

Present Employer Position Full/Part-time When did you start here?

Supervisor Supervisor Phone Supervisor Email

continue to next page

Household Member Name: _____

Present Employer	Position	Full/Part-time	When did you start here?
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Supervisor	Supervisor Phone	Supervisor Email
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Does any household member own real estate? **Yes / No**

If "Yes," where is it located? _____

Is this a residential property? **Yes / No**

Is this property rented to others? **Yes / No**

Share Purchase & Financing

The asking price for the available membership share in C Street is **\$10,650**. Financing is available for qualified applicants through SquareOne Villages' revolving loan fund. The maximum loan amount is \$5,000 at 6% interest for up to 5 years. (The typical monthly repayment amount on a \$5,000 loan is approximately \$97/mo.)

If accepted for membership, will you be able to buy a co-op share in full? **Yes / No**

If you are not able to buy a co-op share in full, how much would you need to borrow? \$ _____

If you are seeking a loan through SquareOne only, please list all debts other than medical or student debt owed by all household members. Sources of debt may include credit card payments, car payments, personal loans, etc. Please list the total amount owed as well as the current monthly payment for each source of debt (use additional sheets if necessary).

Name of Household Member with Debt	Source of Debt and Total Balance	Current Monthly Payment

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Participation & Cooperation At C Street, the members are the owners. Cooperative housing involves additional responsibilities beyond rental housing, and C Street’s ongoing affordability depends on member participation and cooperation. In exchange, members enjoy significant cost savings and greater control over how their housing is managed. By applying for membership, you agree that:

- You understand that this is not rental housing, and that living at C Street comes with additional obligations beyond simply making a monthly payment.
- If you are accepted as a member, you will commit to participating as a member of the Board of Directors, and you will regularly contribute a reasonable amount of time to manage and maintain the Cooperative and its property, such as serving on a team or committee, landscaping, tidying common areas, and joining work parties.
- If you are accepted as a member you will, in good faith, maintain this commitment while a member, acquaint yourself with all of the cooperative’s rules and policies, and participate to the best of your ability.

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

<i>Can you commit to the requirements outlined above?</i>	Yes / No
<i>Are you prepared to regularly contribute time and energy to co-op tasks and/or work parties?</i>	Yes / No
<i>Will you be willing to take part in community meetings as described above?</i>	Yes / No
<i>Are you willing to listen to people who disagree with you about an issue that concerns you?</i>	Yes / No
<i>Once a member, will you be willing to accept feedback from other members of Peace Village about concerns that involve you or members of your household (examples: guests, noise, shared space, lease compliance, etc.)?</i>	Yes / No
<i>C Street Cooperative is committed to avoiding bias or harassment based on political or religious affiliation, race, color, ethnicity, national origin, age, sex, sexual orientation, gender identity, marital status, family composition, disabilities, veteran status, or source of income. Do you agree with this commitment?</i>	Yes / No

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If you answered “No” to any of the questions above, please explain _____

Why do you want to join a housing cooperative?

What skills and experience are you willing to contribute to the management, maintenance, and upkeep of the Cooperative?

Please briefly describe an experience you've had working with other people on a shared goal or project.

Attach additional sheets if needed

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Conviction History

Have you or any other member of your household ever been convicted of a criminal offense?	Yes / No
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Please state any criminal convictions (including the charges, date, and location) for each household member (use additional sheets if necessary).

Character references Please list at least 3 references for each adult in the household. Choose references who can speak to your teamwork skills, problem-solving abilities, reliability, and initiative in completing projects and working with others. References may include employers, co-workers, neighbors, volunteer supervisors, teachers, service providers, etc. **Please do not list family members as references.**

1.	Reference Name	Relationship	
	Address (City, State)	Phone	E-mail
	Household member this reference knows		How long have they known this reference?
2.	Reference Name	Relationship	
	Address (City, State)	Phone	E-mail
	Household member this reference knows		How long have they known this reference?
3.	Reference Name	Relationship	
	Address (City, State)	Phone	E-mail
	Household member this reference knows		How long have they known this reference?

4.	Name	Relationship	
	Address	Phone	E-mail
	Household member this reference knows		How long have they known this reference?
5.	Name	Relationship	
	Address	Phone	E-mail
	Household member this reference knows		How long have they known this reference?
6.	Name	Relationship	
	Address	Phone	E-mail
	Household member this reference knows		How long have they known this reference?

You're almost done! Is there anything not covered so far that you want us to know? (add sheets if needed)

Signature and consent on next page

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION:

By signing your name below, you understand that the information contained in this application will be used to determine your eligibility for housing. You certify that all your statements in this application are true and complete to the best of your knowledge, and you understand that if you provided false information your application may be rejected.

By submitting this application, you are directing and authorizing the C Street Cooperative and SquareOne Villages to verify the information you have provided and obtain additional information by contacting personal and professional references, current and previous housing and landlord references, present or past employers or supervisors, and/or other persons, and you authorize the same to give records or information that any such entities may have on your character, general reputation, mode of living, financial responsibility, record of attendance, or other information requested.

ALL HOUSEHOLD MEMBERS 18 YEARS OF AGE OR OLDER MUST SIGN THIS APPLICATION

Applicant Signature

Date

Applicant Signature

Date

Mail completed application with income documentation to:

**SquareOne Villages
Attn: C Street Membership Team
15 North Polk St.
Eugene, OR 97402**