

The Cottage Village Cooperative is now accepting applications for **an open studio unit** (Model A). Each adult member of a household must submit an application in order to be considered.

**We are targeting low-income households who meet the following income limits:**

Household Size	Minimum Income	Maximum Income
1 person	\$790/mo. (Model A)	\$2,600/mo.
2 people	\$790/mo. (Model A)	\$2,971/mo.

Total household income (income from **all** household members) must be within the above guidelines. Note that minimum income required depends on the unit type.

**How to submit your application:**

- Print an application from [www.squareonevillages.org/apply](http://www.squareonevillages.org/apply) (scroll to **Cottage Village Co-op**) **OR** a limited number of application packets will be available for pick-up from the brochure box posted at the Cottage Village mailboxes (see map on p. 3).
- Return completed applications:
  - by mail to Cottage Village Co-op at 1428 E. Madison Ave. Cottage Grove, OR 97424; **OR**
  - by submitting to the drop box located at the Cottage Village mailboxes (see map on p. 3); **OR**
  - by email to [cottagevillagecoop@gmail.com](mailto:cottagevillagecoop@gmail.com)
- Please note: Our application process includes multiple reference checks for each applicant, and selected applicant(s) will interview with current co-op members. Thank you for your patience.
- Email questions to [cottagevillagecoop@gmail.com](mailto:cottagevillagecoop@gmail.com) or leave a message at **541/649-1665**

**\*\*Do not disturb current occupants. Tours provided only to approved applicants\*\***

Applications must be received by **2:00 p.m. on Fri. February 28th** to be considered.

Please read this entire application packet carefully.

—Application Process—

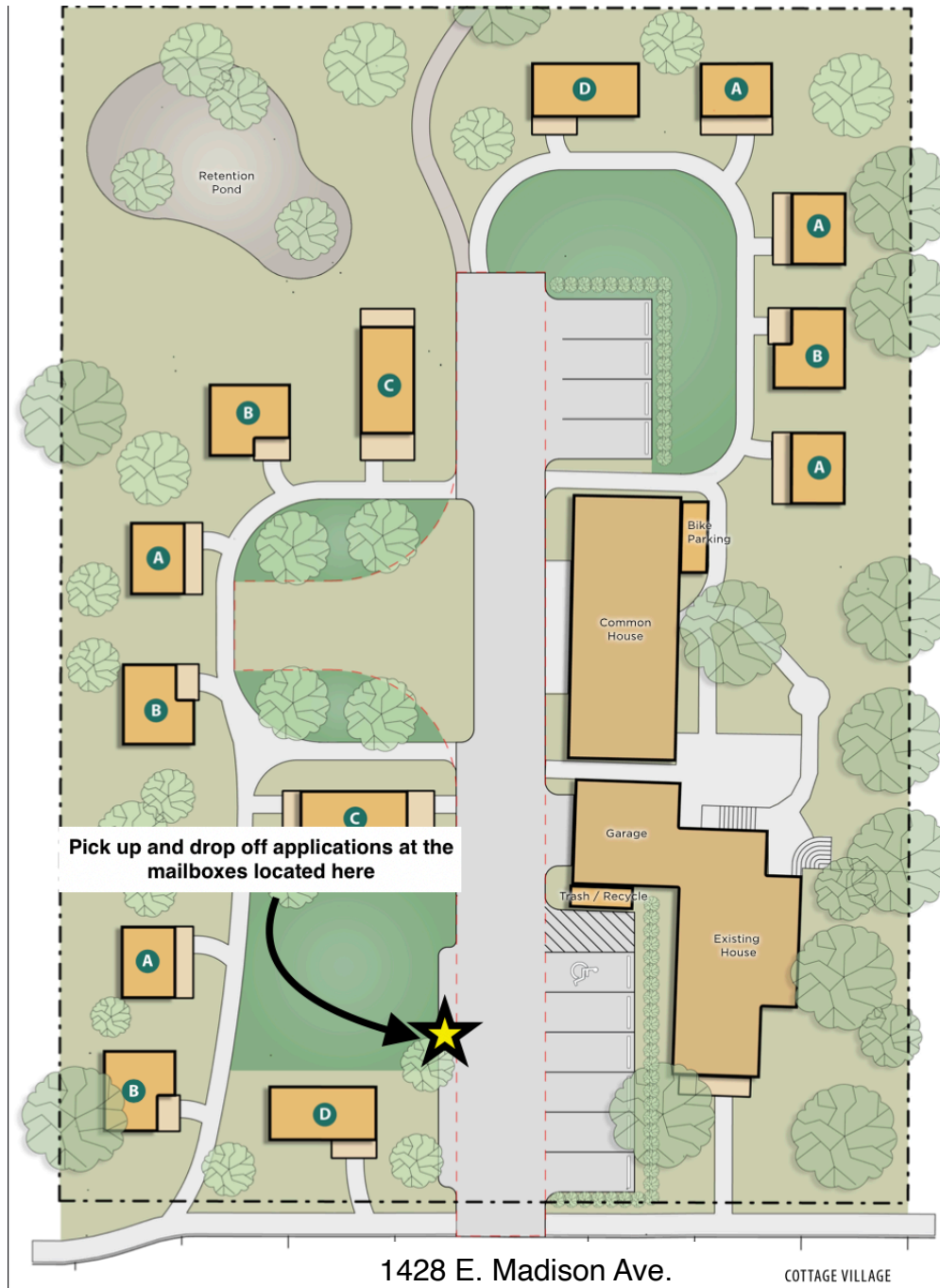
1. Print/download an application from [www.squareonevillages.org/apply](http://www.squareonevillages.org/apply) (scroll to **Cottage Village Co-op**), or pick up an application packet at the Cottage Village mailboxes (supplies limited; see map on p. 3). Drop off completed applications to the drop box 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 households who meet the following criteria:
  - Current (or in the past 12 months) resident of Lane County
  - Currently homeless or paying more than 50% of household income on housing costs
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.
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. The remainder of the deposit (\$500 total) plus first month's carrying charges are due at move-in.
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. Conviction History

- Reports accurate background information.
- Applicants with a 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/or service providers (please submit w/ application)

### 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.

**—Unit Type Availability and Cost—**

We are currently accepting applications for one Model A Unit (studio). Below is information including the size, occupancy limits, current monthly charges, and minimum income requirements for the available units.

**Model A**

Size: 192 sq. ft. + 88 sq. ft. sleeping loft

Occupancy: 1-2

Current carrying charges (rent): **\$395/mo.**

Deposit: **\$500**

Minimum household income: **\$790/mo.**

**Common Amenities:** Common amenities at Cottage Village include on-site coin operated laundry, covered bike parking, garden beds, and a Community Building with finished meeting space and full kitchen.

Applications must be received by **2:00 p.m. on Fri., February 28, 2025** to be considered.

### —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.

Each adult household member (18 or older) must fill out an application to be considered for membership. Please fill out the application completely.

***I have read the Member Selection Criteria, the Community Agreements, and the Rights & Responsibilities of Co-op Members and still want to continue the application process***

**Applicant Initials:** \_\_\_\_\_

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

Legal Name:		Date of birth:	
Name Used:		Phone #:	
Pronouns used:		Email:	

Are you currently homeless?	<b>Yes / No</b>
Do you currently pay more than 50% of your total monthly household income on housing (rent & utilities)?	<b>Yes / No</b>
Are you a current (or in the past 12 months) resident of Lane County?	<b>Yes / No</b>
If not selected during this round, would you like Cottage Village to keep your application on file for consideration for future openings for the next 6 months?	<b>Yes / No</b>

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**Household Composition** List all household members who are applying to live at Cottage Village, including yourself. Please list each person’s full legal name and date of birth:

Full Legal Name	DOB

**Housing References** Please provide **at least two** previous housing/shelter references. These may include landlords, housemates, shelter or service providers, etc. Note: we *must* be able to contact at least two housing/shelter references to proceed with your application.

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

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

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

**Household Pets**

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

Please note: Cottage Village has a limit of **one pet per household**, and applicants with pets may be required to provide additional references about their pet’s behavior. Members with pets must make an additional pet damage deposit. Pets must be current on shots and licensed per local laws. Reasonable accommodations to the pet policy due to a disability may be requested below.

**Vehicle**

Please note: Off-street parking at Cottage Village is limited. We may not be able to accommodate your vehicle with a dedicated off-street parking space.

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

\_\_\_\_\_

Do you need a reasonable accommodation due to a disability? **Yes / No**

If so, what kind?

**Household Income**

PLEASE INCLUDE DOCUMENTATION WITH YOUR APPLICATION SO THAT WE CAN VERIFY YOUR INCOME

List all sources of income for all household members. 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	Type of Income	Amount per month

**Employment History** (present employer info. is required if listed as source of income)  
Volunteer experience may also be provided here.

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Present Employer	Dates Employed	Position	Full/Part-time
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Supervisor	Phone #
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Previous Employer	Dates Employed	Position	Full/Part-time
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Supervisor	Phone #
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**Participation & Cooperation** ...*member participation helps keep CVC so affordable.*

Residents of Cottage Village are members of a cooperative corporation. The co-op is responsible for managing common areas, adopting rules and policies, and maintaining the property through a democratic process in partnership with SquareOne Villages. Cottage Village’s ongoing affordability depends on member participation and cooperation.

<b><i>Can you commit to the requirements outlined in the Community Agreements on p. 6 of this application?</i></b>	<b>Yes / No</b>
<b><i>Do you understand how a housing co-op is different from conventional rental housing?</i></b>	<b>Yes / No</b>
<b><i>Can you fulfill the responsibilities of being a member of a housing cooperative as described on p. 7 of this application?</i></b>	<b>Yes / No</b>

Participating in co-op meetings includes constructive problem solving; 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.

<b><i>Are you willing and able to take part in community meetings as described above?</i></b>	<b>Yes / No</b>
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The minimum meeting participation requirements are one committee meeting per month plus the monthly General Membership Meeting. The current regular meeting schedule is below. Special meetings are also held on an as-needed basis.

<b>Membership Committee</b>	<b>Admin. Committee</b>	<b>House &amp; Grounds Committee</b>	<b>General Membership (required)</b>
1st Mon. of each month at 5:00 p.m.	2nd Mon. of each month at 5:00 p.m.	3rd Mon. of each month at 5:00 p.m.	4th Mon. of each month at 5:00 p.m.

<i>Will you be able to meet the minimum meeting participation requirements?</i>	<b>Yes / No</b>
<i>If you are accepted as a member, are you willing to begin participating in meetings prior to your move-in date?</i>	<b>Yes / No</b>

**For all questions, use additional sheets if necessary.**

Why are you interested in joining a housing cooperative?

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What are some skills and experience you have that you can contribute to our community?

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If you are invited to join our community, how would you participate in the maintenance and management of the co-op on a regular basis?

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What do you expect will be some of the major differences between living in a housing cooperative vs. living in a typical rental property?

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Please describe 3 experiences you've had working with other people on a shared goal. These can include work, school, or community projects that demonstrate your reliability, initiative, problem-solving skills, and ability to work with other people to meet a shared goal. **Include the name of a reference we can contact who can speak to at least one of these experiences, and provide their contact information in the "References" section on pp. 15-16.**

1. \_\_\_\_\_

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Name of reference who can speak to your experience: \_\_\_\_\_

2. \_\_\_\_\_

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\_\_\_\_\_  
 \_\_\_\_\_  
 Name of reference who can speak to your experience: \_\_\_\_\_

3. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of reference who can speak to your experience: \_\_\_\_\_

If accepted as a member, will you be willing to accept feedback from other Cottage Village members about concerns that involve you or members of your household (example: noise, shared space, lease compliance, etc.)?	<b>Yes / No</b>
Are you willing to listen to people who disagree with you about an issue that concerns you?	<b>Yes / No</b>

**Personal References** Please provide **at least two** personal references outside of your household/family. Choose references who can speak to your teamwork skills, problem-solving abilities, reliability, and initiative in completing projects and working with others. **At least one of these should be able to confirm an experience you shared on pp. 14-15.** References may include employers, co-workers, volunteer supervisors, teachers, service providers, etc.

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

I authorize the Cottage Village Cooperative to contact the above named references, including current and previous employers and current and previous landlords, roommates, and/or shelter providers. I also understand that untrue information provided by me in this application will be grounds for denying my application.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*continue to next page*



### Criminal Background Information

Please list the States and Counties in which you have lived in the past five 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?	<b>Yes / No</b>
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Please state any criminal convictions (include the date and location of the conviction). Use the back of the sheet if necessary.

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

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

\_\_\_\_\_  
Date