

Freedom Village Cooperative

Application for Membership Packet Cover Sheet

Enclosed you will find the following documents:

1. Letter to Applicants
2. Co-op Living
3. Application for Membership
4. Summary of Rights Under FCRA
5. By-laws/Community Rules/ Occupancy Agreement Acknowledgement Form
6. Credit Worthiness Criteria
7. Criminal Background Criteria
8. Consumer Authorization and Release Form
9. Member Occupancy Agreement
10. Annual Census Form
11. Volunteer Interest Sheet
12. Community Rules
13. Cooperative Bylaws

NOTE: The seller and the realtor should be given copies of:

15. Selling the Home- Homeowner Responsibilities

For more information, see the enclosed "Letter to Applicants."

Freedom Village Cooperative

Information needed for Application to be considered complete:

1. Application - 3 pages - Use black ink and write legibly
2. Application Fee (non-refundable) \$60 per applicant for credit and criminal record reports. **Check made payable to Freedom Village Cooperative.**
3. Income verification includes the following:
 - a. Copies of previous year's Federal Income Tax Returns
 - b. Pay stubs for at least two months
 - c. Annuity Statements, if applicable
 - d. SSA and SSI documents, if applicable
 - e. IRA and retirement income
 - f. Other sources of income within the household
4. Completed Consumer Authorization and Release Form
5. Copy of photo identification for each applicant
6. By-laws, Community Rules and Occupancy Agreement Acknowledgement Form, signed
7. Volunteer Interest Form, completed and signed
8. Annual Census Form, completed and signed
9. Member Occupancy Agreement Form SAMPLE, read, but NOT signed.

Incomplete applications or those that are not accompanied by all of the requested supporting documentation will be returned to the applicants. This will delay the process for membership.

Membership fee of \$300 and the first full month's rent are due at the closing. There will be a membership orientation completed prior to, or at, the closing of the property.

Freedom Village Cooperative

Letter to Applicants

Thank you for interest in our community. We hope you will consider joining us as resident owners. We strive to maintain a positive and well-kept community.

About the Community

- This is a people-oriented community -- we help each other as much as possible.
- We strive to maintain good roads, water, and sewer lines.
- Conveniently located for natural beauty, employment, and shopping.
- Clean and well-maintained
- Strong sense of community
- Members (you) create and live by the Community Rules. Please read them before you join.

About Cooperative Living:

- You will be an owner and a tenant. You will own one share in the Cooperative, which collectively owns the entire community.
- Members (you) vote on the Cooperative's Annual budget
- Members all participate from time to time as volunteers in running the Cooperative and the community, to keep costs down.
- The Cooperative is governed by the Co-op's By-laws. Please read them before you join.

About the application process:

Once you obtain an application, it must be completed to include the below list of paperwork. That entire completed packet must be returned to Freedom Village Cooperative by mailing the completed packet to:

**Freedom Village Cooperative
24 Boanza Drive
Concord NH 03303**

A complete application includes:

1. **Application for Membership**
2. **A Consumer Authorization and Release Form** completed by all applicants 18 years of age or older.
3. A copy of **photo identification for each applicant 18 years of age or older**
4. **Non-Refundable Application Fee of \$60 for each applicant. Please make check out to Freedom Village Cooperative.**

5. **Proof of income**, including the previous two (2) months' paystubs and the previous year's Federal Income Tax Returns, proof of Social Security and/or SSD income, annuities and/or proof of any other sources of income.
6. **Annual Census Form**
7. **Volunteer Interest Questionnaire**
8. **By-laws, Community Rules and Occupancy Agreement Acknowledgement of Receipt Form**

Please note that the enclosed **SAMPLE Occupancy Agreement Form** is provided for your review. You will sign a formal Occupancy Agreement at the closing.

Please note that **incomplete applications will be returned to the applicant.**

After turning in your completed Application this is what will happen:

Await contact from the Board of Directors to set up an interview time prior to application review. Next, await approval by the Cooperative's Board of Directors. The BOD will review completed applications and notify the applicants in writing of acceptance or denial. According to N.H. RSA 205-A:2 (g), the Co-op has 14 calendar days after an application packet and interview is **COMPLETED** to make a written decision to approve or deny membership.

With your Letter, if approved, you will receive the closing procedures that must be followed prior to the closing of the property.

After you are approved and before you may close on your property:

The Board of Directors of Freedom Village Cooperative want to provide new owners the best opportunity to learn about cooperative living, providing support for our By-laws and Community Rules.

As such, we ask all new applicants to be prepared for their property closing by following these steps and procedures:

1. We will need a **minimum of five (5) days' notice** to meet with all approved applicants prior to the closing of the property. That meeting will take place at our office 24 Boanza Drive with at least two (2) members of the Board of Directors. Your closing can take place after this meeting on the same day if you prefer.
2. At the meeting/closing time, the two (2) Board Members will sign and verify the **Park Owner Consent** for your deed, **Member Occupancy Agreement**, and the **New Member Handbook** will be reviewed.
3. The first month's rent (\$485) and membership fee of \$300 will need to be paid at that time.

The Board will extend an invitation to the next Board meeting, which are held the last Thursday of each month. The new member can begin to learn what it means to be an owner/member of Freedom Village Cooperative by participating in the monthly Board meetings.

After you move into your new home!

Learn how the Cooperative works by continuing to attend the monthly Board meetings. Sign up for committee work you are interested in and get to know your neighbors. You are now part of the Freedom Village Cooperative Community!

If you have questions, please email the following:

- Freedom Village Cooperative President at fvcoopvicepres@gmail.com

Or

- Freedom Village Cooperative Secretary at fvcoopsecretary@gmail.com

You may also leave a message at our office by calling 603-219-0743.

Freedom Village Cooperative

Cooperative Living

Living in a co-op community is different than living in an investor-owned park. This type of community living is unique — homeowners in resident-owned communities (ROCs) are not simply tenants in a park, they are members of a co-op and owners of a business. As a co-op member it is important to understand that:

1. The cooperative is a business incorporated under N.H. RSA 301A, “Consumers' Cooperative Associations”. It is owned by its members. Individual homeowners do not own the land underneath their homes; the co-op does.
2. The co-op has member-approved by-laws, which spell out how the business is governed.
3. The co-op is democratically governed by a one-member, one vote system. Each member household has equal decision-making authority,
4. New homeowners moving into the community are required to become members and enter into a membership occupancy agreement, binding them to the by-laws and community rules.
5. Members elect a Board of Directors to carry out the day-to-day tasks of running a business. The Board then appoints committees to take on other tasks.
6. Members have control over big decisions, such as carrying charges (rent), approving the annual budget, electing a Board and amending the by-laws or community rules.
7. Members can be expelled from the cooperative (which is different than being evicted from the community) for obstructing the management of the co-op. This is a serious matter and not to be taken lightly — members who are expelled lose voting privileges and typically pay a higher lot rent.

The Board and the appointed committee members must adhere to the cooperative’s by-laws and rules, as well as to state and federal laws. They are also cooperative members and are accountable to their fellow members. They must run the cooperative in a fair, consistent, democratic and business-like manner.

Cooperative membership has rewards, rights and responsibilities. The strength of a resident owned community (ROC) is directly related to the participation and commitment of its members.

By participating in the co-op, members can help reduce costs, build a vibrant neighborhood and grow as leaders. Participation includes everything from baking brownies for the annual community barbecue to operating the water system -- from an hour a month to a two-year commitment on the Board of Directors.



Freedom Village Cooperative, Inc.
Application for Membership

Instructions: All information must be filled out completely. Incomplete applications will be returned to the applicant(s). If a question does not apply, place "n/a" in the space provided. Please print all information.

Applying for: (Address of Home You Are Purchasing) _____

Current owner: _____

Applicant: _____

Co-applicant: _____

(If more than two applicants, please ask for an additional application)

Name(s) to Appear on Deed: _____

Current Address: _____

(Street)

(City, State, Zip)

Mailing Address (if different from above): _____

Home phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Length of time at this address: _____

Current landlord: _____

Phone: _____ Email: _____

If less than three (3) years at current address, list previous addresses:

Address: (include City, State, Zip)

Landlord: _____ **Phone:** _____

Address: (include City, State, Zip)

Landlord: _____ **Phone:** _____

Applicant Employer: _____

Phone: _____

Address: _____

Email: _____

Co-applicant employer: _____

Phone: _____

Address: _____

Email: _____

Please list all sources of **monthly** income to be considered toward payment of lot rent:

Applicant INCOME:

Co-Applicant INCOME:

Amount \$ _____ Source _____ Amount \$ _____ Source _____

Amount \$ _____ Source _____ Amount \$ _____ Source _____

Amount \$ _____ Source _____ Amount \$ _____ Source _____

Total \$

Anticipated monthly EXPENSES:

Mortgage(s) _____

Car Payment(s): _____

Electric: _____

Auto Insurance: _____

Cable/Internet: _____

Homeowner's Ins: _____

Heat: _____

Phone (s): _____

Park Rent: \$485.00 _____

Other: _____

Total \$

Number of persons who plan to occupy home: _____

Are you or any members of your household required to register as a sex offender?

Yes	No
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Please list two personal and one professional reference(s) who can speak to your likelihood to pay your rent in a timely manner, obey the community rules and be a good cooperative member. References may not include relatives.

Applicant

Co-Applicant

PERSONAL

PERSONAL

1. Name: _____
Phone: _____
Relationship: _____

1. Name: _____
Phone: _____
Relationship: _____

2. Name: _____
Phone: _____
Relationship: _____

2. Name: _____
Phone: _____
Relationship: _____

PROFESSIONAL

PROFESSIONAL

3. Name: _____
Phone: _____
Employer: _____

1. Name: _____
Phone: _____
Employer: _____

Please read the following information before signing this application:

To join Freedom Village Cooperative, I/we are aware that a Membership Fee of Three Hundred Dollars (\$300) must be paid before I/we occupy the home. I/we understand that I/we may not move in until approval is made. I/we understand that the home must be lived in by the family/household purchasing and cannot be rented out except under clear cases of hardship as determined by the Cooperative Board of Directors.

I/we understand that **at least one household member must be aged 55 or older**. I/we understand that this application in no way guarantees my/our acceptance into the Cooperative/Community. I/we authorize Freedom Village Cooperative and its contracted property

management company to obtain information from current/former employers, friends, and current/previous landlords. I/we hold harmless Freedom Village Cooperative and its contracted property management company, and its employees, and/or tenants, from any action arising from these inquiries.

The Cooperative does not discriminate based on age, sex, race, gender identity, ethnicity, creed, color, marital status, familial status, physical or mental disability or national origin or on account of that person's sexual orientation in the approval of its members. Information provided in this application found to be false may serve as immediate grounds for denial of membership.

Disclaimer: I/we understand that should I/we be accepted as a member of the Cooperative, failure to provide accurate information on this Application for Membership may be grounds for member expulsion according to the Cooperative By-laws. Such expulsion would result in the loss of membership. Loss of membership/expulsion would result in the loss of voting privileges, an increased monthly lot rent of \$25.00, and may lead to eviction. By signing this application, I/we attest that this is accurate and true information to the best of my/our knowledge.

Applicant Signature: _____

Date: _____

Co-applicant Signature: _____

Date: _____

NOTE: Applications that are incomplete, illegible and/or are not accompanied by the proper documentation will be returned to the applicant(s).