

MEMBER SELECTION CHECKLIST

Applicant household: _____ Date sent to co-op: _____

** Note: Yes/No/Maybe are the options for “does the household meet the criterion”*

1. Member Selection Criteria confirmed by CHT

Under its contract with you, CHT Property Management forwards applications that have met these criteria:

Criterion	Yes/No/ Maybe*	Comments
Attended Co-op Orientation	Y	Date(s) attended:
Ability to Purchase Share	Y	The household affirms it can buy the co-op share up front, or in installments if the co-op offers that choice

2. Unit-Related Criteria confirmed by CHT

CHT confirms that household meets the following criteria that are specific to a current vacancy at the co-op:

Criterion	Yes/No/ Maybe	Comments
Household Size/ Composition	Y	The household meets any size or composition requirements that apply to a current vacancy at the co-op.
Affordability (will not be overly cost-burdened)	Y	The household’s gross income is above the minimum that applies to a current vacancy at the co-op.
Fits Income Criteria	Y	The household’s gross income is at or below any limit that applies to a current vacancy at the co-op.
FT Student Status	Y or N/A	Household meets any regulations on adults enrolling as FT students

3. Assessments on Other Criteria

CHT and co-op’s Member Selection Committee both evaluate the household in these areas:

- a) CHT checks household’s credit report, housing references, and character references. It forwards the references and non-confidential pages of the application to the Member Selection Committee, and staff record any comments here.
- b) Committee decides whether to interview household, enters its evaluations and comments, and forwards this report to the co-op board with a recommendation to approve or deny household for membership.

- ➔ Based on initial information, CHT recommended ڦ to interview ڦ not to interview
- ➔ On review of the application, committee decided ڦ to interview ڦ not to interview

Note to Committee: If you interviewed household, assess on each criterion and explain in the comments. If no interview occurred, assess those criteria that influenced your recommendation and explain in the comments.

Criterion	Yes/No/ Maybe	Comments
Credit History Shows financial responsibility		<p>1. <u>CHT comments:</u></p> <p>2. <u>Committee comments:</u></p>
Rent Payment History <i>Positive history of paying housing costs in full and on time</i>		<p>1. <u>CHT comments:</u></p> <p>2. <u>Committee comments:</u></p>
Stability of Income <i>Has stable income sources and/or work history</i>		<p>1. <u>CHT comments:</u> <i>A history of paying housing costs on time can serve as evidence that household's income is stable enough.</i></p> <p>2. <u>Committee comments:</u></p>
Criminal History <i>Must list and describe all convictions of any household member(s)</i>		<p>1. <u>CHT comments:</u> <i>Households self-report on the application. CHT runs a background check to confirm, after a household is approved for membership.</i></p> <p>2. <u>Committee comments:</u></p>
Property Damage and Disturbances <i>No history of disturbances, property destruction, or living habits adverse to health/ safety/unit condition</i>		<p>1. <u>CHT comments:</u></p> <p>2. <u>Committee comments:</u></p>
Ability to Comply with Lease <i>Fully capable of complying with all terms of the lease</i>		<p>1. <u>CHT comments:</u></p> <p>2. <u>Committee comments:</u></p>

Criterion	Yes/No/ Maybe	Comments
Non-Discrimination <i>Commits not to discriminate on the basis of any protected categories (lease term of special importance)</i>		1. <u>CHT comments:</u> 2. <u>Committee comments:</u>
Cooperative Spirit <i>Reasonably able and willing to work cooperatively with others and participate in group decision-making</i>		1. <u>CHT comments:</u> 2. <u>Committee comments:</u>
Understanding of Cooperative Model <i>Made a reasonable effort to understand the unique aspects of co-op housing</i>		1. <u>CHT comments:</u> 2. <u>Committee comments:</u>
Participation in Management <i>Willing and able to take part in co-op operations for a limited and consistent time each month</i>		1. <u>CHT comments:</u> 2. <u>Committee comments:</u>

➔ **If an interview occurred**, committee must record: Interview Date: _____

Interviewer #1: _____ Interviewer #2: _____
(name) (name)

Membership Committee recommends:	APPROVAL ف	DENIAL ف
Committee Chair Signature(s):	Date:	
Board of Directors decides to:	APPROVE ف	DENY ف the applicant(s).
Board Chair/Vice Chair Signature(s):	Date:	

1. After completing this form the committee must submit it to the Board Chair.
2. After a Board decision, the Board Chair or Vice Chair will sign and submit this report to CHT.