



30300 Telegraph Road Suite 205  
Bingham Farms, MI 48025  
P: 248-644-4650  
www.ppscoop.com

Re: ROYALWOOD COOPERATIVE, INC.  
Application for Membership

Dear Prospective Member:

In accordance with your request, enclosed you will find a membership application for the Royalwood Cooperative, located in Royal Oak, Michigan. Please complete this application in its entirety and return it to this office along with a **money order** (non-refundable) payable to Royalwood Coop. Apts. in the amount of \$35.00 for one applicant or \$45.00 for two applicants. At this time, the buy-in equity for a one-bedroom apartment style unit is \$8,000.00, the two-bedroom apartment style is \$9,000.00, and the two-bedroom unit is \$10,000.00.

You will need to provide ***proof of income***, which may be a W-2, or the front page of your tax return, which must verify your income in the amount of at least \$30,000.00 annually per person applying. ***Applications received without proof of income and verification of employment cannot be processed. PLEASE DO NOT SEND ORIGINALS FOR PROOF OF INCOME AS THEY CANNOT BE RETURNED TO YOU.***

Upon receipt of the completed application, a credit report will be ordered, along with a background check. The minimum credit score needs to be 620, the background check will be reviewed entirely. The credit report, back ground check, and application, will be forwarded to the Membership Committee Chairperson or Resale / Property Manager for Royalwood Cooperative who will review your application with the Board of Directors and then advise you whether or not your application for the waiting list has been accepted. You ***MUST*** indicate which type of unit you are applying for (see upper right portion of the application). ***You may only apply for one unit type.***

At this time Royalwood is taking applications for one and two bedroom units and for townhouse type units. There are no townhouse units available, but we can add your name to a waiting list if you so desire. Royalwood Cooperative participates in smoke free buildings and currently has five (5) completely smoke free buildings. If interested in the smoke free unit, please specify on the application.

# Royalwood Cooperative Apartments, Inc.

Date Received In Office

Membership Application To Be Completed By Applicant

PLEASE PRINT

Date Submitted:	Type of unit desired:	
Applicant's Name:	Applicant's Social Security #:	
Applicant's Date of Birth	Applicant's Email	
Co-Applicant's Name:	Co-Applicant's Social Security #:	
Co-Applicant's Date of Birth	Co-Applicant's Email	
Current Address:		
City:	State:	Zip Code:
Home Phone Number:	Cell Phone Number:	
Work Phone Number:	Cell Phone Number:	

## Other Living With Applicant:

Name:
Name:
Name:

## Current Employer- Years of Service

Current Employer:	Date start/end:	
Business Address:		
City:	State:	Zip Code:
Work Phone Number:	Work Fax Number:	

## Prior Employer- Years of Service

Prior Employer:	Date start/end:	
Business Address:		
City:	State:	Zip Code:
Work Phone Number:	Work Fax Number:	

## Co-Applicant's Current Employer- Years of Service

Current Employer:	Date start/end:	
Business Address:		
City:	State:	Zip Code:
Work Phone Number:	Work Fax Number:	



# Royalwood Cooperative Apartments

c/o 30300 Telegraph Road Suite 205 Bingham Farms, MI 48025 248-644-4650

## EMPLOYMENT VERIFICATION FORM

Name & Address of Employer

Name & Address of Applicant

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

To Whom It May Concern:

In accordance with the Application Regulations established by its Board of Directors of Royalwood Cooperative Apartments, it is mandatory that each applicant seeking admittance to Royalwood Cooperative Apartments have their income certified by their employer. Therefore, please complete the following items (the employee's signature below authorizes you to release this information) and mail this form back to the above address.

X \_\_\_\_\_  
Applicant's Signature

X \_\_\_\_\_  
Social Security Number

X \_\_\_\_\_  
Employee Number

Do you, or does the company, employ the above named person? Yes \_\_\_ No \_\_\_

Date of Hire \_\_\_\_\_ Position/Title \_\_\_\_\_

Base Pay \_\_\_\_\_ Hourly/Weekly Pay \_\_\_\_\_ Hrs. per week \_\_\_\_\_

Does this employee work overtime? No \_\_\_ Yes \_\_\_ Rate: \_\_\_\_\_ O/T Hrs. Per Week \_\_\_\_\_

Are bonuses or cost of living expenses given? No \_\_\_ Yes \_\_\_ Explain: \_\_\_\_\_

If employment is seasonal or irregular, please explain: \_\_\_\_\_

If this employee is no longer employed, please state the termination date: \_\_\_\_\_

To the best of my knowledge, I believe this information to be accurate.

\_\_\_\_\_  
Employer's Signature/Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

# ROYALWOOD COOPERATIVE APARTMENTS INC.

## Member Selection & Continued Occupancy Policy (revised October 2018)

### PURPOSE

The purpose of our Member Selection & Continued Occupancy Policy is to establish a guideline for the selection of members which will enhance the quality of life for our members and maintain the financial viability of the cooperative as a whole.

### I. FAIR HOUSING

Royalwood Cooperative Apartments Inc., its employees, and its agent will provide equal and fair treatment to all persons, regardless of race, color, creed, religion, familial status, age, sex, handicap, gender, or national origin in the providing of housing. The property, its employees, and its agent will not knowingly violate any applicable Federal, State, or local fair housing, civil rights, or any equal opportunity requirements. The Property, its employees, and its agent will also abide by the Fair Housing Act and all of its amendments.

### II. ELIGIBILITY REQUIREMENTS

- A. All applicants must show proof of citizenship or hold eligible immigration status or hold temporary protected status. If you do not hold an eligible immigration status produce evidence of other lawful admission to and residency into the United States. Acceptable documentation is as follows:
  - 1. Birth Certificate from the United States of America
  - 2. Naturalization Certificate for the United States of America
- B. If the applicant has a social security number, proof of social security number is required.
- C. Sex Offender Registration (see IV, D #4)

### III. INCOME LIMITS

- A. Minimum income limits – combined gross household income must be at least \$30,000.00 (previously \$20,000.00 annually)

### IV. APPLICANT PROCEDURE

- A. Application Packet

Each household needs to complete an application package. An application package will include:

- 1. A complete written & signed Cooperative Application
- 2. A copy of a Picture ID for all adult (over age 18) applicants. To be submitted with completed application.
- 3. Proof of eligibility requirements as stated in Section II.

4. If the applicant has a Social Security number, then the applicant and all persons applying with the applicant having Social Security numbers must present proof thereof for the office staff to photocopy.
5. Payment of the \$35.00 credit report fee for each application, and \$10.00 for each additional applicant or occupant 18 or over. Applications will not be accepted without the credit report / background check fee included.

B. Application Intake

1. Each application will be dated and signed by the person receiving the Application. Applications will be processed in the order they are received.
2. Preferences for units will be given to qualified members that are on the transfer list(s) prior to new applicants.
3. The waiting list will be updated at least annually. Applicants who fail to respond within the required time frame to notices sent to them will be removed from the wait list

C. Application Processing

1. Approval of an applicant for a unit will only occur after the site staff has full verification of all sources of income, assets, landlord reference, credit / criminal history and all other qualifying guidelines are verified to assure eligibility.
2. Insufficient / Inaccurate Information  
If we are unable to collect and verify all of the applicant's information they will first be notified by telephone. If we are unable to contact them after two (2) attempts a letter will be sent to their last known address stating, we need the applicant to contact us with the information indicated. They will be given 10 days to comply with this letter. If the cooperative has not received a response in the allotted time, the application will be put in the inactive file. If at any time we find that the applicant has falsified their application or has given us false information we will deny the application. If we discover after the applicant has moved in that they falsified their application, and such falsification would have made them ineligible for membership in the Cooperative, the Cooperative will seek the appropriate action for termination of their membership. If the applicant refuses to cooperate fully with the application process or if it is the decision of the Board of Directors / Management that an applicant intentionally falsified information the applicant will be denied.
3. Credit & Financial Standing  
Applications will be denied if it is determined that the applicant has poor credit. The application will be reviewed to consider whether the applicant has a satisfactory history of meeting financial obligations. All adult members of the household who wish to become members of the cooperative must have acceptable rating, or the application will be rejected. Poor credit will be defined as: A minimum credit score of 620 (previously 600) – or whatever the Board of Directors deems reasonable at that time, to increase no more than 20 points annually. (All State to provide credit scores on all reports).

4. Tenancy of Credit Records – A consistent, severe, or recent history of deficiencies in overall credit in rent payment which indicated that the family would be unable or would otherwise fail to pay when due rent for the unit and other expenses relating to occupancy of the unit; or the absence of any history of timely payments of rent and other obligation, unless the family can show good cause for such absence
5. Applicants with a Debit Balance – Applicants who owe their landlord / owner a balance from present or prior occupancy will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the contributing causes for non-payment of rent during the present or prior occupancy have been sufficiently changed to enable the family to pay when due, rent and other expenses relating to the occupancy of the unit. The spouse will not be required to pay the balance before admission if his/her spouse was the former lessee, providing there is legal documentation evidencing a divorce or separation. In any event, the former lessee with the unpaid balance will not be added to the occupancy agreement until the amount is paid in full.

#### **CATAGORIES FOR REJECTION AND/OR EVICTION:**

The Board of Directors reserves the right to disapprove applicants for admission and continued occupancy if it is determined that any member of the household falls within any of the following categories:

1. History of Criminal Activity-  
The applicant will be rejected if any household member who has been evicted from any housing for drug-related criminal activity. This includes cases in which a member of a family who is expected to reside in the household was or is engaged in any criminal activity which involves crimes of physical violence to persons or property or the nature of which would be detrimental to the safety or welfare of other members or their peaceful occupancy of the premises.
2. Illegal Drug Use-  
Any household member who is currently engaging in illegal drug use. If the Board of Directors determines that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug (including abuse or pattern of abuse of alcohol) may interfere with the health, safety, or right to peaceful enjoyment of the premises by other members. Examples of evidence of illegal activities may include a conviction record, former landlord references, etc.
3. Confirmed Drug or Alcohol Addiction or Abuse- Includes evidence of confirmed drug addiction or alcohol abuse, such as a record of conviction for possession, trafficking or use of heroin or other narcotics or controlled substances, a record of convictions for activity relating to the misuse of alcohol, or written reports from a probation officer, a social agency, or the family itself to the effect that the individual is addicted to or is misusing drugs or alcohol. In cases where the individual is undergoing follow-up treatment by a professional agency after discharge from an institution, such person shall not be considered ineligible if such agency confirms in writing that such person is rehabilitated.

4. State Sex Offender Registration Program- If any member of the household is subject to a lifetime registration requirement under a state sex offender registration program, occupancy will be prohibited. In accordance with Federal law, management will perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.
5. Violent Behavior- Includes evidence of acts of violence or of any other conduct which would constitute a danger or disruption to the peaceful occupancy of neighbors. This also includes other criminal activity that would threaten the health or safety of the Board of Directors / Management, or any employee, contractor, subcontractor, or agent of the Board of Directors / Management who is involved in the housing operations.
6. Grossly Unsanitary or Hazardous Housekeeping- Includes generally creating any health or safety hazard through acts of neglect, and causing or permitting any damage to or misuse of premises and equipment; If the family is responsible for such hazard, damage or misuse; causing or permitting infestation, foul odors or other problems injurious to other persons health, welfare or enjoyment of the premises; depositing garbage improperly; failing to remove garbage from their unit; failing to use in a reasonable and proper manner all utilities, facilities, services, appliances, and equipment within the dwelling unit or failing to maintain them in good and clean condition, or any other conduct or neglect which could result in health or safety problems or in damage to the premises. In cases where a qualified agency is working with the family to improve housekeeping and the agency reports that the family shows potential for improvement, decisions as to eligibility shall be reached after referral to and recommendation by such agency. This category does not include families whose housekeeping is found to be superficially unclean or the lack or orderliness, where such conditions do not create a health and safety problem, do not result in damage to or deterioration of the premises and do not adversely affect the peaceful occupancy of neighbors.
7. Records of Disturbance to Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior- Includes behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence, or irresponsibility, which damaged the equipment or premises in which the family resides: or which is disturbing or dangerous to neighbors or disrupts sound family and community life.
8. Non-compliance with Occupancy Agreement – Includes evidence of any failure to comply with the terms of prior or current rental or occupancy agreements, such as providing shelter to unauthorized persons, keeping pets, or other acts in violation of the rules and regulations, and any alterations / additions to the premises without the prior written consent of the Board of Directors.

9. Applicants with a Debit Balance – Applicants who owe their landlord / owner a balance from present or prior occupancy will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the contributing causes for non-payment of rent during the present or prior occupancy have been sufficiently changed to enable the family to pay when due, rent and other expenses relating to the occupancy of the unit. The spouse will not be required to pay the balance before admission if his/her spouse was the former lessee, providing there is legal documentation evidencing a divorce or separation. In any event, the former lessee with the unpaid balance will not be added to the occupancy agreement until the amount is paid in full.

All rejected applicants will be notified in writing. The notification will clearly state the reason(s) for the disapproval and advise them of their rights for reconsideration and appeal process. In addition to the Selection and Continued Occupancy Policy, all residents must continue to adhere to all provisions in the By-Laws, Occupancy Agreement, Rules and Regulations, and Membership Handbook.

## VI. WAITLISTS

A separate wait list will be kept for each size unit. If the applicant does not specify which size unit they are interested in, their name will be put on the list for each size unit their family would qualify for.

The waiting list will be maintained in chronological order by date of application or request to transfer. The unit size you are able to move into is directly related to the number of persons in your household, but also by the following occupancy standards:

One Bedroom Apartment Style Unit: Minimum one (1) person, maximum three (2) persons.

Two Bedroom Apartment Style Unit: Minimum one (1) person, maximum four (4) persons.

Two Bedroom Townhouse: Minimum one (1) person, maximum four (4) persons.

## VII. UNIT TRANSFER

Members who are approved for transfer will be alternated with families on the waitlist.

Members who live in Manor units are not available for 1 year from the date of their move-in unless approved by the Board of Directors

The number and composition of the household may change after initial occupancy so that the unit size no longer meets the standard set forth above. The member **must submit a written request to transfer to a larger or smaller unit.** The Board of Directors may require over housed and under housed families to transfer to an appropriate size unit.

The Board of Directors reserves the right to approve or disapprove transfer requests based on the following: payment history, housekeeping, written complaints, or for any violations(s) of the occupancy agreement.

For member(s) who request a transfer to a larger or smaller unit in the cooperative, the following procedures shall occur:

Upon requesting the transfer, the member requesting said transfer will have their home inspected by the Property Manager and/or a representative from the Cooperative Service Department. An estimated list of charges will be calculated, including the replacement of damaged items or items with excessive wear, housekeeping, and any other items that the member is responsible for. The estimated list of charges will be known as the transfer deposit.

Notwithstanding the previous paragraph, the minimum amount a member shall pay to the cooperative for a transfer deposit is **the equity difference between unit styles coupled with the rehab charges of the unit being vacated.**

The transfer deposit shall be considered a temporary deposit to be held for the member's original unit.

A non-refundable re-sale fee in the amount of **\$100.00** shall be paid to the cooperative to compensate the cooperative for processing the transfer. Such re-sale fee will be deducted from the transfer deposit described above.

### VIII. BARRIER MODIFICATIONS

The Property acknowledges that in an effort to provide disabled persons with the opportunity to afford full enjoyment of the premises, from time-to-time reasonable modifications may be necessary. In accordance with the provisions of the 1988 Amendments to the Fair Housing Act, **at the expense of the disabled person**, reasonable modifications of existing premises occupied or to be occupied by such person will be allowed with prior written approval of the Board of Directors. **Members requesting modifications for medical reasons must attach a letter from a physician and a bid from a certified contractor to the alteration permit.**

### IX. MEMBER SELECTION

In addition to the Selection and Continued Occupancy Policy, all residents must continue to adhere to all provisions in the By-Laws, Occupancy Agreement, Rules and Regulations, and Membership Handbook.

\_\_\_\_\_  
Applicant/Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Member

\_\_\_\_\_  
Date

Revised: August 06, 2022

## **GUESTS**

Guests visiting members longer than (3) weeks are no longer considered guests and must go through the selection criteria process described under 'Categories of Rejection/Eviction'.

Exception: Should a guest stay need to be extended for a limited time beyond (3) weeks for any reason, the management office must be notified for further consideration from the Board of Directors.

When guests are visiting longer than a week members must notify the office in writing of the following;

1. Names of visitors
2. Length of time of visit
3. Description of guest's vehicle and license plate number

## **ADDING / REMOVING INDIVIDUALS TO YOUR OCCUPANCY AGREEMENT**

**POLICY** - Members cannot add any signature to the original Occupancy Agreement. The only exception to this policy will be, upon proof of marriage to the member's new spouse.

Members cannot remove any signature to the original Occupancy Agreement unless proof is given to the office that the courts have decreed sole ownership as part of a divorce agreement.