

Lancaster Village Cooperative

Occupancy Requirements

Family Size: The applicant's family size is restricted in that there must be at least one but no more than two (2) heartbeats for each bedroom. Basements are not considered suitable for use as sleeping areas.

Age: Applicant(s) must be at least eighteen (18) years of age or older in order to apply for housing.

Income: All applicants must provide proof of **(6) six months continuous income**. All sources of income must be reported by the applicant and verified by the staff of Lancaster Village Cooperative. Written verifications are mailed directly to the employer by the staff at Lancaster Village Cooperative. Employers are required to mail all verification of employment and income back to the office. Hand deliveries are not accepted.

Credit & Criminal: A credit and criminal check is made for each applicant through the office. **Felonies prohibit membership to Lancaster Village Cooperative.**

Identification: All applicants must have valid/current picture I.D. All person(s) listed on the application must provide an original Social Security Card and Birth Certificate.

Orientation: Each person listed on the application (including children, spouse, etc.) must attend the orientation before being approved for membership. The purpose of the orientation is to familiarize the applicant with the policies and procedures of Lancaster Village Cooperative.

Approval & Denial: Applicants will be informed by writing within five (5) days following the orientation as to the approval/denial of the application. If a proposed applicant has been denied, he/she must submit a letter to the Board of Directors within fourteen (14) days to appeal the decision. Applicants are requested to submit with the letter any additional information they feel may be beneficial during the appeal process.

Membership Fees and Carrying Charge Rates

UNIT SIZE	MEMBERSHIP FEE	CARRYING CHARGE RATE
1 Bedroom	\$ 1,400.00	\$418.00
2 Bedroom	\$ 1,700.00	\$476.00
2 Bedroom w/ basement	\$ 2,400.00	\$481.00
3 Bedroom	\$ 2,700.00	\$497.00
3 Bedroom w/ basement	\$ 2,800.00	\$517.00