



Carrying Charges & Equity Values

Size of Townhouse	Monthly Carrying Charges	Monthly Carrying Charge Over Income Maximum	Membership Fee/ Transfer Equity Value
1 Bedroom	\$494	\$543	\$ 6,389
2 Bedrooms, 1 Bath	\$541	\$595	\$ 7,552
2 Bedrooms, 1.5 Baths	\$551	\$606	\$ 7,850
2 Bedrooms, 1 Bath With Side Yard	\$542	\$596	\$ 7,846
3 Bedrooms, 1.5 Baths	\$568	\$625	\$ 8,793
4 Bedrooms, 1.5 Baths	\$586	\$645	\$ 9,352

**Each member upon moving out can sell their membership for its "transfer equity value", which is determined by the bylaws. The outgoing member can also assess costs for improvements made to the townhouse, landscaping and/or personal property being sold with the membership.*

Income Requirements

*All household members that are 18 years of age and older is used to calculate household income. This includes full time student and adoption and foster care income.

Minimum Income – A minimum income level is required at the time of move-in. The annual incomes required for the various townhouse sizes:

1 Bedroom - \$18,000 2 Bedroom - \$19,500 3 Bedroom - \$21,000

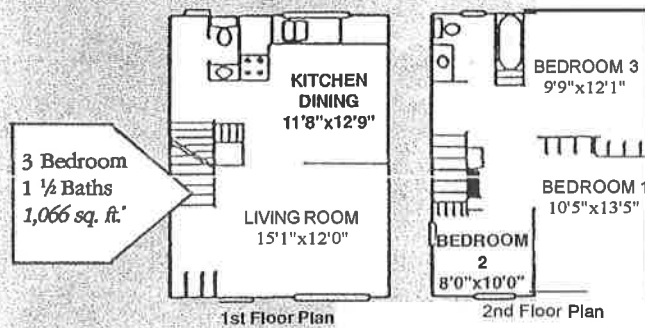
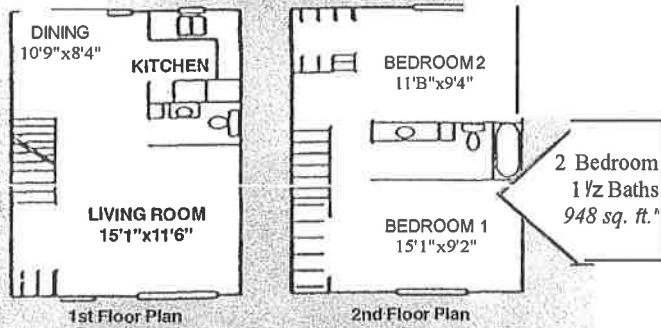
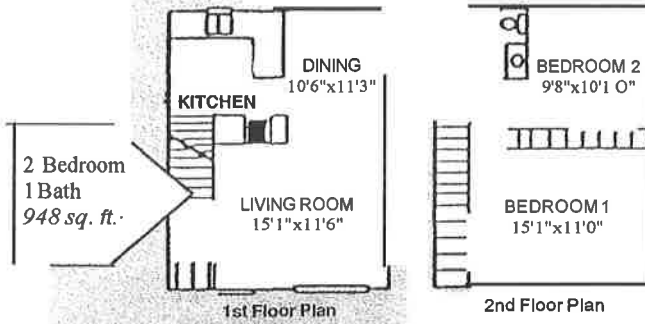
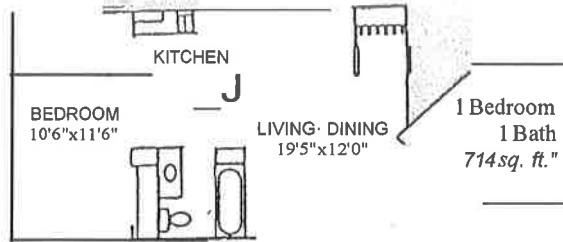
Maximum Income – At the time of move-in, the current combined household income of all household members who are 18 years or older:

Household Size	1	2	3	4	5	6
	\$51,100	\$58,400	\$65,700	\$72,950	\$78,800	\$84,650

Size of Townhouse	Occupancy Requirements Minimum Occupants	Maximum Occupants
1 Bedroom	1	3
2 Bedroom	2	6
3 Bedroom	3	7
4 Bedroom	4	8



Floor Plans



**Two, three and four bedroom townhomes have a full basement that is not included in square footage.*



Date: _____

Dear Applicant:

Thank you for requesting an application for membership at Village Townhouses Cooperative.

In order to determine if you are eligible for membership, please be advised we have established selection criteria that includes the following items which must be verified prior to your application being approved.

- Federal/State Requirements
- Household Income
- Credit History
- Previous Landlord/Mortgage History
- Landlord/Tenant Court History
- Criminal Conviction History

Enclosed is a copy of our "Applicant Eligibility Criteria" along with our complete application packet. Please complete all of the enclosed forms and return them to our office along with a money order in the amount of \$75.00, this non-refundable and is used to cover the costs of the credit and criminal history screening. The money order must be made payable to Village Townhouses Cooperative. Our office hours are Monday through Friday, 8:00 am – 5:00 pm.

We thank you in advance for your cooperation in helping us process your application. If you have any questions, please feel free to contact us at the number listed above.

Sincerely,

Village Townhouses Cooperative Management

TRS 800-649-3777 voice & text
866-656-9826 speech to speech



5937 Haverhill Drive • Lansing, Michigan 48911-6497 • Telephone 517-882-3461 • Facsimile 517-393-5140

www.villagetownhouses.com



***Village Townhouses Cooperative
Move-In Procedure***

Welcome to Village Townhouses Cooperative. (Also referred to as Co-op or Cooperative throughout this brochure.) We are pleased that you are interested in becoming a member of our community.

A membership entitles you to an equal share (ownership) in the Cooperative, private use of a townhouse, and a vote in the operation of the Cooperative.

Village Townhouses is a not-for-profit cooperation, which provides the many benefits of owning your home without the hassles of maintaining your home.

This brochure will help explain the procedures of becoming a member at Village, from the application process until you actually move-in.

At the back of this booklet is a list of definitions you may need to refer to while reading the move-in procedure.

The Application Process:

If you are interested in purchasing a membership and moving into the Cooperative necessary paperwork needs to be completed.

Note: All applicants/occupants 18 or older will be required to complete paperwork.

1. All paperwork on the right-hand side of this folder must be completed and submitted along with a money order or cashier's check (cash and personal checks are not accepted) for \$75 to the office. This non-refundable payment is used to cover the costs for the credit screening and criminal history reports. The payment should be made payable to Village Townhouses Cooperative.
2. A credit and criminal history report will be run for all applicants applying for membership. We are required to obtain criminal history reports for all household occupants 18 years of age and older. It can take seven to ten days for these results.
3. Once the credit and criminal history has met the criteria the verification forms you return/returned will be sent to current and previous landlords. When our office has received all the completed forms back (it typically takes 2-4 weeks); it will be determined if you meet the rental (residence) history and income requirements of our Member Selection criteria. (The Board of Directors has set these guidelines.) If you meet the criteria, you will be notified in writing of your approved status and your approved application will be placed in our **Prospective Members file**.

The Prospective Members File: Your application will remain active for one-year. However, the application information is valid for only 120 days. If applicant makes a Member sales agreement with an outgoing Member after 120 days, all information must be re-verified. If applicant has not made a Member sales agreement within one year, the initial application will be withdrawn from the Prospective Members file unless applicant consents to having all information re-verified at the application fee amount.

- All applications are filed by the size townhouse the household qualifies for (i.e. one bedroom, two bedrooms, and three bedrooms). Please refer to criteria for set guidelines.
- Available memberships are posted on our web site (www.villagetownhouses.com). If you prefer to receive listings via email or postage mail, please make the request in writing and include with your application.
- Once a member puts his/her membership up for sale, the approved applicant(s) is responsible for making appointments with the outgoing member to view the townhouse and discuss an agreement to purchase their membership.
- The outgoing member is not required to utilize the prospective member listing; however, a buyer still must go through the application screening process.
- The **Cooperative does not** become involved in any personal money agreements and **is not responsible** for either party's obligation.

It is very important to contact the Office with any changes in your income, household size and/or address.

Purchasing the Membership:

The outgoing/selling member establishes the selling price. The selling price normally consists of the cost of the membership/transfer equity value (not to exceed the by-law maximum) and costs to reimburse the outgoing member for any approved improvements and/or personal property they wish to sell.

1. Once you have been notified of your approved status and you have made an agreement to purchase a membership, several forms will need to be filled out between the buyer and seller. These forms include:
 - ***Move-In/Move-Out Agreement***- This agreement lists all improvements and/or personal property the outgoing member is leaving when they move out. If you accept any improvements such as carpeting, wallpaper, paneling, light fixtures, finished basements, central air conditioners, etc., you are responsible for any repairs and/or restoring of those items to their original condition, if removed. The Cooperative will remove any items that are left in the townhouse and not noted on this agreement. The restoration/removal will be charged to the selling member.

If you accept carpeting from the outgoing member, you accept the condition of the floors beneath the carpeting; therefore, if you remove the carpeting and desire the floors to be refinished, any preparation or repairs needed, will be your responsibility. The Cooperative will pay for the refinishing of the floors if you have lived in the townhouse for five years, budget will allow it, and if they have not been refinished in the last eight years.

If you accept paneling/wallpaper, you are responsible for restoring the walls to an acceptable standard if these are removed.

If you want the townhouse repainted, this is an agreement you must make with the outgoing member. Village does not paint ceilings, walls, or woodwork, nor do we repair any nail holes, curtain rod/blind holes, or markings.

DAMAGE AND UNCLEANLINESS CANNOT BE PART OF THIS AGREEMENT.

Six-panel doors, kitchen cabinets and bathroom vanities that have been painted cannot be accepted. If these items are painted, they will be replaced at the seller's expense.

Unauthorized alterations cannot be accepted and must be restored or removed by the selling member.

Note: Some improvements may require you to purchase renter's insurance prior to moving in.

- ***Seller's Disclosure Statement***- A statement of the current known condition of the townhouse. Both parties must sign this agreement.
- ***Disclosure Statement Acknowledgment of Receipt***

The Cooperative strongly suggests that any additional agreements between the buyer and the seller are put in writing; verbal agreements are not legally binding. These documents do not need to be given to the Cooperative and the Cooperative is not responsible for any additional obligations set forth by these documents.

The Closing:

Before a closing can be scheduled all listed below must be completed-

All paperwork must be turned into the office. - Move-In/Move-Out Agreement, Seller's Disclosure Statement, and Disclosure Statement Acknowledgement of Receipt.

The townhouse must be vacant and a final inspection performed. At the final inspection any damages, repairs, and/or any additional cleaning that is needed is noted. When possible, the Cooperative attempts to give the seller the opportunity to correct items noted on the inspection that they may be charged for, such as additional cleaning that is needed. The townhouse must be in move-in condition, if needed the townhouse will be re-inspected.

The Cooperative will notify the selling member that the townhouse is ready and a closing date can be scheduled. Closings are not done on Monday. The closing should be scheduled no less than one week in advance. Closings are performed Tuesday through Friday during the business hours of 9 A.M. – 11 A.M. and 1:30 P.M. – 3:30 P.M. Closings typically take one and a half (1 ½) hours.

After the selling member has contacted you with the closing date you must contact the office to schedule a time to pick up the Membership Handbook and a copy of the documents you will be required to sign at the closing. You will need to set this appointment at least 48 hours prior to the closing to give you ample time to review the information. **Please note that you cannot proceed with the closing without reviewing these documents first.**

At closing, you will be required to present three separate payments. Two require cashier's checks or money orders. (Personal checks and cash are not accepted.) The first check/money order will be made payable to the seller in the amount of the agreed upon membership price **minus** a minimum of \$1,200. The second check, which is the "Resale Fund" will be made payable to Village Townhouses Cooperative in the amount of \$1,200. (Example: if the selling price is \$5,000, you will present a cashier's check or money order to the seller for \$3,800 and another to the Cooperative for \$1,200.) The Resale Fund is held by the Cooperative and then returned to the outgoing/selling member minus any money they may owe to the Cooperative at the time of their move out. **In some instances, the Resale Fund may be more than \$1,200. If so, you will be notified by the Office Manager at the time of scheduling your closing.** The third payment can be made with a personal check if you choose. This payment is for the pro-rated carrying charges for the current month. If you are moving in after the 20th of the month, you will also be required to pay the following month's carrying charge.

Prior to the closing, you must contact the Lansing Board of Water and Light to have the electric service placed in your name effective the date of the closing unless otherwise informed by the office. Ask the BW&L for the conformation number and bring it with you to the closing.

Other Information:

- While the application and move-in procedures are detailed and may seem complicated, we are always available to answer questions you may have about the process. As a Cooperative member, you have many responsibilities and we want you to be as knowledgeable and informed of these responsibilities as possible before you move in.

- Rules, Regulations, Procedures, and Policies- The Cooperative has a membership handbook that contains all the rules, regulations and policies that members must adhere to. To review this handbook, you will need to contact the Office Manager prior to the closing to schedule a time to pickup the handbook. Once you have the handbook, review it. This handbook consists of all the rules of the Cooperative as well as a copy of the by-laws. You will keep this handbook and are responsible for it. As rules and regulations are revised or created, you will receive a copy, which is your responsibility to insert into the handbook.
- The Board of Directors is very involved with the application approval process. If there are any inconsistencies or questions regarding third-party verifications, credit or criminal history, or personal references, you may be asked to appear before the Board for explanation before you receive your approval status.
- Normal maintenance problems for the Cooperative owned property is repaired at no charge by a full-time maintenance staff person. Repair/replacement because of damage, neglect, delayed notification of problem, etc, is charged to the member. The Cooperative maintains the common areas. Personal landscaping is the members' responsibility.

Definitions:

Board of Directors- Five individuals who are elected by the members pursuant to the corporation's by-laws, to direct all business of the Cooperative. The Board of Directors is the final arbiter of all disputes within the Cooperative.

By-laws- Rules by which Village Townhouses Cooperative has agreed to govern the affairs of the Cooperative. The by-laws are in you're in your Membership Handbook and may be reviewed upon appointment with the Property Manager.

Carrying Charge- The amount each member is assessed monthly to be paid to the Cooperative, pursuant to the Occupancy Agreement signed by the member and the Cooperative. The carrying charge is determined by the budget requirements to run the Cooperative.

Closing- A meeting with the outgoing/selling member, incoming/buying member, and a representative of Village. This meeting is designed to finalize the purchase of the outgoing member's membership.

Discriminatory Practices: Federal, state, and local laws prohibit discrimination in selling because of race, religion, national origin, age, sex, weight, marital status, color, or familial status.

Fully approved- The Office has received all paperwork, you meet the credit, criminal history and income guidelines, and your rental history meets our criteria. You are now eligible to purchase a membership.

Good Faith Deposit (Earnest Money)- Signifies that a buyer, aka approved applicant is serious about purchasing a membership, one share. If Good Faith Money is given to the seler it should be in writing and seller to provide copy to management for closing purposes.

Improvements- Decorating such as carpet, wallpaper, light fixtures, central air conditioning, decks, patios, finished basements, ceiling fans, upgraded plumbing fixtures, etc.

Inspections-

- a) **Pre-inspection-** When an outgoing member signs a withdrawal notice (form provided by the Cooperative), a pre-inspection is scheduled within 10 working days. This inspection details the member's obligations and the Cooperative's obligations to prepare the townhouse for turnover upon selling of the membership. It also lists any improvements that the outgoing member has made and may intend to leave when they move out. It also outlines the Cooperative's expectations of how the townhouse should be left including cleaning, repairs, etc. The pre-inspection is designed to help the member get back the maximum amount of the Resale Fund.
- b) **Final Inspection-** Once the outgoing member has fully vacated the townhouse and relinquished the keys, a final inspection is required. This inspection will assist the Cooperative in determining any damage, cleaning, and replacement charges that would be the responsibility of the outgoing member.

Keys- UNDER NO CIRCUMSTANCES ARE KEYS TO BE GIVEN TO THE INCOMING MEMBER BY THE OUTGOING MEMBER.

Management-The Board of Directors hired Legacy, LLC to conduct the day-to-day operations of the Cooperative. All personnel working at the Village are employees of Legacy, LLC and are supervised by the Property.

Membership-Is referred to in Article III of the By-laws. The by-laws may be reviewed by appointment with the Property Manager. They are also included with the Member Handbook.

Membership Fee- If the Cooperative exercises its option to purchase the membership, (Article III of the by-laws) the by-laws will be followed re: transfer value. If the Cooperative opts not to purchase the membership, the resale procedure will be followed. Note: There is no guarantee that what you agree to pay for a membership will equal to or greater than what you sell the membership for in the future.

Membership Handbook- The handbook contains the policies and procedures of the Cooperative. To review a copy of the Handbook, please make an appointment with the Office Manager.

Move-In/Move-out Agreement- This agreement is between the seller (outgoing member) and the buyer (incoming member). The agreement includes: 1) any personal items sold or given to the incoming member and 2) any approved items/condition allowed by the Cooperative.

Move-in Date- The day the incoming member takes possession of the townhouse.

Move-out Date- Last day the outgoing member is responsible for carrying charges and utilities. Normally, the move –out day is the prior day to the closing day.

Occupancy Agreement- The Occupancy Agreement is an agreement between the member and the Cooperative. This agreement outlines the rights and responsibilities of both parties. If you would like to review this document, contact the Office Manager for a sample copy.

Outgoing member- A member who is wishing to sell their membership, also referred to as the Seller.

Personal Property- Items such as carpets, blinds, appliances not owned by the Cooperative (such as dishwashing machines, washers and dryers), ceiling fans, etc.

Potential Buyer- A qualified (approved) applicant who has met all the required qualifications set by the Board of Directors. The buyer is known as the incoming member.

Resale Fee- This is an administrative fee of \$300 charged to the outgoing member. This fee is taken directly out of the Resale Fund as described in Article III, Section 10 of the by-laws.

Resale Fund- This fund is paid by the incoming member to assist in paying for the resale office cost and charges due to the Cooperative by the outgoing member. This fund is applied pursuant to the resale procedure. A minimum of \$1,200 will be required. The amount of the resale fund can be increased if it is determined that current charges on the account and possible repair charges could exceed the amount. The Cooperative pending any damages, fees, and/or outstanding charges holds the fund. The balance of the resale fund is returned, minus the resale fee of the \$300, is returned to the outgoing member within 60 days after the scheduled move-out date.

Seller- The current member moving out. The seller is also referred to as the outgoing member.

Selling Price- The amount the seller and the buyer have agreed to for the transfer of the membership and reimbursement of improvement and/or personal property. **Note:** The selling price can vary due to the market. The selling price set may not be obtainable. This may necessitate lowering the selling price.

Special Arrangements- Any special arrangement regarding moving in between the seller and buyer must be in writing, presented and approved by management.

Waiting List- Approved list of applicants (file of potential buyers). The list is kept by the Cooperative to assist selling an outgoing member's townhouse membership. There is never a guarantee that the waiting list will produce a buyer. This is now the Approved Prospective Member file.

Resources:

Cooperatives are a unique form of housing and not very popular in our area of the country, you may want to research for the following web sites to familiarize yourself about the operations, history, ethics, and practices.

Village Townhouses Cooperative
www.villagetownhouses.com

The National Association of Housing Cooperatives
www.coophousing.org

Or type "Cooperative Housing" into your search engine and check out the numerous other cooperatives around the country including the famous Watergate in New York.

Vehicles

Members must ensure that their vehicles are in compliance, and that they adhere to the following policies:

1. Each townhouse is allowed to have parked, in the correct parking lot, up to two currently licensed and operable vehicles. If there is only one licensed driver in a home a second vehicle is not allowed.
 - The registered vehicle(s) assigned for parking in that lot, the 1st member/occupant home must park in the assigned numbered spot for that household.
 - If there is a second registered vehicle for this household, the vehicle must be parked in an unnumbered space, which is available on a first come first basis.
2. Driving or parking a motor vehicle on the Cooperative's sidewalks or lawn areas, for any reason, is strictly prohibited.
3. All costs incurred by the Cooperative to make repairs for damage caused by driving on the walks or lawn areas will be assessed to the Member.
4. All vehicles on Cooperative grounds will be maintained in accordance with applicable laws governing the operation and maintenance of motor vehicles in the City of Lansing.
5. Motor vehicles operated and/or parked on the Cooperative's property must be lawfully insured, must display current license plates and must be operational.
6. Only minor repairs may be made on the Cooperative's property. Repairs must be done in a Member's assigned (numbered) space.
7. Repair work on a motor vehicle while on the Cooperative's property is prohibited if such work involves:
 - Spilling oil, grease, antifreeze, or other substance on the ground.
 - Loud noises.
 - Inconvenience to others as determined by the Office.
 - Danger to others as determined by the Office.

Vehicles

- Working for more than two (2) days on a vehicle.
 - Vehicles may not be left on jacks or ramps unattended for any period of time.
8. Alarms which are installed in vehicles parked on the Cooperative's property will be adjusted to prevent nuisance alarms.
 9. Excessively loud vehicles, including loud exhaust systems, must be repaired within seventy-two (72) hours or the vehicle will not be permitted on the Cooperative's property.
 10. Please remember to use extreme caution while driving in the Cooperative's parking lots or on the streets that run through the property; there are many children playing throughout the Cooperative.
 11. Members are responsible for their guest's actions.
 12. Charging of electrical vehicles is not allowed on Village Property.
 13. Continued violation of these policies is grounds for termination of Membership.
 14. Village Townhouses does not have the electrical infrastructure to support an electrical vehicle charging station.