# Limited-Equity Co-op Addendum

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| 1. A market study is required. Please attach a copy of the market study as part of the application package and provide the information requested below: | | | | | | |
|  | Date of Market Study (mm-dd-yyyy) | |  | | |  |
|  |  |  | |  |  |  |
|  | Absorption Rate |  | | Page Number | |  |
|  |  |  | |  |  |  |
|  | Capture Rate |  | | Page Number | |  |
|  |  |  | |  |  |  |
|  | Number of days on-market for comparable homes |  | | Page Number | |  |

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| 1. Cite any additional relevant data identified in the market study. | | | |
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| 1. Describe the legal relationship between the stewardship organization and the Limited-Equity Co-op (LEC) entity and/or board. Also describe the anticipated board structure. Will there be a required minimum or maximum number of board members? Will board members be restricted to shareholders, or will there be a mix of shareholders and other community members? | | | |
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| 1. Describe where you are in the process of securing access to a blanket mortgage for the project and share loans for the co-op members. | | | |
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| 1. Describe how initial maintenance charges will be set as well as the mechanism for increasing maintenance charges. How will assessments be levied? | | | |
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| 1. How will on-going support, education and leadership development of LEC owners and board members be provided and resourced? | | | |
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1. Attach a detailed initial annual association budget including operating and reserves (in Excel format).
2. Provide a summary of operating and capital needs (narrative of the above budget) for the next five years and indicate the anticipated annual increase for association dues to cover shared expenses, replacement reserves, regular maintenance, etc. Also describe how often such an analysis will take place and what it will include.

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| 1. The Limited-Equity Co-op project you are proposing is: | | | |
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|  |  | | Conversion from rental to ownership |

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|  |  | | New construction |  | |
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| *Please answer questions in the appropriate section below based on your answer to question #6 above.* | | |  |  | |
| Conversion to an LEC | | |  |  | |
| 1. How many units exist currently? How many are currently occupied? | | | | | |
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| 1. Describe the current level of interest and organization amongst the current tenants. Are the current tenants self-organized and seeking to create an LEC? What steps have you taken to educate, organize and build capacity among the current residents for owning and managing an LEC? What resources, partnerships, technical assistance have you or do you plan to access to support tenant organizing? What is the percentage of the current residents who are in favor of the conversion? Is there a, and if yes, what is the minimum percentage of existing resident buy-in that you are seeking to move forward? | | | | | |
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| 1. If there is already a high level or tenant organization, have they decided on any LEC rules or regulations (spelled out in articles of incorporation, by-laws or CC and Rs) and/or what elements might be influenced or dictated by the project sponsor? (Such imposed rules or self-governed decisions might include rules about pets, parking, conflict resolution, outsourcing property management roles, etc.) Describe the process by which co-op members make these decisions. What, if any, is the role of the stewardship organization in facilitating and/or supporting these conversations? | | | | | |
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|  | | | Yes | No | |
| 1. Has a tenant survey been conducted including income verification for eligibility and interest in ownership in general and the limited-equity co-operative model specifically? | | |  |  | |
|  | 1. If yes, please describe the survey methodology, techniques and results: | |  |  | |
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| 1. If there is not 100% current resident buy-in, what will happen to the residents who are not in favor of the conversion from rental to ownership? | | | | | |
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| New Construction | | |  |  | |
| 1. Describe the outreach, education and owner/member organizing efforts undertaken or planned to recruit and build capacity for owners and board members of the LEC. | | | | | |
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| 1. Describe any developer proscribed rules or regulations (spelled out in articles of incorporation, by-laws or Codes, Covenants and Restrictions). What elements will be decided by the co-op membership? (Example of rules established by co-op members include rules about pets, parking, conflict resolution, outsourcing property management roles, etc.) Describe the process by which co-op members will make these decisions. What, if any, is the role of the stewardship organization in facilitating and/or supporting these conversations? | | | | | |
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