

CLEARWATER HOUSING CO-OPERATIVE

MOVE-OUT POLICY

All members are required to uphold their responsibilities when moving out in order to prevent unnecessary delays and possible dissention at the time they vacate their units. The following should be noted: -

The paint policy revised April 8th 2014 forms part of this document and must be adhered to in conjunction with move out policy.

The painting of units must be carried out either professionally or up to professional standards by the member. This would include preparing walls ready for re-painting – i.e. filling in small holes, sanding as required, etc. and the use of an undercoat especially when covering a darker/different colour. Extra care must be given to preparing walls for painting where they have previously papered. Sizing should be applied to walls prior to paperhanging.

Should the walls not meet the acceptable standard when inspected (during daylight hours); the Co-operative will have the right to hire someone to carry out the re-painting at the vacating member's expense.

All units must be repainted at least **TEN DAYS** to move-out date and arrangements to inspect by the Committee persons made upon completion – at least 10 days **PRIOR** to the final move out inspection. **FINAL INSPECTION** of the unit to take place no later than two days before move-out. It is important for outgoing members to arrange to be present at both inspections in order to protect their own interests and avoid unnecessary delays or disputes.

Walls which have been recently painted prior to vacating notice – within the previous twelve (12) months, may not necessarily have to be re-painted on moving out if they are in good clean condition and the colour/type required under the present policies and approved by the Board of Directors.

CARPETS

Carpets must be professionally cleaned prior to final inspection and a copy of the receipt given to the inspection committee to be forwarded to the office. If member had a cat or dog then flea treatment is required which is available from any Pest Control company and a copy of the receipt must be given to the inspection committee.

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CLEANING OF UNIT

Should the cleaning of the unit be found unacceptable by the move out committee then if time permits outgoing member will be requested to resolve the omission. Should time be a factor or the outgoing member refuses to correct the omission then the Co-operative will at the cost of the outgoing member resolve the problem.

SHARE REFUND

In accordance with present Co-op policy, \$1500.00 is retained from the refundable amount due, for up to sixty days from the official move-out day. The remaining \$500.00 will be refunded on the following Wednesday at the office. Where any deductions over and above the \$1500.00 are involved, there may be a delay of several more days or so in order to obtain repair invoices, etc., and calculate the deductible amounts involved. The \$1500.00 holdback is to cover any unforeseen damages for which the member may be responsible.