

## CLEARWATER HOUSING CO-OPERATIVE

### RE-MOVE-OUT RESPONSIBILITIES

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 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.

Standard type and colour of paint must be used where required and must be of good quality – i.e., satin finish latex in neutral shades – ex. – bone, antique white, parchment, eggshell, light cream, etc. All paint splashes should be avoided on rugs, woodwork and appliances, etc.

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 (and papered where required) at least **TWO WEEKS** 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 the day 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.

### GENERAL MOVE-OUT INFORMATION

Any change in standard decorating such as coloured walls, woodwork, additional use of wallpapers, fittings, etc., which you may have carried out in your unit, may possibly have to be restored to original colour/type if requested by the new member at the time of viewing the unit. Where a new member accepts or requests existing paint or wallpapers applied by the outgoing member, the incoming member will then assume the responsibilities of normal move-out procedure at the time they leave the unit.

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.

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### **MOVE OUT RESPONSIBILITIES CTD.**

**PLEASE NOTE:** that all long standing members are expected and required to redecorate their units periodically including replacement of old stained and peeling wallpapers which have deteriorated during their occupancy.

### **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.

### **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 at which time the Share Certificate must be produced and transferred. 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.