Move In/Move Out Policy

Purpose of the policy

- To assess and schedule necessary maintenance including cleaning, repairs, changes, alterations, and restorations upon move out.
- To identify who is responsible for maintenance and maintenance charges.
- To make sure units are in good condition on move in.
- To ensure all documents and deposits are provided at move in.

1. The Co-op will conduct a minimum of two move-out inspections. The first unit inspection will take place within seven days after a Member gives the required 60 days notice.

2. The Co-op will make a reasonable effort to conduct move-out inspections at a time convenient to the Member, and with the Member present.

3. Members may request that a move-out inspection be done in their absence. They must provide written permission to the Co-op with the purpose, date and time of access specified.

4. If a Member fails to respond to two attempts to schedule a unit inspection, the office will provide 24 hours written notice that access is required. The Co-op will inspect the unit at the date and time specified in the notice.

5. Within two days of the first unit inspection, the Co-op will give the Member a copy of the move-out checklist detailing the Member's responsibilities to be completed before move-out.

6. Within two days of the first unit inspection, the Maintenance Manager will provide a written list of work the Co-op must complete. Timelines for work completion will be set.

7. A final unit inspection will be done with the Member upon move-out to check the condition of the unit and assess whether satisfactory work has been done by the Member as identified in the move-out checklist.

8. The outgoing Member and the Co-op will sign the final move-out checklist to indicate that they concur with the assessed condition of the unit at the time of move-out.

9. The Co-op will provide the outgoing Member with a detailed list of total charges due and payable which may be deducted from the Member's shares and deposit.
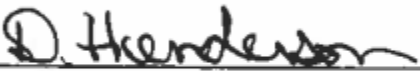
10. The Co-op will not charge a member for:
- the replacement or repair of items which are at the end of their normal useful life, regardless of condition at move-out.
- reasonable wear and tear

11. The Co-op will charge a Member for unit damage caused by negligence and/or wilful damage.

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12. $300 is to be automatically held back from shares/deposits if Members with pets move out between October and May, mainly to see if any yard damage has occurred and/or clean up is required.

13. Carpets must be cleaned by a professional carpet-cleaning firm upon moveout. Arrangements can be made with the Co-op or on the Member's own. The Member must provide a receipt of proof that the carpets have been cleaned. This would be determined when the preliminary inspection is completed.

14. An incoming Member and the Co-op will sign a move in checklist to indicate that they concur with the assessed condition of the unit at the time of move in.

15. A Member may appeal any disagreements to the Carpathia Board in writing.

Policy approved by Board of Directors: October 19, 2021

D. Henderson
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Secretary

Move In Check List

Office

- o Proof "Member Orientation" completed online

- o Application fee paid

- o Credit check completed

- o Employment/income verification completed

- o Previous landlord/reference check completed

New Member

- o Member Handbook provided – signed and acknowledged receipt of book

- o Proof of content insurance and third party liability – before keys released

- o Housing agreement signed

- o Pet Registered and all supporting paper work provided (proof of vaccinations, license and photo) and Pet Deposit paid

- o Parking registration and parking pass provided

- o Move in condition report signed by both parties

- o Keys Provided

Move Out Check List

- o Member handbook returned ($50.00 charge if not)

- o Parking pass returned ($25.00 charge if not)

- o Unit keys returned ($75.00 charge if not)

- o Proof of carpet cleaning provided (if required)

- o Move out condition report signed by both parties