

Ashworth Square Co-operative

Move Out Policy and Procedure

1. Members intending to leave Ashworth Square Co-operative or to move to another unit must sign the 'Notice of Intent to Vacate' form. At this time, arrangements will be made to have an initial move out inspection completed.
2. The Annual Inspection Committee will make the initial inspection using the unit inspection forms provided. The committee will report to the office in writing, on the condition of all aspects of the unit listed on the form.
3. The office will review this report with a member of the Annual Inspection Committee. If any of the items listed on the report are found to be in poor condition due to negligence or misuse by the move out member, a notice will be sent to the move out member instructing him/her to undertake the necessary repairs. Should the move out member fail to complete the repairs, the co-op will undertake to complete the repairs, and the cost of materials and labour will be deducted from the move out member's Member Loan. In the case of an internal transfer, the move out member will not be allowed to transfer until such time as he/she agrees, in writing, to pay for the necessary repairs.
4. Repair items that the co-op is responsible for will be listed on a work order which is to be signed by the move out member and returned to the office within seven days. The co-op will coordinate access to the unit with the move out member to enable repairs to be completed before the move out date. The move out member may not refuse the co-op permission to enter the unit for the purpose of repairs.
5. Before a member vacates a unit, any holes in the walls must be filled with an appropriate hole filler, such as 'pollyfilla'. The hole filler must be allowed to dry, and then sanded to a smooth finish. If the move out member fails to complete this work there will be a charge of \$50.
6. When necessary walls must be washed (e.g. grease buildup, crayon marks, cigarette smoke stain etc.) If the move out member fails to complete this work there will be a charge of \$50.
7. The move in member will be responsible for painting the unit.
8. All windows and window tracks, and the sills between the windows must be cleaned. Should the move out member fail to complete this there will be a charge of \$50.
9. Wall coverings, such as wallpaper and paneling, must be removed unless the move in member accepts them in writing. The member accepting the wall covering is to be made aware that he/she is responsible for the condition of the wall beneath the wall covering, if he/she is requested to remove the wall coverings upon vacating the unit. For any wall covering not removed the member will be charged \$50 per room.

10. The move out member must have all carpets professionally steam cleaned by a company approved by the office. A company list will be available from the office. A receipt, as proof of cleaning, must be presented to the office prior to the member vacating the unit.
11. Kitchen cupboards must be cleaned. 'Mac Tac' must be removed unless accepted in writing by the move-in member. Should the move-out member fail to complete this there will be a charge of \$50.
12. All appliances must be cleaned, inside and out. Where possible, appliances must be pulled out and the area underneath cleaned. Should the move out member fail to complete this there will be a charge of \$50.
13. Kitchen, bathroom, laundry room, and storage room floors must be washed. Should the move out member fail to complete this there will be a charge of \$50 per room not washed.
14. The balcony, lawn, patio, window wells, and parking spot must be left clean and free of debris. Should the move out member fail to complete this there will be a charge of \$50 per area not cleaned and free from debris.
15. On move out day, the unit will be given a final inspection by the Annual Inspection Committee to ensure that all work from the initial and intermediate inspections has been done. The member loan will be returned if the unit is in acceptable condition and all of the Move Out Policy requirements are met.
16. The move out member must return all keys and the Member Handbook to the office. If the office is closed, the move out member must return these items as arranged by the office, or, where arrangements have not been made, or, due to unforeseen circumstances cannot be met, the keys and Member Handbook must be left with the superintendent on duty.
17. All 'A' unit and 'B' unit yards must be left in good condition. Grass must be mowed, and if there is a garden shed it must be painted (if applicable). Should the move out member fail to complete this there will be a charge of \$75.

Revised and approved at the General Member's Meeting of October 7, 1991
Revised and approved at the Annual General Meeting of November 18, 2002
Revised and approved by the Policy Review Ad Hoc Committee October 2, 2006
Revised and approved by the Annual Inspection Committee October 5, 2006
Approved by the Board of Directors October 25, 2006
Approved at the Annual General Meeting November 20, 2006