

Move Out Policy

Confirmed by the membership on: February 27, 2013.

Amended by the Policy Committee on: May 23, 2023.

Amendment Approved by the Board of Directors on: June 20, 2023

Confirmed by the membership on: _____.

If members want to end their occupancy in the co-op, they must give at least sixty days' written notice. The notice period must end on the last day of the month. The members' right to occupy their unit ends at the end of the notice period. Members cannot withdraw a notice without the board's consent. The board can refuse to allow members to withdraw the notice. Members cannot appeal the board's decision.

Members have full rights and obligations during the notice period. If members move out of the unit early, they are still responsible for any outstanding obligations until the end of the notice period.

MOVE OUT MAINTENANCE RESPONSIBILITIES

To help ensure that a unit is left in good condition and ready for occupancy by new members, the following checklist of tasks should be taken care of before the member moves out.

If the unit is found to be in an unsatisfactory condition after a member has moved out, the co-op will arrange to have the necessary work completed and the costs involved will be deducted from the Member Deposit and/or billed to the member.

A. GENERAL

Members must:

1. Co-operate with the inspectors for an appropriate time for the pre-move out inspection.
2. Carry out any repairs identified as being the member's responsibility during the Pre-Move out Inspection of the unit.
3. Ensure that all fixtures, hardware, shelving and other fittings originally in place are present and in good condition. Repair or replace, as necessary.
4. If any member owned fixtures, are being removed, which have been installed, they must be replaced with the original fixtures or fixtures of equivalent quality (as agreed with the co-op).
- X 5. Necessary repairs and cleaning due to smoking inside the unit will be considered above regular wear and be charged back accordingly.

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B. INTERIOR

1. Walls and Ceilings

Walls should be left clean and free of grease, nicotine, smoke marks & scratches. Wallpaper, and other wall finishes which have been applied by the member must be removed and the wall surface restored unless the incoming member has requested in writing that the wall surface remain as is.

Before vacating the unit, members are responsible for the repair of damage caused to walls and ceilings by picture hanging devices, shelves etc. Fill in all holes in walls with co-op approved drywall putty, sand flush to the wall when dry. Any holes bigger than a quarter in diameter will be repaired by the Co-op and charged back to the member.

Members are not responsible for priming or painting the unit upon move out unless the unit has been painted dark colours. If it was a unit where the members smoked, or there is excessive staining or damage that requires primer. The member will be given the opportunity to prime the unit themselves. The determination of whether primer is required is determined by the painter at least one month prior to the move out date. The member will be responsible for the cost of the co-op approved primer. If the member chooses to or is unable to complete the priming prior to the move out date, the member will be charged for the work. If the priming is not to a standard deemed acceptable by the painting contractor and/or the board of directors, the member will be held responsible for the cost of having it redone. Walls, ceilings, and trim must be cleaned prior to priming.

2. Woodwork

All woodwork, including baseboards, must be left clean and free of marks. Ensure unpainted woodwork is free of paint splatters.

3. Doors

Interior – Should be left clean, free of marks, decals, etc. and in good condition. Any doors, which have been removed, must be re-hung.

Exterior – All doors and frames should be left clean and free of marks, decals, etc and in good condition. Any screen doors that have been added must be left intact.

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4. Windows and Screens

Clean windows

Clean window sills and frames

Windows and screens must be present and in good condition

Windows and screens should be left closed and locked

5. Floors

Vacuum all bare and carpeted floors

Wash all floors

Carpeted areas will be professionally cleaned by the co-op at the co-op's cost.

Damage judged by the co-op to be in excess of normal "wear" and "tear" may result in flooring or carpeting being replaced and the member charged based on the remaining life of the carpet.

6. Electrical Fixtures

All light fixtures must be present, clean and in good condition

Switch plates and outlet covers should be in place and free of marks, paint splatters, cracks, or chips.

Painted or damaged covers must be replaced by the member.

Cable outlets should be clean and free of paint splatters

Exhaust fans should be vacuumed and wiped clean.

Filters in the stove exhaust fan should be cleaned or replaced.

CO/smoke detectors should be clean, free of paint, and functional

Thermostats & heat rads, should be clean, free of paint and functional

Ensure all fixtures have the appropriate functioning light bulb.

7. Bathrooms

Clean basin, tub/shower, toilets, toilet tank

Decals must be removed

Clean medicine cabinet and vanity

Towel bars, shower rod, soap dishes, etc. should be present, clean and in good condition

Walls and floor should be washed

Exhaust fans should be vacuumed and wiped clean.

Ensure that taps are not dripping. Report to the office via work order if necessary.

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8. Kitchen

Stove - Clean inside and out using approved cleaners
Oven and burner controls, oven racks, broiler pan, drip pans, and burner rings should be clean, free of grease and intact.
Ensure exhaust fan and hood are clean and free of grease.

Fridge - Clean inside and out
Ice cube trays, racks, crisper etc should be clean and intact
Leave at medium cold setting with doors closed securely.

Floors beneath and walls behind the appliances should be cleaned.
Cupboards, backsplash, counter, sink and chrome fixtures should be left clean and in good condition.
Ensure that taps are not dripping. Report to the office via work order if necessary.
Wash floor.

9. Other

Remove all garbage and furniture from the unit and dispose of properly.
Make arrangements to have any large items taken to the dump.
Ensure cardboard boxes are broken and put in appropriate bin
If appropriate to the season, leave the thermostat set at the required setting (18 degrees Celsius)
Ensure hot water tank is not dripping and that the floor drain is operational.
Front and back yard should be free of debris and any pet feces (regardless of season)
Furnace filter must be changed or if it is a permanent filter must be cleaned.

Any deficiencies must be reported to the co-op office via a work order.