

Unit inspections (move-in and move-out)

All previous policies with respect to “move-in and move-out unit inspections” are repealed and replaced with this policy. This policy was approved by the general membership on

April 15, 2008

Purpose of the policy

- To make sure units are in good condition and marketable on moveout, and
- To assess and schedule necessary maintenance including cleaning, repairs, changes, alterations and restorations.

Policy

1. The coop will conduct a minimum of two moveout inspections. The first unit inspection will take place within fourteen days after a member gives notice.
2. The inspection team will be made up of two people.
3. The coop will make reasonable effort to conduct moveout inspections at a time convenient to the member, and with the member present.
4. Members may request that a moveout inspection be done in their absence. They must provide written permission to the coop with the purpose, date and time of access specified.
5. If a member fails to respond to two attempts to schedule a unit inspection, the board will give 24 hours’ written notice that access is required (refer to Occupancy Agreement Sections 25.03 and 25.04 in Appendix A located at the end of this document). The coop will inspect the unit at the date and time specified in the notice. Any and all costs incurred by the co-op to access the unit will be charged back to the member.
6. Within five days of the first unit inspection, the coop will give the member a written record of the inspection and the results of the inspection including items that require repair (refer to Occupancy Agreement Section 11.07 in Appendix B located at the end of this document).
7. Within five days of the first unit inspection, the maintenance committee and the board of directors will be provided with a copy of the inspection results so that maintenance repairs may be scheduled.
8. A final unit inspection will be done prior to move-out to check the condition of the unit and assess whether satisfactory work has been done by the member and the coop as identified in the

inspection report.

9. The coop will not charge a member for:
10. the replacement or repair of items which are at the end of normal useful life, regardless of condition at moveout, and
11. reasonable wear and tear as defined in maintenance procedures criteria.
12. The coop will charge a member for unit damage caused by negligence and/or wilful damage.
13. Carpets and dryer vents (where applicable) must be cleaned and fumigated by the outgoing member by an approved professional cleaning firm on moveout and receipts must be submitted to the coop for verification. The coop will have the cleaning done at the member's expense if receipts are not submitted.
14. An outgoing member must sign a form acknowledging receipt of the report of the assessed condition of the unit at the time of move-out.
15. An incoming member must sign an inspection form to indicate that they concur with the assessed condition of the unit at the time of movein.
16. The coop will give the outgoing member a written schedule of estimated charges for cleaning, repairs, changes, alterations and restorations not carried out, as soon as practical after vacating the unit. The total charges shall be due and payable immediately on written notice to the member and may be deducted from the member's shares (refer to Occupancy Agreement Section 11.08 in Appendix C located at the end of this document).
17. A member may appeal disagreements to the board.

Appendix A

From the Occupancy Agreement:

Section 25.03 Entry for non-emergency

Where an emergency does not exist, a Co-op employee, agent, or director shall enter the Member's Unit only if:

[a] the Member consents; or

[b] the Directors give the member 24 hours' written notice that access is required for a reasonable purpose

Section 25.04 Definition of "reasonable purpose"

"Reasonable purpose" shall include, entry to access, inspect, or repair structures or systems of the Development, entry for the purpose of determining if the Member has ceased to occupy the premises or has otherwise abandoned same, and entry for the purposes of showing the Unit to a prospective member.

Appendix B

From the Occupancy Agreement:

Section 11.07 Inspection on termination

The Directors shall cause the Unit to be inspected on, before, or within a reasonable time after termination of the Occupancy Agreement and provide the Member with a written list of cleaning, repairs, changes, alterations, and restorations which the Co-op requires to be carried out at the Member's expense.

Appendix C

From the Occupancy Agreement:

Section 11.08 Cost of repairs and cleaning

The Directors shall provide the Member as soon as practical after the Member vacates the Unit with a written schedule of estimated charges for cleaning, repairs, changes, alterations, and restorations not carried out prior to vacating the Unit by the Member, and the total of said charges shall be due and payable by the Member to the Co-op immediately on written notice to the member and the Directors may deduct the charges from the amount paid on account of the Member's Shares.