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## ABC Housing Co-op


# Move In and Move Out Inspections Procedure

### Purpose of Procedure

1. To ensure that maintenance items are identified and repaired or replaced once a member gives notice to move out and before a new member moves in.
2. Minimize vacancy loss through timely and well-organized scheduling repairs
3. Bring each unit up to the “Best Rental Standard” before a new member moves in.

### Procedures:

4. When a member gives notice to move out the co-op will conduct a pre-move out inspection, within ten days of notice being given, to determine repairs or replacements that need to be done.
5. Pre move out inspection to be completed by Inspection Volunteers.
6. Repairs or replacements will be identified as co-op or member responsibility per co-op policy.
7. Member to be given a written list of cleaning and member responsible repairs and changes within two days after the inspection and the following time period to make the repairs:
  - ten days from receiving the notice, or
  - 15 days before the move out date, whichever is longer
8. The member will complete those that are their responsibility, and the co-op will complete those that are their responsibility within the time period specified in 4.
9. Co-op to re-inspect the unit at the end of the time period specified in 4. Co-op to conduct all remaining repairs. Those that are member responsibility to be charged back to the out-going member.
10. The co-op will complete all those that are co-op responsibility before the move in date of the new member
11. A unit must be restored to “best rental standard” quickly. This means painting the unit, possible floor replacements, cleaned thoroughly, all repairs completed BEFORE the new member moves in. This often requires negotiating with both outgoing and incoming member to ensure all is done before the move in or within about 7 days after move in. Putting off maintenance or renting out substandard units will be detrimental to the co-op both short and



long term. We should hold ourselves to at least the same standards as the BEST rental manager.

12. Final move out inspection to be completed on move-out day when unit is vacant. As soon as practical, the member is to be given a written schedule of estimated charges for cleaning, repairs and changes not carried out by the member before vacating the unit.
13. The co-op will complete all remaining or new repairs that are co-op responsibility.
14. Any remaining or new items that are member responsibility will be completed by the co-op and charged back to the member.
15. Take photographs of any items which you intend to request member charge backs
16. Submit any requested charge back items to the board for review within 15 days after move out

### Requirements:

- Pre move out and move out inspection form that identifies/distinguishes between co-op and member responsibility
- Notice referred to in 4 that is in compliance with the Occupancy Agreement: Section 10.04 Repairs as required and Section 10.07 Inspection on withdrawal or termination.
- Notice referred to in 11 that is in compliance with Section 10.08 Cost of repairs and cleaning.
- Trained inspection volunteers and/or trained staff

Effective date: November 3, 2013