
Move-In/Move-Out Unit Inspections

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.
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 notice.
 2. The inspection team will be made up of two people.
 3. The co-op will make reasonable effort to conduct move-out inspections at a time convenient to the member, and with the member present.
 4. 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.
 5. If a member fails to respond to two attempts to schedule a unit inspection, the maintenance coordinator will give 24 hours' written notice that access is required (refer to Occupancy Agreement 25.03). The co-op will inspect the unit at the date and time specified in the notice.
 6. 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.
 7. Within two days of the first unit inspection, the maintenance coordinator will provide a written list of work the co-op must do. Timelines for work completion will be set.
 8. 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.
 9. The outgoing member and the co-op will sign the final move-out checklist to indicate that they concur with the accessed condition of the unit at the time of move-out.



10. 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 share (refer to Occupancy Agreement 11.08).
11. The co-op will not charge a member for:
 - the replacement or repair of items which are at the end of normal useful life, regardless of condition at move-out.
 - reasonable wear and tear as defined in maintenance procedures criteria (see Share Reconciliation Procedure for criteria).
12. The co-op will charge a member for unit damage caused by negligence and/or wilful damage.
13. Carpets must be cleaned by a professional carpet-cleaning firm upon move-out. Arrangements can be made with the co-op or on the member's own.
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 disagreements to the board.

Note: Sections 10 and 11 of the Occupancy Agreement cover a number of issues related to this policy.

Policy approved: July 27, 2010

