

Canadian Hispanic Housing Co-Operative Ltd.
Las Americas Villas

OPERATING MANUAL • POLICY & PROCEDURE

HOUSING POLICY

SUBJECT:

MOVE-IN POLICY

APPROVED BY:

BOARD OF DIRECTORS

DATE OF APPROVAL:

DATE OF AMENDMENT OR REPLACEMENT:

-
1. The Co-operative shall provide in-coming members with a copy of this policy together with the formal letter of membership approval.
 2. Prior to taking possession of the housing accommodation, member documents shall be signed by the registered shareholder, plus all required monies shall be paid in full. Required monies may include such things as the balance of share payments, first month's housing charges, security deposit, etc.,.
 3. The Co-operative shall provide the incoming members with a member handbook.
 4. All arrangements for taking possession of the housing accommodation shall be made through the office or directly with the Board of Directors during regular office hours. Incoming members can expect to occupy the housing accommodation by 12:00 noon on the first day of the month.
 5. Incoming members shall protect carpets, floors, walls, etc., and shall ensure that moving trucks remain only in designated parking areas during move-in.
 6. Incoming members shall arrange an appointment with the office and/or the Board of Directors to complete a move-in inspection. The move-in inspection is to be completed prior to the incoming Member taking occupancy of the unit. Incoming Members are encouraged to prepare a list of maintenance concerns for discussion at the time of the move-in inspection.