

Canadian Hispanic Housing Co-Operative Ltd.  
Las Americas Villas

**OPERATING MANUAL • POLICY & PROCEDURE**

**HOUSING POLICY**

**SUBJECT:** MOVE-OUT POLICY

APPROVED BY: BOARD OF DIRECTORS

DATE OF APPROVAL:

DATE OF AMENDMENT OR REPLACEMENT:

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1. Upon receipt of notice to withdraw, the Co-operative shall provide the outgoing member with a copy of the move-out policy and guidelines.
  2. Outgoing members shall provide the Co-operative with access to the housing accommodation for the purpose of necessary repairs and maintenance, as well as for showing the housing accommodation to prospective members.
  3. All move-out inspections and/or procedures shall be co-ordinated through the office or the Board of Directors during normal business hours.
  4. It is the outgoing member's responsibility to ensure that the housing accommodation is in acceptable condition as to the Co-operative's standards in accordance with move-out guidelines.
  5. Arrangements for a move-out inspection shall be scheduled in advance through the office or the Board of Directors for a mutually agreeable time.
  6. At the time of the move-out inspection, the housing accommodation shall be empty of all the outgoing member's possessions.
  7. Move-out shall be completed no later than 12:00 noon on the last day of the month in which the notice of withdrawal is effective. In the event the Member has not moved out by 12:00 noon on the last day of the month, the Member will be considered to be over-holding the unit. In the event of over-holding, which is considered any period of time past 12:00 noon

on the last day of the month, a per diem rate will be charged for the full length of over-holding.

8. The move-out inspection shall be completed by duly authorized persons.
9. Registered shareholders are encouraged to be present during the move-out inspection.
10. Immediately upon the completion of the move-out inspection, outgoing members shall hand over to the Co-operative:
  - a. all unit keys
  - b. handbook
  - c. endorsed share certificate
11. The Co-operative shall purchase at par value all shares held by the outgoing member as soon as possible within a time frame no longer than six (6) months of the Co-operative receiving vacant possession.
12. The Co-operative is entitled to set off against the value of the shares and/or security deposit, any debt which is determined by the Board of Directors to be owed to the Co-operative by the out-going Member in accordance with the By-laws.
13. If for any reason, a member moves during the first two (2) years of occupancy in that unit, an early move-out penalty shall be applied in an amount to be determined from time to time by the Board of Directors.