

Noons Creek CO-OP Policies	Date Issued	19 February 1997
Moving Out	Date Reviewed	19 February 1997
	Policy #	10

Purpose

The purpose of this policy is to enable members who wish to leave the co-op to do so, and to be repaid the shares that are due to them, whilst protecting the interests of the remaining members. It is also to enable members who are leaving to have the opportunity to fix damage themselves instead of having to pay for it.

Policy

1. If you wish to leave the co-op you must give notice in writing to the Board of Directors using the form that is available on the bulletin board in the common room. The completed notice must be given to any of the Directors.
2. You must give at least 60 days’ notice.
3. You will have to pay housing charges up until the end of the month in which you leave unless:
 - a. The unit will be occupied by another member before then: and
 - b. The board of directors has approved the arrangement
4. You must make your unit available for inspection by the Move In/Out (MIMO) committee when they ask you to do so. If a mutually convenient time cannot be agreed upon the MIMO Committee may enter your unit for inspection after giving 24 hours written notice.
5. The MIMO Committee will inspect your unit soon after you give notice and explain to you what damages you need to fix, including repainting, and what cleaning you have to do, or else pay for, before you move out.
6. The MIMO Committee will inspect your unit again when everything has been moved out and assess any charges for unrepaired damage, including repainting, or cleaning that has not been done. You will get a copy of the report.
7. The report from the MIMO Committee will be used to assess charges, if any which will be deducted before your shares are repaid. If damages and arrears are more than you shares you will still have to pay the difference to the co-op.

Painting

8. You may have to repaint your unit or pay some or all of the costs of having it painted, depending on how long you have lived in it and when the co-op last paid for paint. You should read the painting and wall covering policy.

Cleaning

9. If you have had any type of pet in your unit, for any length of time, you must have all the carpets sprayed defleaing by a professional firm. You must give the warranty and receipt to the MIMO committee.

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10. You must have your carpets steam-cleaned. You can do this yourself or pay someone to do it. You must give the MIMO committee a copy of the receipt for the work or machine rental
11. The MIMO Committee will inspect your unit for reasonable cleanliness and assess charges for extra cleaning that has not been done properly.

Charges

12. You do not have to pay for normal wear and tear on your unit. However, the MIMO Committee will assess charges for damages beyond normal wear and tear, and cleaning that is required to bring your unit up to a reasonable standard. The charges reflect the inconvenience and expense that the co-op will have to organize this work. It will probably be cheaper to arrange to get things fixed yourself before moving out the charges are:

Moving out charges

a) Key replacement	\$10 per key
b) Light bulbs	\$10 per bulb
c) Fluorescent light tubes	\$15 per tube
d) Venetian blinds	Actual cost of repair/replacement plus \$20 per blind
e) Damage to drywall areas i.e. holes exceeding ¼ inch diameter (except for a maximum of 4 butterfly complete-set ceiling hooks), or any other damage	\$15 each
f) Carpet damage	Actual cost of repair/replacement plus \$20
g) Painting	Cost of materials and professional labor. Or a proportion of these charges according to the paint and wall covering policy
h) Steam-cleaning carpets	Type D units \$200 Type A,B & C units \$ 300 Type E units \$ 400
i) Any other cleaning	\$25 per hour

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j) Any other damage	Actual cost of the repair/replacement