

Move-Out Inspections Policy

1. The office will notify the Property Management Committee, or its designate, as soon as possible upon receiving notice of a unit being vacated.
2. Written notice of the required move-out inspection will normally be sent to the vacating unit not less than forty-five (45) days before the actual move-out date.
3. The vacating member(s) must be present during the inspection.
4. A two-member team will be assigned to inspect the unit.
5. Inspection teams:
 - a) will arrange their own appointments with members; and
 - b) will complete the inspection check-list (supplied by the office).
 - c) will send a letter requesting follow-up inspection within one (1) week of the initial inspection (if required); and
 - d) will perform a follow-up inspection (if required); and
 - e) will perform a post move-out inspection before new members move in; and
 - f) will return all relevant data to the office upon completion of the inspection process.
6. Results of the inspections will be analysed by the Office and/or the Property Management Committee in order to determine if a deduction from the security deposit of the vacating members is required.
7. It is advised that, as units become vacant, walls and floors with original (read "poor") finishes should be repainted and resealed respectively prior to new occupancy.

Approved by the Board of Directors: January 18, 1987

Approved by the General Membership: March 1, 1987