



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

HOUSING POLICY

SUBJECT: **Move-in**

ORIGINAL DATE OF APPROVAL: May 25, 1988

APPROVED BY: Membership

DATE OF AMENDMENT OR REPLACEMENT: June 2010

1. Prior to taking possession of the housing unit:
 - All relevant documents will be signed by the registered shareholders,
 - All required monies will be paid in full,
 - The prospective member will receive keys to the unit, a Welcome Pak and a recycling box,
 - A walk through inspection with SMHC personnel will be conducted at which time the care, operation and maintenance of appliances and other items will be discussed.
2. All arrangements for taking possession of the housing unit will be made through the office during office hours. Incoming members can normally expect to occupy the housing unit shortly after 12:00 noon on the first calendar day of the month. If the first calendar day of the month falls on a Saturday, Sunday, or holiday, mutually agreeable arrangements for occupancy will be made in advance through the office during office hours.
3. During the move-in incoming members are expected to protect carpets, floors, walls, etc. and ensure that moving trucks remain only in designated parking areas. Use of the fire lane and grass areas may be used provided prior approval has been received from the office.
4. Incoming members are expected to arrange an appointment with the office staff for a move-in visit which is to be conducted within three months of move-in. Incoming members are encouraged to prepare a list of maintenance concerns for discussion with the staff designate at the time of this visit. The care, operation and maintenance of appliances and other items will be discussed again.
5. Maintenance, replacement and/or removal of improvements done to the unit by previous members become the responsibility of the member moving in.