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**Operations Policy**

**Subject:** **Best Use of Space**

**Original Approval Date:** January 22, 1987

**Approved By:** Board of Directors

**Date of Amendment or Replacement:** February 12, 1987, March 1995, November 2004, June 2008, November 2011, April 2014, October 2023

*At the time of application all occupants, to be listed on the application, must be currently residing together, excluding 2-bedroom units.*

*This policy is to be used on move-in and any special privilege where a member may be requesting to move to a larger sized unit.*

General guideline: Maximum two (2) people per original bedroom. You may not increase the maximum by adding bedrooms in the basement.

*2-bedroom units*

2-bedroom units will be occupied by a minimum of one (1) person and not more than four (4) people.

*Small 3-bedroom units*

Small 3-bedroom units - priority will be given to a minimum of two (2) ~~three (3)~~ people and not more than six (6) people.

*Large 3-bedroom units*

Large three-bedroom units - priority will be given to a minimum of three (3) ~~four (4)~~ people and not more than six (6) people.

*Four-bedroom units*

Four-bedroom units - priority will be given to a minimum of four (4) ~~five (5)~~ people and not more than eight (8) people.

Exceptions

In order to avoid vacancies, when a unit becomes vacant, if there is no one on the waiting list that meets the best use of space requirements, the co-op will consider filling the unit with a fewer number of people than the minimum numbers described above.