



## SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

### Housing Policy

**Subject:** **Move-Out**  
**Original Date of Approval:** May 25, 1988  
**Approved By:** Membership  
**Date of Amendment or Replacement:** April 28, 1992, January 2000, January 31 2006, April 2016, October 2021

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1. A member may voluntarily withdraw his or her membership in SMHC by giving written notice two [2] clear months before the first day of the month in which the member will move out of the housing unit. The co-operative shall provide the outgoing member with a copy of the move-out policy and guidelines.
2. When the Members move out all Non-member residents must move out.
3. In accordance with Bylaw 3.10 [c] a member may not move out of his or her housing unit without giving notice nor give notice without moving out.
4. Outgoing members shall provide the co-operative with access to the housing unit for the purposes of necessary repairs and maintenance, as well as for showing the housing unit to prospective members.
5. All move-out procedures shall be coordinated through the office, during office hours.
6. It is the outgoing member's responsibility to ensure that the housing unit, including the yard, is in acceptable condition in accordance with move-out guidelines.
7. Arrangements for a move-out inspection shall be scheduled in advance through the office. At the time of the move-out inspection, the housing unit must be empty of all the outgoing member's possessions.
8. Move-outs shall be completed no later than 12:00 noon on the last calendar day of the month in which the notice of withdrawal is effective.
9. The move-out inspection will normally be conducted by two staff persons, or other duly authorized persons.
10. Registered shareholders may be present during the move-out inspection.

11. Prior to or immediately upon the completion of the move-out inspection, outgoing members shall hand over to the inspection team:

- all unit keys
- the recycling box, if applicable
- the member handbook [if not previously handed in to the co-op office]

12. The co-operative shall purchase at par value, all shares held by the outgoing member in accordance with section 6.8 of SMHC's bylaws. Share payouts must be approved by the Board of Directors at a regularly scheduled board meeting.

13. The co-operative is entitled to offset against the value of the shares, any debt, determined by the Board of Directors, to be owed to the co-operative by the outgoing member.