

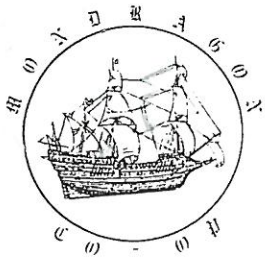
Mondragon Co-operative Homes Inc.

Policy No. 8

Transfer of Possession of Unit

Passed by the Board of
Directors:

Confirmed by the
members:
September 21, 1997



Mondragon Co-operative Homes Inc.

79 Mondragon Circle, Brampton, Ontario, L6Z 1Z4, Tel., (905) 846-4077

TRANSFER OF POSSESSION OF UNIT

POLICY NINE

ON A MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THE FOLLOWING TRANSFER OF POSSESSION OF UNIT WAS ADOPTED BY THE MEMBERS OF MONDRAGON CO-OPERATIVE HOMES INC., AT A MEETING HELD ON SEPTEMBER 21, 1997.

WHERE A MEMBER IS VACATING A UNIT, EARLIER THAN THE DATE SPECIFIED AS PER THE WRITTEN 65 DAY NOTICE, THE MEMBER MAY ENTER INTO A TRANSFER OF POSSESSION OF UNIT AGREEMENT WITH MONDRAGON CO-OPERATIVE HOMES INC.

The member must sign a Transfer of Possession of Unit Form, if the member(s) agrees to terminate their occupancy rights earlier than specified in the written 65 day notice of move-out.

BYLAW FOUR, SUBSECTION 8.3

MONDRAGON CO-OPERATIVE HOMES INC.

TRANSFER OF POSSESSION OF UNIT

MEMBER(S) _____

UNIT _____

I /We transfer possession of Unit # _____ to Mondragon Co-operative Homes Inc. effective (date) _____ at (time) _____. I/We fully understand that I/we no longer have occupancy rights to Unit # _____ from this date and time. I/We also fully understand that I/we are not responsible for utility costs after this date and time. I/We acknowledge full responsibility for all utility costs prior to this date and time, all outstanding monies owed to Mondragon Co-operative Homes Inc. and all costs for unit repairs and/or cleaning as determined by the Co-operative's Final Inspection of Unit # _____. I/We have provided Mondragon Co-operative Homes Inc. with all copies of all keys to Unit # _____ in my/our possession.

Signature

Name

Date

Signature

Name

Date

ACCEPTED BY MONDRAGON CO-OPERATIVE HOMES INC.

Signature

Title

Date

Signature

Title

Date

MONDRAGON CO-OPERATIVE HOMES INC.

By-law 4 - Schedule A: Occupancy Agreement Appendix G: Members' Maintenance Responsibilities at Move-out

Paragraphs 3.2 and 5.9 of this By-Law require that at move-out the unit must be left in satisfactory condition. If it is not, the Co-op will arrange to have the necessary work completed, and the costs involved will be deducted from the member's deposit.

The following is required of members moving out of a unit:

A. GENERAL

1. Carry out any repairs identified as being necessary during the Move-Out inspection of the unit. If there is any disagreement with the recommendations of the Inspection Committee, they should be addressed to the Board of Directors in writing.
2. Remove any temporary alterations made to the unit (e.g. bookshelves attached to the wall)
OR
Enter into a written agreement with the Co-op to accept responsibility for alterations and for returning the unit to its original condition when they move out.
3. Ensure that all fixtures, hardware, shelving and other fittings originally in place are present and in good condition. Repair or replace, as necessary.
4. Replace any member owned fixtures which have been installed with the original fixtures or fixtures of equivalent quality (as agreed with the Co-op).
5. If you have painted an area a dark colour that will require an additional coat of paint to cover, repaint the area in a neutral colour.
6. Advise the cable T.V. and telephone companies and Post Office of the date you will be moving out.
7. You are reminded that you are responsible for the gas and hydro until the end of the notice period.

B. INTERIOR

1. Walls and ceiling:
 - Walls should be left clean and free of grease marks and scratches.
 - Nails, picture and ceiling hooks should be removed and the holes to be filled.
2. Woodwork:
 - All woodwork, including baseboards, must be left clean and free of marks.
 - Ensure unpainted woodwork is free of paint splatters.

Schedule A: Occupancy Agreement
Appendix G: Members' Maintenance Responsibility at Move-out
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3. Doors:

- All interior and entry doors must be left clean, free of marks, decals, etc. and in good condition.
- Any doors which have been removed must be re-hung.
- Screen/storm door must be intact; screen and window must be clean and in good condition; if screen door owned by the member is removed, the door frame must be repaired to original state and repainted.

4. Windows and screens:

- Clean window sills and frames.
- Windows and screens must be present and in good condition.
- Windows and screens should be left closed and locked.

5. Floors:

- Vacuum all bare and carpeted floors.
- Wash linoleum and VAT floors with non-abrasive cleanser.
- Hardwood/parquet flooring should be cleaned with a non-abrasive wood cleaner.
- Carpeted areas must be shampooed.
- Damage judged by the Co-op to be in excess of normal "wear and tear" may result in flooring or carpeting being replaced and the member charged.

6. Electrical fixtures:

- All light fixtures must be present, clean and in good condition.
- Switch plates and outlet covers should be free of marks, paint splatters, cracks and chips.
- Painted or damaged covers must be replaced by the member.
- Cable outlet should be clean and free of paint splatters.
- Smoke detectors should be clean, free of paint and functional.
- Thermostat, heat ducts, etc. should be clean, free of paint and functional.

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7. Bathroom:

- Clean basin, tub/shower, toilet, toilet tank.
- Decals must be removed.
- Clean medicine cabinet and vanity.
- Towel bars, shower rod, soap dishes, etc., should be clean and in good condition.
- Fixtures, tile and caulking should be clean and in good condition.
- Walls and floor should be washed.
- Ensure that taps are not dripping.

8. Kitchen:

- Clean stove inside and out using approved agents.
- Ensure that oven and burner controls, oven racks, broiler pan, drip pans and burner rings are clean, free of grease and intact.
- Ensure that exhaust fan, filter and hood are clean and free of grease.
- Defrost and clean fridge inside and out and leave at medium cold setting with door(s) closed securely.
- Ensure that fridge is equipped with two ice cube trays, racks, crisper, etc., and that all are clean and intact.
- Wash floors, including floors under appliances should be cleaned.
- Wash walls behind appliances.
- Cupboards, counter, sink and chrome fixtures should be left clean and in good condition.
- Ensure that taps are not dripping.

9. Basement:

- Remove all items from storage.
- If appropriate to the season, leave the furnace on and the thermostat set at the required setting (18 degrees C).
- Leave all windows closed and locked.
- Ensure taps are not dripping and that the floor drains are operational.

C. EXTERIOR

1. Lawn and fence:
 - In season, cut lawn and leave free of debris.
 - Fences must be left in good condition.
 - Any damage to lawn by member(s) or member(s) pets must be repaired.

2. Unit exterior:
 - Ensure porch/balcony/verandah are free of debris and swept clean.
 - Exterior light fixtures, mail box, dryer and stove vents, taps, etc., must be present and in good working order.
 - In winter, ensure that outside taps are shut off from inside the unit.

3. Garage:
 - Remove all items and sweep clean.
 - Garage door should be in working order and free of any dents or chips.

D. KEYS

- Leave all keys (laundry room, garage, front entrance) and member handbook at the co-op office. A charge of \$25.00 will be levied against any member(s) who do not return the Member Handbook.