



MOVE OUT PROCEDURE

When you decide to move out of Village Square, you must come to the office to complete a move out package. This package consists of a **60 day Withdrawal Notice**, Expected Condition of Unit List, an Own Buyer/Waiting List form, and an explanation of the move out procedures.

Your membership certificate (with your endorsement on the back), Village Square member handbook and the signed **60 day withdrawal notice** are then returned to the office. At that time we will schedule a pre-move out inspection. This inspection will inform you of any damages you will be responsible for repairing before you move out. Any repairs on the list that are not completed when you move out will be performed by Village Square and charged back to you. At the time of the pre-move out inspection, the Improvement Agreement will be filled out by Village Square personnel. The improvements are paid to you by the prospective member at a cost agreed upon by you both.

You have the option of using the Village Square waiting list, or finding your own buyer. All prospective members should contact the office and complete an application and meet the Village Square/HUD approval criteria. Prospective members must also pass an interview done by the interview committee and attend orientation.

The day you turn in your keys to the office, Village Square will conduct a final move out inspection. You may be present, but you don't have to be. Disposal of any items at the time of the move out will be charged to you.

The incoming member is scheduled for move in as soon as maintenance releases the unit. You will be responsible for the unit until that time. The equity is paid to Village Square by the incoming member. Any damages, repairs, the \$100.00 resale fee, and monies due to Village Square by you, is deducted from your equity. The refund will be mailed to your forwarding address within thirty (30) days after the new member takes possession. Equity is the value of your membership, and is not a security deposit.

Transfer

If you wish to transfer to a smaller or larger townhouse, you must fill out a transfer request, which then must be approved by the board of directors. When approved, you will be placed at the top of the waiting list. As soon as a unit is available, you will have first option to purchase the membership. There is a transfer fee of \$50.00.

A move in inspection will be conducted by maintenance with the new member. An inspection form will be signed by both, with a copy going to the new member and the other copy into his or her unit file.



VILLAGE SQUARE
COOPERATIVE

MEMBERSHIP WITHDRAWAL NOTICE

Please be advised that my desired move out date is: _____

Name Current Address

Home phone Cell or Work phone

Forwarding Address: _____
Street

City, State, Zip Code

In accordance with the bylaws and/or Occupancy Agreement, the Board of Directors of Village Square Cooperative waives its option to purchase your membership.

You may sell your unit improvements to any person who meets the membership requirements set by the Cooperative, or you may utilize the Cooperative waiting list. All persons on this list have been approved. However, their data may need to be updated, which takes time (approximately 2 weeks) to complete.

YOU ARE RESPONSIBLE FOR THE CARRYING CHARGES AND UTILITIES UNTIL THE NEW MEMBER TAKES POSSESSION. YOUR EQUITY REFUND WILL NOT BE PROCESSED UNTIL YOU PROVIDE A STATEMENT FROM DTE Energy THAT YOUR ACCOUNT IS PAID IN FULL THROUGH YOUR FINANCIAL LIABILITY DATE.

Any damage expenses, carrying charges or other outstanding balances and a \$100.00 resale fee will be deducted from my membership refund. I also understand that the membership fee is to be paid to the Cooperative by the incoming member.

I further understand and agree that I can ask for money for myself above the membership fee amount. I acknowledge and agree that any money agreement between me and the incoming member is a personal agreement and the Cooperative is not party to or liable if the agreement is not kept.

As a requirement for acceptance of this notice, I am enclosing the following:

1. Membership Certificate signed on the back.
2. Membership Handbook. There is a \$10.00 fee if not returned.

IT IS REQUIRED THAT YOU SCHEDULE A PRE-INSPECTION UPON SUBMISSION OF THIS NOTICE WITH MANAGEMENT TO DETERMINE THE CONDITION OF THE UNIT AND ANY POTENTIAL ESTIMATED CHARGES, ALSO TO LIST THE APPROVED IMPROVEMENTS. YOU **MUST** BE PRESENT FOR THE PRE-INSPECTION UNLESS YOU WAIVE YOUR RIGHT TO DO SO. **YOUR UNIT IS NOT OFFICIALLY AVAILABLE UNTIL THE PRE-INSPECTION HAS BEEN COMPLETED AND NO INFORMATION WILL BE GIVEN TO ANYONE ON YOUR UNIT UNTIL THE PRE-INSPECTION IS COMPLETED.**

Pre-Inspection Date/Time: _____

Your keys must be turned in to the Village Square office only after you have completed all repairs, moving and cleaning. The move-out inspection will be done by Village Square Management within one business day of receipt of your keys.

I HAVE READ AND UNDERSTAND ALL THE ABOVE AND HAVE RECEIVED A COPY.

MEMBER _____ DATE _____ MEMBER _____ DATE _____

This will acknowledge the receipt of your withdrawal notice.

Agent for Village Square _____ DATE _____

VILLAGE SQUARE COOPERATIVE- MOVE OUT PROCEDURES

* WITHDRAWAL NOTICE

When you decide to move out of the Cooperative, a withdrawal notice is required. When the withdrawal notice is turned in to the office, the following must be given to the office also:

- A. Your *Membership Certificate.
- B. Your *Cooperative Handbook

Upon the cooperative receiving your withdrawal notice, a pre-move out inspection and listing of your improvements on the As-is-Agreement, is scheduled. NO membership applications for your unit will be accepted until your Withdrawal Notice is submitted to the Village Square office.

* PRE-MOVE OUT INSPECTION

This inspection will detail your obligations and the Cooperative's obligations. Your townhouse is required to be left clean and free of damage. If you fail to clean and make repairs, which have to meet *Cooperative standards, the Cooperative will complete the necessary work and you will be appropriately charged. This charge will be taken from the membership fee. You will be given a copy of the pre-move out inspection.

* AS-IS AGREEMENT

During the pre-move out inspection, the resident manager/maintenance person lists the improvements and the member gets a copy. The As-Is Agreement should be signed, dated and the time of day noted by both parties as soon as an agreement has been reached.

When you have a signed As-Is Agreement, you have the responsibility to notify the office within 5 days of the execution of the improvement agreement. This agreement is contingent upon the potential buyer's approval for membership into Village Square.

FINDING YOUR OWN POTENTIAL BUYER

Remember, that you can find your own buyer through any means you find suitable such as: ads, open house, friends, etc. However, your buyer must understand he is not purchasing a unit, but becomes a member/shareholder in a corporation. The new member is only purchasing your improvements. You must notify the office in writing when you have a potential buyer that has not been approved for membership by Village Square. This way we know that the potential buyer is applying specifically for your unit. Your Withdrawal Notice must be turned into the Village Square Office before we can accept an application for your unit. Also, it is the member's responsibility to make appointments with applicants to show the unit.

POTENTIAL BUYER FROM VILLAGE SQUARE'S WAITING LIST

When the pre-move out inspection is completed, applicants on the waiting list will be contacted if you have specified a request for Village Square to do so. Applicants are contacted and given your equity amount and your name and telephone number. Applicants are also given an approximate location in the cooperative, but not your unit's specific address (except "Transfers"). Applicants called are noted on your *pending move out folder. You must allow prospective members two (2) days to contact you and an additional two (2) days for the buyers to make an offer for your improvements. Village Square is obligated to provide potential buyers to you in order from the waiting list. It is your responsibility to show your unit.

You are not to give the keys to the incoming member!

***TAKING POSSESSION**

The buyer must take possession of the unit within 2 working days of the *release date. The release date is the date that Village Square Cooperative has completed work in your unit in preparation for the new member.

Remember, you are responsible for the monthly carrying charges and utilities until the buyer takes possession. Electricity is NOT to be disconnected but is transferred by the new resident upon move in. Your refund from Village Square is dependent upon clearance from Detroit Edison of your account with them. Proof of this must be provided to the Village Square office to effectively process your refund.

You will be charged a \$100.00 resale fee, which will be deducted, from your refund.

If at any time during your move out you have any questions or desire the Cooperative to inspect the work you have completed, please call the office.

Your membership refund will be mailed to your forwarding address in approximately 6 to 8 weeks from the date the new member takes possession, and your DTE Energy account has been cleared.

WHEN SELLING YOUR TOWNHOUSE YOU CANNOT USE DISCRIMINATORY PRACTICES. FEDERAL LAWS, THE LAWS OF THE STATE OF MICHIGAN PROHIBIT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE, SEX, HEIGHT, WEIGHT OR MARITAL STATUS.

I have read, understand, and have received the expected move out conditions.

Member Signature Date

Village Square Representative Date

Member Signature Date

IMPROVEMENT AGREEMENT RESPONSIBILITY STATEMENT

Improvements are items that have been added to your unit over the years. Examples are curtain rods, carpeting, wallpaper, paneling, air conditioning, fences, decks and so on. When you are preparing to move out, the Cooperative needs to know if you have reached agreement on the conditions of the sales of these improvement items. For this purpose a written "As-Is Agreement" must be submitted to Village Square before your membership is sold. During your pre-inspection, a staff member will list all of your approved improvements on this "As-Is Agreement". This As-Is Agreement must be signed by outgoing and incoming members and returned to the office within 5 days of its execution. An office staff member must sign this agreement and provide copies to all involved parties.

Any additions to your unit that have not been approved (you should have permits for all improvements) will have to be brought up to standards or removed at move out time. The "As-Is Agreement" cannot be used to pass on shoddy workmanship, damages, and/or uncleanness. If there are improvements but no charge, the agreement must still be signed!

A pre-inspection must be done by the Village Square staff after receiving your withdrawal notice to determine what maintenance you need to complete. You then have the option to do the repairs yourself or have the maintenance staff determine the charge and do the repairs for you. Damaged doors, broken windows or torn screens are examples of items that cannot be considered as part of an improvement agreement. These types of items belong to the cooperative and will be repaired by the cooperative if needed upon your move and charged to your account.

Pre-inspections are a guide for you in the event you wish to make the noted necessary repairs. Because the unit is occupied at the time of the pre-inspection, the total amount of your obligations cannot always be determined. Final determination of your obligations is determined at the completion of rehabilitation when the new member takes possession (i.e. gets keys).

Please refer to the expected condition of unit upon move out.

VILLAGE SQUARE COOPERATIVE, INC.

Unit Turnover Requirements

Effective: September 1, 2007

Revised January 22, 2008

Unit Landscaping, Fences & Decks

Each unit must have three foundation plants existing in the front private flower garden. All weeds and dead foliage must be removed. Decorative yard / landscape items (i.e. fountain, arbor, statues) along with common area yard plantings must be removed prior to sale unless otherwise approved by the Grounds Committee. Failure to remove these items will result in Cooperative removal at the out-going Member's expense.

All wood fences must be removed upon move-out, no matter what the condition. The member will be charged accordingly for failure to remove fence upon move out. All wood decks must be in good and/or excellent condition or removal is required. Any decks that block the basement window well must be altered or removed to allow for fire egress. The back patio lawn area must be landscaped, have a patio, deck or grass. These rules apply, even if the patio is enclosed by a vinyl fence.

Please note in order to determine Member fence responsibility, the unit that the posts are facing, or are interior to, is responsible for that part of the fence.

Unit Paint

All unit walls, ceilings, trim/molding, and interior closets must be in acceptable condition, as approved by Village Square Cooperative Management. Below is a description of **unacceptable conditions**:

- Bad Paint Job – while the paint on the walls is found to be in good condition, there cannot be overspray or spillage of paint on floors and doors and other appropriate hardware.
- Bleed-through of previous paint color
- Drywall holes larger than a nail hole
- Torn or tattered wall-paper or border
- Wall-Paper or border that is not 100% intact and attached to all walls
- Peeling paint
- Unfinished paint job

The above list does not preclude Management from deeming the unit in need of a paint job or touch-up paint when conditions not listed above are noted.

Unit Flooring

All hardwood flooring must be safe and in good repair. Management reserves the right to require that the floors be refinished in the event such conditions are noted. All other interior flooring, including ceramic, linoleum and vinyl tile must be cleaned in accordance with the attached cleaning specifications.

If a Member has received Cooperative permission to alter the unit by installing carpeted flooring, the carpet and pad must be in good repair and steam cleaned. If the carpet is deemed not in good repair, by

Management, the Member is responsible to remove the carpet and pad and repair any damages to the underlying flooring. Member will be charged for failure to do so.

Interior Doors

All interior doors must be in good repair, free of damage and paint. The door cannot have a privacy lock, only a passage knob/lock is permitted. If any interior door is found in need of repair, the Cooperative will replace with the current style six-panel door at the Member's expense.

Miscellaneous

- All floor baseboard/molding and wall trim must be present and intact.
- Alterations discovered, that are found to be unsafe are non-compliant with specific code, are required to be removed.
- All Handrails, except those belonging to the Cooperative, must be removed.
- Unit must be left in clean and sanitary condition.

I/We, _____, have read and understand the unit condition requirements as described herein. I/We also understand that failure to meet all of the above requirements will result in the Cooperative assessing these repairs/deficiencies at my/our expense upon move-out.

Member Signature

Unit #

Date

Member Signature

Date

Village Square Representative

Date

EXPECTED CONDITION OF UNIT UPON MOVE-OUT

1. Unit must be thoroughly cleaned and sanitized, including floors, walls, appliances and toilet fixtures.
2. Refrigerator must be thoroughly cleaned, defrosted, damaged parts replaced, scratches-touched up, and dented doors replaced. Unit should be plugged in and operating following cleaning.
3. Stoves must be cleaned with all grease and dirt removed and all burners in good condition. Lift range top and make sure to clean underneath it.
4. Holes in the wall for curtain rod brackets may be left for the next member to use.
5. Cupboard scratches are to be touched up, paint smears must be removed and cupboards are to be washed inside and out. Cupboards should never be painted unless first approved by management.
6. Tiles and bathroom fixtures are to be thoroughly cleaned, sanitized, and free of any paint or contact paper. Any chipped, cracked or broken fixtures are to be replaced if the chip or crack necessitates such replacement.
7. Tile floors must be cleaned.
8. Wood floors must be thoroughly cleaned. Marks, scratches, stains and discoloration will require sanding and refinishing, based on an 8 year life. A professional is recommended.
9. Shelves and drawers must be cleaned out.
10. Molding scratches to be retouched. Cracked or damaged molding is to be replaced. Paint smears should be removed. The entire molding can be painted.
11. Basement floor is to be swept and washed. Cobwebs are to be broomed away.
12. Doors-scratches to be removed by sanding and varnishing. Damaged doors are to be replaced if necessary. No painting, staining or varnish/stain of doors is allowed. Doors should remain free of hooks, latches or clothes hangers and all paint smears.
13. All light fixtures and fittings and wall outlets are to be in original condition and color and unpainted. Light bulbs are to be left in all sockets. Fuses should be good and in place. Painted-over light switches and outlets may need replacement.
14. Stove hood and hood filter to be degreased and cleaned.
15. Nail holes in floors and steps are to be filled and sanded. Stair risers painted or cleaned.
16. All windows and screens to be in good repair.
17. Any sod damage by the member is to be replaced with sod.
18. Bath fans should be cleaned
19. The member is not charged for normal wear and tear, but he is responsible for damage due to negligence and misuse.

EXPECTED CLEANLINESS CRITERIA

	Complete	Incomplete
1. Wipe out cabinets	<input type="checkbox"/>	<input type="checkbox"/>
2. Wipe top of cabinets	<input type="checkbox"/>	<input type="checkbox"/>
3. Clean/sterilize stove/refrigerator (Inside and out)	<input type="checkbox"/>	<input type="checkbox"/>
4. Clean behind and under stove and refrigerator	<input type="checkbox"/>	<input type="checkbox"/>
5. Clean out all closets	<input type="checkbox"/>	<input type="checkbox"/>
6. Clean cobwebs from basement	<input type="checkbox"/>	<input type="checkbox"/>
7. Sweep basement floor	<input type="checkbox"/>	<input type="checkbox"/>
8. Wash all tile floors	<input type="checkbox"/>	<input type="checkbox"/>
9. Thorough cleaning/sterilization of baths/kitchen	<input type="checkbox"/>	<input type="checkbox"/>
10. Vacuum carpeting throughout	<input type="checkbox"/>	<input type="checkbox"/>
11. Clean all ceiling fixtures	<input type="checkbox"/>	<input type="checkbox"/>

Any move-out member failing to comply with any or all of the above cleaning criteria will be charged for all or part of the cleaning fee of the current contractor rate for cleaning services. The charge will be based on the number of hours it takes to complete any of the above items not done by the move-out member.