

**Village Square Consumer Housing Cooperative**

45510 Kensington St.  
Utica, MI 48317-5934  
Office Phone: (586) 739-7570

**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 Consumer Housing Cooperative waives its option to purchase your membership.

You may sell membership to any person who meets the membership requirements set by Village Square Consumer Housing Cooperative, or you may utilize the Village Square Consumer Housing 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.

Any damage expenses, carrying charges or other outstanding balances will be deducted from my equity refund. I also understand that the equity fee is to be paid to Village Square Consumer Housing Cooperative by the incoming member.

I acknowledge and agree that any money agreement between me and the incoming member is a personal agreement and Village Square Consumer Housing 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 \$20.00 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. YOU CAN 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 THE REQUIRED WORK HAS BEEN DONE TO MEET OUR STANDARDS.**

Pre-Inspection Date/Time: \_\_\_\_\_

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 Consumer Housing Cooperative Date

## VILLAGE SQUARE CONSUMER HOUSING COOPERATIVE – MOVE OUT PROCEDURES

- **WITHDRAWAL NOTICE**

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

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

Upon Village Square Consumer Housing Cooperative receiving your withdrawal notice, a pre-move out inspection will take place. NO membership applications for your unit will be accepted until your Withdrawal Notice is submitted to the Village Square Consumer Housing Cooperative office.

- **PRE-MOVE OUT INSPECTION**

This inspection will detail your obligations and Village Square Consumer Housing Cooperative's obligations. Your unit is required to be left clean and up to Village Square Consumer Housing Cooperative standards. You will be given a copy of the pre-move out inspection.

- **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/she is not purchasing a unit, but becomes a member/shareholder in a corporation. You must notify the office in writing when you have a potential buyer that has not been approved for membership by Village Square Consumer Housing Cooperative. This way we know that the potential buyer is applying specifically for your unit. Your Withdrawal Notice must be turned into the Village Square Consumer Housing Cooperative 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 CONSUMER HOUSING COOPERATIVE'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 Consumer Housing Cooperative to do so. Applicants are also given an approximate location in the cooperative, but not your unit's specific address (except "Transfers").

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

- **TAKING POSSESSION**

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.

You will be charged a fee of 1% of the membership sale price, which will be deducted from your equity.

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

Your equity refund will be mailed to your forwarding address in approximately 30 days from the date the new member takes possession.

WHEN SELLING YOUR MEMBERSHIP, 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

---

Member Signature

---

Date

---

Village Square Consumer Housing Cooperative 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 eight (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 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/she is responsible for damage due to negligence and misuse.

## UPGRADE/IMPROVEMENT AGREEMENT RESPONSIBILITY STATEMENT

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

A pre-inspection must be done by the Village Square Consumer Housing Cooperative staff after receiving your withdrawal notice to determine what maintenance you need to complete and what is Village Square Consumer Housing Cooperative’s responsibility. You then have the option to do the repairs you are responsible for yourself or have the maintenance staff determine the charge and do the repairs you are responsible for in your place.

Pre-inspections are a guide for you to make the noted necessary repairs. If 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 before the new member takes possession (i.e. gets keys).

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

## EXPECTED CLEANLINESS CRITERIA

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

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.

## **Unit Turnover Requirements**

**Effective: September 1, 2007**

**Revised January 22, 2008**

---

### **Unit Landscaping, Fences & Decks**

Each unit must have 2-3 perennials 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. Failure to remove these items will result in Village Square Consumer Housing 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 Consumer Housing 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, 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
- Wallpaper or border that is not 100% intact and attached to all walls or wallpaper under paint.
- 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 Village Square Consumer Housing 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, Village Square Consumer Housing 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 Village Square Consumer Housing 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 Village Square Consumer Housing Cooperative assessing these repairs/deficiencies at my/our expense upon move-out.

|                  |       |       |
|------------------|-------|-------|
| _____            | _____ | _____ |
| Member Signature | Unit# | Date  |

|                  |       |
|------------------|-------|
| _____            | _____ |
| Member Signature | Date  |

|                                                            |       |
|------------------------------------------------------------|-------|
| _____                                                      | _____ |
| Village Square Consumer Housing Cooperative Representative | Date  |