

TOWNHOUSE MANOR COOPERATIVE MOVE-OUT PROCEDURE

WITHDRAWAL NOTICE

A Membership written Withdrawal Notice form must be completed and submitted to the Management office prior to moving out. The following must be turned into the office at the time of closing or before: a signed Membership Certificate, your "Member Handbook" and keys to the unit. After receiving your withdrawal notice, a pre-move out inspection is required to be conducted by our Managing Agent.

PRE-MOVE OUT INSPECTION

This inspection will detail your obligations and the Cooperative's obligations. Your townhouse is required to be clean and free of damage. If you fail to clean the unit and make the necessary repairs, which have to meet Cooperative Standards, the Cooperative will complete the necessary work and you will be appropriately charged. You will be provided with a copy of the pre-move out inspection.

IMPROVEMENT AGREEMENT

At the time of the pre-move out inspection, our staff will list the authorized improvements and you will receive a copy. This improvement Agreement must be signed and dated by both the seller and the buyer as soon as an agreement to purchase has been reached.

When you have a signed improvement agreement, you have the responsibility to notify our office. This agreement is contingent upon the potential buyer's approval for membership into Townhouse Manor Cooperative.

FINDING YOUR POTENTIAL BUYER

After your pre-move out inspection has been completed, you can advertise your membership for-sale however you prefer. You can also hire a real estate agent to sell your membership. It is your responsibility to make appointments to show your townhouse, and also your responsibility to notify us when you have reached an agreement and have a potential buyer who is applying specifically for your unit. Keep in mind that the buyer must complete an application and submit a \$75.00 application fee per applicant to process the paperwork to determine if they are approved by the Board.

***Please note: FEDERAL LAWS AND THE LAWS OF THE STATE OF MICHIGAN PROHIBIT DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAPS, AND MARITAL STATUS.**

FINAL INSPECTION

When you are completely moved out and you feel the townhouse is ready, a final inspection is required. A final inspection cannot be completed until a closing date is established all items are removed from the unit and the keys are submitted to the office. You are not to give the keys to the incoming member.

Remember, you are responsible for the monthly carrying charges and the electrical service until the buyer takes possession. You will be charged a \$500.00 resale fee which will be deducted from your proceeds.

***Please note: FEDERAL LAWS AND THE LAWS OF THE STATE OF MICHIGAN PROHIBIT DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAPS, AND MARITAL STATUS.**

TOWNHOUSE MANOR COOPERATIVE
MEMBERSHIP WITHDRAWAL NOTICE

Please be advised that I will be vacating my unit on or about _____, 20____.

MY COOPERATIVE ADDRESS IS:

ADDRESS: _____

UNIT NO. _____ UNIT TYPE: _____

HOME PHONE _____

BUSINESS OR CELL PHONE _____

MY FORWARDING ADDRESS IS:

ADDRESS _____

CTIY _____

STATE. _____ ZIP _____

I/We understand that the Cooperative, per the By-Laws, is not exercising its option to purchase my membership and I/We will be responsible for all carrying charges, electricity, etc., for the unit until it is released to the new member. I/We understand that there is a \$500.00 resale fee charged for the paperwork involved in the resale of my membership.

The following are to be returned as required:

- Membership certificate signed on the back**
- Any overdue amounts owed the Cooperative**
- Member Handbook**

*The Internal Revenue Service does not require that we report the sale of your unit to them if you provide us the following information:

- 1) This unit is our principal residence.
- 2) The gain is excludable for tax purposes. Since the sale price is less than \$250,000. \$500,000, if married and filling a joint tax return.

Member's Signature: _____ **Date:** _____

Member's Signature: _____ **Date:** _____

UNIT IMPROVEMENT POLICY

NEITHER THE MANAGEMENT COMPANY NOR TOWNHOUSE MANOR COOPERATIVE WILL ASSUME RESPONSIBILITY FOR THE SALE OF ITEMS SOLD BY A MEMBER OF THE COOPERATIVE TO A PROSPECTIVE PURCHASER.

All items on the following list must remain with the dwelling beyond the Membership of the occupant making the installation/alteration. Items, which are not considered within the realm of authorized improvements but are considered items of decoration include carpeting, draperies, rods, wallpaper, painting, and paneling and are negotiable items between buyer and seller.

LIST OF AUTHORIZED IMPROVEMENTS

Electrical outlets, fixtures, and ceiling fans
Central and window air conditioners
Central humidifier
Electronic air cleaner
Bathroom Vanities
Shower Doors
Built-in dishwashers
Upgraded faucets, sinks, and toilets
Replacement of bathroom floor
Basement partitions and finished basements
Cable TV - additional outlets

***Air Conditioners must be in good working condition and are the responsibility of the incoming member.**

DECORATIVE IMPROVEMENTS

Listed below are DECORATIVE IMPROVEMENTS subject to inspection of Townhouse Manor Cooperative staff. These improvements are not considered authorized and in no way does Townhouse Manor Cooperative nor its Management Agent or employees warrant or guarantee the condition or operation of the improvements.

DESCRIPTION OF IMPROVEMENTS:

I/We understand that a non-binding preliminary inspection must be scheduled with the Maintenance Department and/or Managing Agent prior to prospective members contacting me to view the unit. I/We have read and understand all of the above.

HEAD OF HOUSEHOLD Signature: _____

CO-MEMBER'S Signature: _____

Date: _____

Accepted by Purchaser: _____

Date: _____

AU1HORIZED IMPROVEMENTS

I/We understand that the authorized improvements (see list on next page) are subject to inspection and the approval of the Board of Directors. (Do not list items of decoration such as carpeting, wallpaper, etc, as these are not considered authorized improvements). In no way does Townhouse Manor Cooperative, nor its Management Agent or employees, warrant or guarantee the condition or operation of the improvements.

Unit # _____ Address: _____

DESCRIPTION OF IMPROVEMENTS: _____

I/We understand that a non-binding preliminary inspection must be scheduled with the Maintenance Department and/or Managing Agent prior to prospective members contacting me to view the unit. I/We have read and understand all of the above.

HEAD OF HOUSEHOLD Signature: _____

CO-MEMBER'S Signature: _____

Date: _____

Accepted by Purchaser: _____

Date: _____

HOW TO LEAVE YOUR TOWNHOUSE

The information in this leaflet has been prepared to assist members, who are moving out of Townhouse Manor Cooperative, in cleaning and repairing their townhouse in order to avoid reconditioning charges.

All members moving out must request a pre-move-out inspection. This will be conducted by a member of our staff, who will point out obvious defects. However, it must be emphasized, that when the household furnishings are in place, it is possible for many things to be hidden — for example, damage to walls and floors by furniture. That is why the pre-move out inspection is simply advisory, and no unit can be “approved” as acceptable at this time.

We have a small staff, and we are as anxious as you that your unit is left in good condition. General cleaning is especially expensive, particularly when much time has to be spent on cleaning stoves and floors. Please help us help you save money and read the items below carefully.

FLOORS

1. All floors must be clean.
2. All wood floors must be clean and free of marks, scratches, stains, holes, and paint. Fill in all holes created by carpet installation by filling, sanding, and finishing (including stair risers and treads). All moldings should be in place. Only normal wear and tear on floors will be accepted. Carpet residue must be removed from the floor if carpet is laid loose or glued.

WALLS

1. Walls must be clean and free of smudges, holes, scratches, and cobwebs.
2. Large holes or excessive nail holes are to be patched with suitable filler, sanded, and painted.
3. Curtain rods and blinds may be left, only if they have been properly installed.

BATHS

1. Tub, sinks, and toilet bowls must be clean.
2. Floors should be clean and in good repair, with molding in place.
3. Bathroom medicine cabinets and mirrors should be left clean.

BASEMENT OR LAUNDRY ROOM

1. Laundry tub must be clean and reasonable free of paint, stains, and marks.
2. Floor must be swept and rinsed down.
3. Dryer vent must be left intact if one has been installed.
4. Cobwebs must be removed.
5. Basement window well must be clean and free of debris.

CLOSETS

Closets should be left clean and all shelves empty.

DOORS

Badly scratched and/or gouged doors and those that have been damaged must be repaired and if necessary, replaced at your expense.

KITCHEN

1. Stove and refrigerator should be cleaned inside and out. (Do not tum the refrigerator off). Stove burners and the wells beneath them should be cleaned. Both stove and refrigerator should be pulled out and the floor beneath them cleaned. The range hood should be free of grease and dirt. Scratches and chips in the stove and refrigerator may be charged to you.
2. Clean out the cupboards and remove all shelf and/or contact paper.
3. Countertops should be left clean. Damages to counters and the cabinets are very costly and will be repaired at your expense.

WINDOWS

All windows and screens must be clean and in good repair, including window tracks. Damaged or missing windows or screens will be replaced at your expense.

YARD

UNDER NO CIRCUMSTANCES SHOULD YOU ALLOW YOUR MOVING TRUCK TO BE DRIVEN ON THE LAWN.

GENERAL

Any of the above-mentioned cleaning items **not completed before** final inspection **will be** charged to the outgoing member. Any improvements made in your unit that are not in compliance with the City Building Code will be corrected at your expense. The cost of removing trash from your unit, or large items left by you at the dumpsters will be deducted from your closing. Please notify the office of any special arrangements with the new member involving items being left in the unit so that they will not be accidentally removed and disposed of.

FINAL INSPECTION

Prior to turning in your keys, a final inspection will be made after your unit has been completely vacated. There will only be one final inspection. Be sure to have all items on this list taken care of. Inspections are made during normal working hours, never on weekends or holidays. You may be present at this inspection. **To make the necessary arrangements, please contact Susan Haan at 586-997-0820 or susan@cpmsupport.com.**