



**DIANE FRANKLING**  
CO-OPERATIVE HOMES

UNIT: \_\_\_\_\_

# POLICY AND PROCEDURES FOR MOVING OUT

**This form must be signed and returned to the Co-op office.**

- Key Return      Once you have completely moved out of your unit, ALL KEYS to your unit and the building MUST BE RETURNED to the co-op office. If keys are not received within 24 hours after you move out, a charge of \$100 per common area key is applicable.

**\*\* Keys can be left in the co-op office mail slot or delivered in person.**

- Forwarding Address      In order for the co-op can forward any mail received after your move or your maintenance deposit, kindly leave a forwarding address with the co-op office
- Damage      Any damage must be inspected by the maintenance staff, supported by a work order, assessed by maintenance staff and repairs carried out by staff or approved qualified tradesperson.
- Fixtures      Reinstall light fixtures, showerheads and switch plates to the original fixtures.
- Floors      Wash all tile floors and sweep and damp mop wood floors.
- Lights      All lights must be in working order, including those in the fridge/stove. Clean light shades.
- Walls/Doors      Remove pictures, mirrors, corkboards, wallpaper, hooks, plugs and nails. Fill any holes with Polyfil© and sand until smooth and even with the wall surface. Textured walls must be sanded and primed.

***If you have used a deep-based paint, refer to your "Paint Policy Exemption" agreement for details.***

- Windows      Clean windows and remove debris from tracks.
- Bathroom      Disinfect and clean.
- Kitchen      Clean cupboards (inside and outside).  
Clean stove top burners and oven.  
Clean refrigerator and leave turned on (ice cub trays in freezer).  
Clean behind stove and fridge.
- Balcony      Clean and remove all items.

**PLEASE LEAVE CO-OP BY-LAWS (GREEN BINDER) IN THE FRONT HALLWAY CLOSETS.**

Please note that the condition of your unit is assessed on the first working day after you move.

If your unit is not in a condition acceptable to the Co-op, the cleaning of your unit is billed to you at a cost of \$20.00 per hour and deducted from your maintenance deposit.

**DECLARATION:** I have read the above and understand what is required of me.

**Member signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Member signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co-op Representative:** \_\_\_\_\_ **Date** \_\_\_\_\_



UNIT: \_\_\_\_\_

## The Elevator

In order to book the elevator for your move, you must either phone or submit a written request to the co-op office at least 14 days prior to your choice move date. Elevators are booked on a first come first serve basis.

Your move has been booked for \_\_\_\_\_

The elevator will be put on service between the hours of \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm.

1. Moves must be completed in the agreed time frame (as noted above). No moving is allowed to take place before 9:00 am or after 4:00 p.m. There is a **three (3) hour limit on the elevator**.
2. For safety and security reasons, all moving must take place through the service entrance located at the back of 85 Bleecker Street. Under no circumstances can any moving occur through the main entrance of 85 Bleecker Street.  
Residence of 101 Bleecker, your moving vehicle is to be parked in the designated area between Bleecker and Fieldstone Co-operatives.
3. The elevator is not put on service for you until you contact the on-call or maintenance team at (416) 707-1148. **Mobile bins and trolleys are available** for your moving convenience - let maintenance know what you require in a day or two in advance of your move.
4. After your move is complete, please call (416) 707-1148 and leave a message indicating that the elevator can be taken off service.
5. ***You are liable for the cost of repairing common area damage that you may cause during your move.***

