

1.4.1.1.6 Moving Policy

1.1 PURPOSE

This policy provides details on the Corporation and tenant responsibilities upon moving. The Corporation reserves the right to adjust or modify the established procedures in the case of tenant death or eviction.

2.1 DEFINITIONS

- a) 'Corporation' shall mean the Central Elgin Non-Profit Housing Corporation
- b) 'Council' shall mean the Council of the Corporation of the Municipality of Central Elgin
- c) 'Municipality' shall mean the Corporation of the Municipality of Central Elgin
- d) 'Secretary-Treasurer' shall mean the Secretary-Treasurer of the 'Corporation
- e) 'Tenant' shall mean those persons named in the lease
- f) 'Board' shall mean the Board of Directors of the Corporation
- g) 'Residential Unit' shall mean any living accommodation used or intended for use as rented residential premises as per the lease agreement
- h) 'Common Area' shall mean the entry way, corridors, stairwells, common room, laundry room, lawn, walkways, and parking lot

3.1 POLICY

3.1.1 General

- a) The Tenant's personal property shall not be taken into or removed from the building, except at a time and in a manner that has been approved by the Corporation or as indicated in the lease agreement.
- b) The Tenant shall reimburse the Corporation for all damages to the unit, or the building caused by moving the Tenant's personal property into or out of the building.

3.1.2 Tenant Responsibilities for Moving In

- a) Agree on a move in date with the Corporation and contact the caretaker to ensure use of elevator.
- b) Arrange for cable, telephone and internet connections, notifying the caretaker of the date and time in the event access to the electrical room is required.

3.1.3 Corporation Responsibilities for Moving In

- a) To provide a key and open access to the leased unit

3.1.4 Tenant Responsibilities for Moving Out

- c) Submit a letter of termination giving minimum of 60 days-notice. Where a lease signatory is leaving because any remaining tenant is experiencing a health or safety risk due to the departing signatory's actions, 60 days-notice will be waived.
- d) Schedule a move-out date.
- e) Provide the Corporation with a forwarding address.
- f) Arrange to have utilities disconnected and pay all outstanding amounts.
- g) Move all belongings and all trash out of the unit by the termination date.

1.4.1.1.6 Moving Policy

- h) Agree to leave the unit in a clean and tidy condition.
- i) Agree to assist the caretaker while conducting the move-out inspections.
- j) Agree to complete any necessary repairs prior to move out and within 30 days from the date of the first inspection
- k) Agree to a second inspection to follow up on repair requests
- l) Agree to a final inspection at move out and be aware of the possible maintenance fees charged by the Corporation for any outstanding deficiencies in the unit assessed to be due to the tenant's neglect.

3.1.5 Corporation Responsibilities for Moving Out

- b) Conduct a preliminary inspection, in writing, within 5 days of receipt of termination.
- c) Ensure that any arrears owed by the tenant are paid prior to move-out.
- d) Determine repair charges, if any, because of any unit inspections, inform the tenant in writing of the charges and review with the tenant how charges are to be paid.
- e) Inform the tenant of the "Right to Show" under the Residential Tenancies Act.
- f) Arrange for the return of all keys.
- g) Have the Corporation schedule repairs to the unit and plan for a new occupant and occupancy date
- h) Conduct a final inspection prior to the move-in of the new tenant.
- i) Update the unit maintenance file.
- j) Make necessary adjustments to accounting systems and any data base records.