

WITHDRAWAL NOTICE  
COLONIAL TOWNEHOUSES COOPERATIVE

3818 Pleasant Grove \* Lansing, MI 48910 \* 517-882-4176 \* Fax 517-882-2520 \* TDD 1-800-649-3777

Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

Notice is hereby tendered of my desire to withdraw from the membership of Colonial Townehouses on the date given below:

Desired Termination Date: \_\_\_\_\_

*I understand* that the Cooperative, under it's bylaws, is not repurchasing my membership but, will act as my agent in securing a buyer, if I so desire. I also, understand that should the Cooperative act as my agent they will attempt to sell my membership at the present established membership value of \$\_\_\_\_\_. If I should elect to sell my membership to an acceptable buyer the purchase price cannot exceed the maximum transfer value as stated in the Bylaws.

*I acknowledge* that I will be responsible for the electricity and the carrying charges on my unit until the day the new member takes over the obligation on my unit.

*I hereby acknowledge* that I shall be fully liable for expenses of any nature incurred by the Cooperative as a result of my failure to terminate my occupancy and surrender possession of my unit on the legal termination date. "Legal Termination Date" is defined as the time when my unit is fully vacated, the keys turned over to Management, and all bylaws of the Cooperative have been complied with by me.

*I furthermore acknowledge* that all charges owed the Cooperative by me must be paid in full with submission of this notice and that the value of my membership cannot be used by me in lieu of any carrying charges due the Cooperative. I agree that I will pay my monthly carrying charges through the date of full discharge of my legal obligations to the Cooperative. Also, I acknowledge that I shall leave my townhouse in a clean manner (including floors, walls, appliances, bathroom fixtures, light fixtures, etc.) as well as an acceptable coating of paint (no darker than pastel) on the walls and an acceptable finish on the hardwood floors. If I should fail to perform the above mentioned work in an acceptable manner, within 3 business days (72 hours) of closing with the new Members, the Cooperative will have the work performed at my expense.

*I enclose the following:*

1. Membership Certificate endorsed on the back, with the names appearing exactly as stated on the face of the Certificate, and properly witnessed.
2. Any amounts now owed by me to the Cooperative. (If none owing, write "none".) \_\_\_\_\_

Withdrawal Notice  
Colonial Townhouses Cooperative  
Page 2

Date: \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Forwarding Address (for office use only): \_\_\_\_\_  
\_\_\_\_\_

Present Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Date this form received by the Cooperative: \_\_\_\_\_

\_\_\_\_\_  
Office Signature

I Desire that the Cooperative act as my agent, and they will attempt to sell my membership at the present established membership value of \$\_\_\_\_\_.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

I have elected to sell my own membership to an acceptable buyer. I understand that the buyer I choose must meet the requirements of the cooperative. The present membership value of my unit is \$\_\_\_\_\_. I wish to ask \$\_\_\_\_\_ extra for the improvements I have added to my unit.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

List of Improvements (Improvements do not include such items as refrigerators, washers & dryers, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# COLONIAL TOWNEHOUSES COOPERATIVE, INC.

3818 Pleasant Grove, Lansing, MI 48910

Phone: (517) 882-4176

TDD: 1-800-649-3777

Fax: (517) 882-2520

## IRS Form/Move-Out

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 my/our principal residence.
2. The gain is excludable for tax purposes. (Since the sales price is less than \$250,000, \$500,000, if married and filing a joint tax return.)

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

11/20/98



Equal Housing Opportunity

# COLONIAL TOWNEHOUSES COOPERATIVE, INC

3818 Pleasant Grove Rd.

Lansing, MI 48910

(517) 882-4176 FAX (517) 882-4176

TDD 1-800-649-3777

## Pending Move-out

Dear Member:

Your notice concerning your intention to move-out has been received. Enclosed you will find the following papers relevant to moving out of the cooperative:

1. Withdrawal Notice
2. Memo from Membership Department
3. Notice - You are responsible until the unit is sold.
4. Required condition of unit on move-out & transfer.
5. Disclosure Statement & Receipt
6. "As-Is-Agreement"
7. Internal Revenue Form

In order to preclude any confusion regarding your move-out date, we would appreciate your completing the "Withdrawal Notice" and returning it to us, along with your membership certificate, signed off on the back, disclosure statement receipt, and Internal Revenue form as soon as possible so that we may expedite the move-in of the new member.

Please read over the material very carefully. If there are any further questions, please feel free to contact Colonial Townhouses resales office at 882-4176.

**NOTE: UNDER NO CIRCUMSTANCES ARE YOU TO TURN THE HEAT OFF IN THE WINTER WHEN YOU LEAVE. IF THIS CAUSES THE WATER PIPES TO FREEZE AND BURST YOU WILL BE CHARGED THE COST OF REPAIR.**

**YOU WILL BE RESPONSIBLE FOR THE ELECTRICITY BILL UNTIL THE DAY THE NEW MEMBER ASSUMES OCCUPANCY OF YOUR TOWNHOUSE. PLEASE INFORM THE BOARD OF WATER & LIGHT OF THIS FACT SO THAT YOU WILL RECEIVE THE FINAL BILL. DO NOT HAVE THE ELECTRICITY TURNED OFF. IT WILL AUTOMATICALLY BE TAKEN OUT OF YOUR NAME ONCE THE NEW MEMBER HAS IT PUT IN THEIRS. THE OFFICE REQUIRES WRITTEN PROOF FROM THE INCOMING MEMBER THAT THEY HAVE HAD IT PUT IN THEIR NAME.**

Sincerely,

Colonial Townhouses Cooperative, Inc.

## MEMO FROM MEMBERSHIP

There has been much confusion in the past, concerning applying, moving out, transferring, etc. This letter should answer many of your questions.

1. **Application for Membership**

Anyone interested in applying or obtaining information should contact the Cooperative Office, located at 3818 Pleasant Grove. The office is open Monday, Wednesday & Friday between the hours of 1:00 and 5:00 p.m. The office is open Tuesday & Thursday between the hours of 8:00am to 12:00 pm and 1:00pm 5:00pm. The phone number is 882-4176. Applications must be accompanied by a cashiers check or money order for \$20.00, for each person over the age of 18, which is non-refundable credit check and processing fee. If the application is approved, the applicant will be placed on the waiting list and notified of the first available unit.

2. **Request for Transfer of Unit**

You must contact the Co-op Office to obtain a transfer request form and state your reasons on this form. If approved, your name goes on the transfer list which takes priority over the regular waiting list. There will be a \$100.00 transfer fee charged for processing. In transferring there is a possibility of your paying for two (2) units until your unit is sold. You will be responsible for having the unit in sellable condition before the transfer is approved.

3. **Move-out Procedure**

If you wish to withdraw from membership in the cooperative and move from your townhouse, it is necessary for you to obtain a withdrawal notice from your office and return it at least 30 days prior to the date on which you plan to move. Your withdrawal notice must be accompanied by your Membership Certificate. If this document is lost, a letter can be obtained from the office stating such and that you are turning over your membership to the Co-op for resale. The procedure for filling units may involve the moves of two or more families, therefore, the timing is crucial. The Cooperative will endeavor to insure the refund of any amount due to you within 30 to 60 days after the new member assumes occupancy of your townhouse.

4. **Damage to Unit**

The Property Manager will make a pre-inspection within seven (7) days after receiving your move-out notice to determine what maintenance should be done to make your townhouse sellable. You then have the option to do it yourself or have the maintenance staff do it for you and you will be charged. A final inspection will be made by the Property Manager and Maintenance Staff to determine whether repairs are needed after you have vacated the townhouse. The determination made by these parties is conclusive and binding.

5. **Keys**

**All keys must be turned in at least 48 hours before the closing with the new member.** The Property Manager will do a final inspection, only when the keys have been turned in. If your keys are not turned in at that time, new locks will be installed and the out-going member will be charged.

6. **Resale Fees**

The resale fee on all move-outs is \$100.00. This amount plus any amount due the Cooperative for reconditioning of the unit or carrying charges will be deducted from your equity before any refund is made.

MEMO FROM MEMBERSHIP

7. Carrying Charges

The outgoing Member is responsible for the carrying charges through the day of closing with the new Member.

**NOTE:**

YOU WILL BE RESPONSIBLE FOR THE ELECTRICITY BILL UNTIL THE DAY THE NEW MEMBER ASSUMES OCCUPANCY OF YOUR TOWNHOUSE. PLEASE INFORM THE BOARD OF WATER AND LIGHT OF THIS FACT SO THAT YOU WILL RECEIVE THE FINAL BILL. PLEASE DO NOT HAVE THE ELECTRICITY TURNED OFF. IT WILL AUTOMATICALLY BE TAKEN OUT OF YOUR NAME ONCE THE NEW MEMBER HAS IT PUT IN THEIRS. THE OFFICE REQUIRES WRITTEN PROOF FROM THE INCOMING MEMBER THAT THEY HAVE HAD IT PUT IN THEIR NAME.

## ALL MEMBERS OF COLONIAL TOWNEHOUSES

### *Important Notice - Keep in Handbook*

Dear Members:

As of May 1, 1975, Colonial Townhouses Cooperative exercises it's option, per Article III, Section 5, C of the By-Laws:

#### "Procedure Where Corporation Does Not Exercise Option"

All this means is that there will no longer be the policy of being responsible for a unit 60 days after the move-out notice is turned in. **You are now responsible until the unit is sold.**

Under normal conditions, there should be no noticeable change to most members, providing the following is observed:

1. Move-out notices are turned in with at least 30 days notice before actually vacating the unit.
2. The units are left in good condition, properly painted, floors polished and cleaned, and a good general cleaning of all other areas.
3. Cooperation from members moving out to show the units to prospective buyers before they actually move out.

If the above 3 points are followed, there should be no problem selling the unit in the shortest amount of time possible.

All resales will still be going through the Resale Office located at 3818 Pleasant Grove Rd. Resale Office is open from 1:00 p.m. to 5:00 p.m. Monday thru Friday to help you sell your unit.

The Cooperative will still continue to maintain their waiting list and sell units from the waiting list.

The Cooperative will still sell your unit for you at the current Membership Fee, or you may still have the option to sell the unit yourself, to a qualified buyer.

The Cooperative will still be advertising extensively to help build up our waiting list, and make reselling the units easier.

There will still be a pre move-out inspection made of your unit, within one week after your move-out notice is received, to help you know what exactly has to be done to get your unit in the best reselling shape.

The main reason for this action at this time is as follows:

- A. At present, many members are taking advantage of the 60 day notice, and are moving out a few days before the 60 days are up, or after the notice is up, causing vacancy loss to the Cooperative.

(June, 1972)

COLONIAL TOWNEHOUSES COOPERATIVE

REQUIRED CONDITION OF UNIT ON MOVE-OUT AND TRANSFER

1. Unit must be thoroughly clean, including floors, walls appliances and toilet fixtures, etc.
2. Stoves must be thoroughly clean with all grease and dirt removed and all burners in good working condition.
3. Holes in wall for curtain rod brackets may be left for the next Member to use, if there is not an excessive amount. Maintenance Dept. will spackle, free of charge if next Member does not wish to use them.
4. Other nail holes may require spackling of walls in that room, which is the outgoing members responsibility.
5. Cupboards - scratches to be touched up, dented and damaged parts to be replaced if not caused from natural wear. Cupboards to be cleaned and washed inside and out, using Murphy's oil soap.
6. Vinyl and bathroom fixtures to be thoroughly clean and free of any paint or contact paper. Any chipped, cracked or broken fixtures to be replaced if caused by gross negligence - only if replacement is needed.
7. Walls must be clean and free from holes, except as in statement three (3), marks scratches and patches of discoloration. Paint job or wallpaper must be acceptable and free from streaks and smears.
8. Vinyl floors must be clean; stained, cracked and broken tiles must be replaced if caused by gross negligence, at the outgoing member's expense.
9. Wood floors must be thoroughly clean; marks, scratches, stains and discoloration may require them to be sanded and refinished, to be charged to outgoing Member. Member is not to attempt to refinish wood floors. The floors can only be done by a trained professional contractor.
10. Shelves and drawers must be cleaned out and free from liners.
11. Molding - scratches to be retouched or painted - cracked or damaged to be replaced if caused by negligence and if necessary.
12. Basement floor to be swept and washed. All cob webs are to be swept from ceiling area.
13. Doors - damaged doors to be replaced if necessary, to be charged to outgoing member.
14. All light fixtures and fitting and wall outlets to be in original condition and working light bulbs to be left in all sockets. All light globes are to be cleaned.



COLONIAL TOWNEHOUSES COOPERATIVE, INC.

(hereinafter "Cooperative")

**SELLER'S DISCLOSURE STATEMENT  
REGARDING COOPERATIVE MEMBERSHIP**

Member's Property Address: \_\_\_\_\_

Street

\_\_\_\_\_ Michigan

City, Village or Township

Purpose of Statement: This statement is a disclosure of the condition of the property which member (hereinafter "Seller") occupies in compliance with the Seller Disclosure Act. This statement is a disclosure of the condition and information concerning the real property known by the Seller. Unless otherwise advised, the Seller does not possess any expertise in construction, architecture, engineering, or any other specific area related to the construction or condition of the improvements on the real property or the land. Also, unless otherwise advised, the Seller has not conducted any inspection of generally inaccessible areas such as the foundation or roof. This statement is not a warranty of any kind by the Seller or by any agent acting on behalf of the Seller in this transaction, and is not a substitute for any inspections or warranties the Buyer may wish to obtain.

Seller's Disclosure: The Seller discloses the following information with the knowledge that even though this is not a warranty, the Seller specifically makes the following representations based on the Seller's knowledge at the signing of this document. Upon receiving this statement from the Seller, the Cooperative is required to provide a copy to the Buyer or the agent of the Buyer. The Seller authorizes the Cooperative to provide a copy of this statement to any prospective Buyer of his/her membership in connection with any actual or anticipated sale of Seller's membership rights and concomitant right of occupancy of the unit set forth above. **THE FOLLOWING ARE REPRESENTATIONS MADE SOLELY BY THE SELLER AND ARE NOT THE REPRESENTATIONS OF THE COOPERATIVE.** This information is a disclosure only and is not intended to be a part of any contract between Buyer and Seller or between the Buyer and the Cooperative.

Instructions to the Seller: (1) Answer **ALL** questions; (2) Report known conditions affecting the property; (3) Attach additional pages with signature if additional space is required; (4) Complete this form yourself; (5) If some items do not apply to your unit, check N/A (non-applicable). If you do not know the facts, check UNKNOWN. **FAILURE TO PROVIDE A PURCHASER WITH A SIGNED DISCLOSURE STATEMENT WILL ENABLE A PURCHASER TO TERMINATE AN OTHERWISE BINDING PURCHASE AGREEMENT AND CAUSE YOU TO REMAIN LIABLE FOR OCCUPANCY CHARGES ACCRUING UNTIL A NEW PURCHASER IS FOUND.**

Appliances/Systems/Services: The items below are in working order:

	YES	NO	UNKNOWN	N/A
Range/Oven (Cooperative's)	_____	_____	_____	_____
Dishwasher	_____	_____	_____	_____
Refrigerator _____	_____	_____	_____	_____
Hood/Fan (Cooperative's)	_____	_____	_____	_____
Disposal (Cooperative's)	_____	_____	_____	_____
TV Antenna, TV Rotor & Controls	_____	_____	_____	<u>N/A</u>
Electrical System (Cooperative's)	_____	_____	_____	_____
Garage Door Opener & Remote Control	_____	_____	_____	<u>N/A</u>
Alarm System _____	_____	_____	_____	_____
Intercom	_____	_____	_____	_____
Central Vacuum _____	_____	_____	<u>N/A</u>	_____
Attic Fan	_____	_____	_____	_____
Pool Heater, Wall Liner & Equipment	_____	_____	_____	<u>N/A</u>
Microwave	_____	_____	_____	_____
Trash Compactor	_____	_____	_____	_____
Ceiling Fan _____	_____	_____	_____	_____
Sauna/Hot Tub _____	_____	_____	<u>N/A</u>	<u>N/A</u>
Lawn/Sprinkler System	_____	_____	_____	<u>N/A</u>
Water Heater (Cooperative's)	_____	_____	_____	_____
Plumbing System (Cooperative's)	_____	_____	_____	_____
Water Softener/Conditioner	_____	_____	_____	_____
Well & Pump _____	_____	_____	<u>N/A</u>	_____
Septic Tank & Drain Field	_____	_____	_____	<u>N/A</u>
Sump Pump	_____	_____	_____	<u>N/A</u>
City Water System	_____	_____	_____	_____
City Sewer System	_____	_____	_____	_____
Central Air Conditioning	_____	_____	_____	_____
Central Heating System	_____	_____	_____	_____
Furnace (Cooperative's)	_____	_____	_____	_____
Humidifier	_____	_____	_____	_____
Electronic Air Filter	_____	_____	_____	<u>N/A</u>
Solar Heating System	_____	_____	_____	<u>N/A</u>
Fireplace & Chimney	_____	_____	_____	<u>N/A</u>
Wood Burning System	_____	_____	_____	<u>N/A</u>

Explanations (attach additional sheets if necessary):

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**UNLESS OTHERWISE AGREED IN WRITING, BY THE COOPERATIVE, ALL HOUSEHOLD APPLIANCES ARE NOT PART OF THE SALE AS THEY ARE LEASED TO THE BUYER AS PART OF THE OCCUPANCY AGREEMENT. HOUSEHOLD APPLIANCES WHICH ARE BEING SOLD LAWFULLY ARE IDENTIFIED AS \_\_\_\_\_**

Property conditions, improvements & additional information:

1. Basement: Has there been evidence of water? Yes\_\_\_ No\_\_\_  
If yes, please explain: \_\_\_\_\_.
2. Insulation: Describe, if known \_\_\_\_\_ Fiberglass & Cellulose  
Urea Formaldehyde Foam Insulation (UFFI) is  
installed? Unknown\_\_\_ Yes\_\_\_ No\_\_\_
3. Roof: Leaks? Yes\_\_\_ No\_\_\_  
Approximate age if known Replaced in 1992.
4. Well: Type of well (depth/diameter, age and  
repair history, if known): N/A  
Has the water been tested? Yes\_\_\_ No\_\_\_  
If yes, date of last report/results: \_\_\_\_\_.
5. Septic tanks/drain fields: Condition, if  
known: N/A
6. Heating System: Type/approximate age:  
Forced Air - Replaced in 2006/2007.
7. Plumbing system: Type copper X Galvanized\_\_\_ other\_\_\_.  
Any known problems? \_\_\_\_\_.
8. Electrical system: Any know problems? Yes\_\_\_ No\_\_\_  
\_\_\_\_\_.
9. History of infestation, if any: (termites,  
carpenter ants, etc.) \_\_\_\_\_.
10. Environmental Problems: Substances, materials or products that may be an environ-  
mental hazard such as, but not limited to, asbestos, radon gas, formaldehyde, lead-  
based paint, fuel or chemical storage tanks and contaminated soil on the property.  
Unknown\_\_\_ Yes\_\_\_ No\_\_\_

Other Items: Are you aware of any of the following:

1. Features of the property shared in common with the adjoining landowners such as  
walls, fences, roads and driveways, or other features whose use or responsibility  
for maintenance may have an effect on the property? Unknown\_\_\_ Yes\_\_\_ No\_\_\_
2. Any encroachments, easements, zoning violations or nonconforming uses?  
Unknown\_\_\_ Yes\_\_\_ No\_\_\_

3. Any "common areas" (facilities like pools, tennis courts, walkways, or other area co-owned with others), or a homeowner's association that has any authority over the property? Unknown \_\_\_ Yes\*  No \_\_\_

\*Community building, sidewalks, parking lots, lawns, etc.

4. Structural modifications, alterations or repairs made without necessary permits or licensed contractors? Unknown \_\_\_ Yes \_\_\_ No \_\_\_

5. Settling, flooding, drainage, structural or grading problems? Unknown \_\_\_ Yes \_\_\_ No \_\_\_

6. Major damage to the property from fire, wind, floods, or landslides?  
Unknown \_\_\_ Yes \_\_\_ No \_\_\_

7. Any underground storage tanks? Unknown \_\_\_ Yes \_\_\_ No \_\_\_

8. Any area environmental concerns (i.e. proximity to a landfill, airport, shooting ranges, etc.)?  
Unknown \_\_\_ Yes \_\_\_ No \_\_\_

If the answer to any of these questions is yes, please explain. Attach additional sheets, if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is no separate state equalized valuation of the specific unit which the Purchaser seeks to occupy since valuation is established for the entire project as one taxing unit. Further, if the project receives federal or state funding under 236 or 221D3 of The National Housing Act, there may be a tax abatement with a service fee in lieu thereof (CITY OF DETROIT SO PROVIDES). The Seller has lived in the residence on the property from \_\_\_\_\_ (date) to \_\_\_\_\_ (date). The Seller has occupied the property since \_\_\_\_\_ (date) and makes representation only since that date. The Seller has indicated above the history and condition of changes occur in the structural/mechanical/appliance systems of this property from the date of this form to the date of closing, Seller will immediately disclose the changes to Buyer. In no event shall the parties hold the Cooperative liable for any representations not directly made by the Cooperative or Cooperative's agent.

Seller certifies that the information in this statement is true and correct to the best of Seller's knowledge as of the date of Seller's signature.

**BUYER SHOULD OBTAIN PROFESSIONAL ADVICE AND INSPECTIONS OF THE PROPERTY TO MORE FULLY DETERMINE THE CONDITION OF THE PROPERTY, PROVIDED, HOWEVER, THAT THE COST OF SUCH ADVICE OR INSPECTION SHALL BE BORNE EXCLUSIVELY BY THE BUYER.**

Buyer has read and acknowledge receipt of this statement.

Seller

\_\_\_\_\_

Buyer \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Seller

Buyer \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## AS-IS AGREEMENT

Improvements that are to be left by you, or improvements you accepted from the previous member, require a written agreement. For example: carpeting, wallpaper, dryer vent, paneling, finished basements, ceiling fans, etc.

The outgoing member is required to paint, but sometimes there may be an agreement made between the outgoing and incoming Member to except the paint "As-Is". In this case, the paint on the walls must be put on the "as-is" agreement, signed by outgoing and incoming members and returned to the office within five (5) days. The following items are not transferable:

Broken windows, ripped or missing window screens, broken lights, paint over wallpaper, general cleaning, old and worn out carpeting or any damage done to the unit. Every member moving out of Colonial Townehouses must have an "As-Is-Agreement" signed by themselves and the in-coming Member. WE CANNOT CLOSE ON THE UNIT WITHOUT THIS AGREEMENT.

*\* TO BE FILLED OUT W/ PROPERTY MANAGER \**

Colonial Townhouses Cooperative, Inc.

"AS-IS AGREEMENT"

An "As-Is" agreement cannot be made for damage and uncleanness to a townhouse. Address: \_\_\_\_\_

I, \_\_\_\_\_, the outgoing member, desire that the incoming member accept the following:

Basement/Stairwell: \_\_\_\_\_

Kitchen: \_\_\_\_\_

Dining Room: \_\_\_\_\_

Living Room: \_\_\_\_\_

Stairway/Hallway: \_\_\_\_\_

Bedroom #1: \_\_\_\_\_

Bedroom #2: \_\_\_\_\_

Bedroom #3: \_\_\_\_\_

Bedroom #4: \_\_\_\_\_

Half Bath: \_\_\_\_\_

Full Bath: \_\_\_\_\_

Misc: \_\_\_\_\_

I, \_\_\_\_\_, the incoming member, agree to accept the above as stated. I have signed the "as-is" agreement understanding the following facts. If I accept carpeting, I accept the condition of the floor beneath it and will be held responsible to repair or restore. If I accept wall paper or the paint on the walls, I will be responsible to repair or restore the walls. If I accept anything from the outgoing member, it becomes mine, and any responsibility either to sell or restore the townhouse will also become mine.

Outgoing Member(s): \_\_\_\_\_ Date: \_\_\_\_\_

Incoming Member(s): \_\_\_\_\_ Date: \_\_\_\_\_

Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLOSURE STATEMENT**  
**ACKNOWLEDGMENT OF AWARENESS**  
**OF THE SELLER'S DISCLOSURE STATEMENT**

**NOTE:** To be signed by the **OUTGOING** Member/Seller.

I, \_\_\_\_\_, the outgoing Member/Seller who resides at \_\_\_\_\_, acknowledge that Colonial Townhouses Cooperative has advised me of my obligations under the "Sellers Disclosure Act".

I also acknowledge that the Cooperative has furnished to me the "Seller's Disclosure Statement" (5 pages), which I must: (1) complete and sign, (2) deliver in person or by Certified Mail, to the incoming Member/Buyer, (3) receive back with the incoming Member/Buyer's signature and date, and (4) see that the Cooperative receives a signed copy (by both parties).

I further understand that the incoming Member/Buyer has 72 hours to terminate the purchase of Membership after the "Seller's Disclosure Statement" is delivered in person to them or 120 hours if delivered by Certified Mail.

I understand the following:

1. I am **NOT** selling the townhouse.
2. I am selling a share of stock, i.e., my Membership.
3. I am **NOT** selling appliances, fixtures or anything else which belongs to the Cooperative or should imply that I am doing so.

I acknowledge and understand that should the incoming Member/Buyer terminate the purchase of my Membership for any reason, the Membership reverts back to me which continues in full my Membership responsibilities, i.e. to pay the monthly carrying charges, and adhere to the Cooperative Documents (Holding Agreement, Regulatory Agreement, Bylaws, Occupancy Agreement, and the Rules and Regulations).

\_\_\_\_\_  
Signature of Outgoing Member/Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Outgoing Co-Member/Seller

\_\_\_\_\_  
Date

1/94

Page 1 of 1

**NOTE:** To be read, filled out, and signed by outgoing Member/Seller.

**NOTE:** To be read and signed by the incoming Member/Buyer.

**NOTE:** The Cooperative is to receive a signed copy prior to the final sale being closed.



**DISCLOSURE STATEMENT**  
**ACKNOWLEDGMENT OF RECEIPT**

NOTE: To be signed by the **INCOMING** member/buyer.

By law, **COLONIAL TOWNEHOUSES COOPERATIVE, INC** is required to provide you with the attached Seller's Disclosure Statement in the form attached. However, because the transaction involved in the purchase of a share of stock or membership at a housing cooperative is in many ways different from the purchase of a house or condominium unit, to which the provisions of the Seller's Disclosure Act most accurately apply, this Cooperative wants you to clearly understand the following points:

1. **YOU ARE NOT PURCHASING ANY TOWNHOUSE UNIT OR OTHER HOUSING UNIT AT THIS COOPERATIVE WHEN YOU PURCHASE A SHARE OF STOCK OR ACQUIRE A MEMBERSHIP;**
2. **YOU ARE NOT PURCHASING ANY APPLIANCE, FIXTURES OR ANYTHING ELSE FOUND INSIDE YOUR TOWNHOUSE UNIT WHEN YOU PURCHASE A SHARE OF STOCK OR MEMBERSHIP;**
3. **WITH THE PURCHASE OF A SHARE OF STOCK OR MEMBERSHIP, YOU HAVE THE RIGHT TO OCCUPY A TOWNHOUSE UNIT IN ACCORDANCE WITH THE HOLDING AGREEMENT, REGULATORY AGREEMENT, BYLAWS, OCCUPANCY AGREEMENT AND THE RULES AND REGULATIONS OF THIS COOPERATIVE. THESE DOCUMENTS MUST BE REVIEWED FOR A FULL AND COMPLETE UNDERSTANDING OF WHAT YOUR RIGHTS ARE.**

I, \_\_\_\_\_, the incoming member/buyer acknowledge that I received the "Seller's Disclosure Statement".

I received this Disclosure from/by:

\_\_\_ Outgoing Member/Seller (name) \_\_\_\_\_.  
\_\_\_ A Cooperative Representative (name) \_\_\_\_\_.  
\_\_\_ Certified Mail.

I received this Disclosure on (date) \_\_\_\_\_, at (time) \_\_\_\_\_.

I am aware that I have 72 hours to terminate the purchase of Membership if I received this Disclosure by personal service and that I have 120 hours to terminate the purchase of Membership if I received the Disclosure by Certified Mail.

\_\_\_\_\_  
Incoming Member/Buyer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incoming Co-Member/Buyer

\_\_\_\_\_  
Date

# COLONIAL TOWNEHOUSES COOPERATIVE, INC.

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3818 Pleasant Grove, Lansing, MI 48910

Phone: (517) 882-4176

TDD: 1-800-649-3777

Fax: (517) 882-2520

## Move-Out Cleaning Checklist

### KITCHEN/DINING ROOM:

- Windows and window tracks must be cleaned in dining room and kitchen

#### Refrigerator:

- Move refrigerator away from wall
- Remove grease and grime off wall behind refrigerator
- Scrub and mop floor where refrigerator normally stands
- Clean side of refrigerator
- Move refrigerator back in place
- Defrost freezer and clean
- Remove and clean all shelves and crispers
- Clean inside of refrigerator before replacing shelves and crisper

#### Stove:

- Remove grease and grime off wall and cabinet sides around and behind stove
- Move stove away from wall (**call maintenance to schedule**)
- Scrub, mop and wax floor where stove normally stands
- Move stove back in place
- Remove grease and grime off range hood
- Clean range top, front and doors
- Remove grease and grime from oven, including racks and broiler

#### Cupboards and Drawers:

- Remove all food/debris particles from all surfaces
- Wash and rinse all shelves and drawers
- Clean all cabinet doors and drawer fronts inside and outside

#### Light fixtures:

- Remove light fixtures, clean, replace burnt out bulbs and put fixtures back in place

#### Baseboards:

- Wash and rinse



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## Work areas and under sink:

- Clean under sink, making sure it is debris and grease free
- Clean countertops and sink

## Floors:

- Scrub and mop all vinyl floors

## BATHROOM:

- Remove soap scum and stains from tub, tub fixtures and shower rod
- Clean and shine wall tile around tub areas
- Scour sink and soap holder
- Clean vanity cabinet inside and out, including doors
- Clean inside and outside of medicine cabinet and cabinet door (including mirror)
- Disinfect, scrub and remove stains from inside and outside of toilet
- Clean linen closet/shelves and both sides of door
- Remove light fixture(s), clean, replace burnt out bulbs and put back in place
- Scrub and mop bathroom floor, making sure to remove dirt

## BEDROOMS/HALLWAYS/LIVING ROOM:

- Clean windowsills, frames, tracks, casings, and both sides of glass
- Clean closet shelves, rods, tracks, casings, and both sides of doors
- Clean both sides of all doors, including casings
- Remove light fixtures, clean, replace burnt out bulbs, and replace light fixture
- Wash all baseboards
- Scrub, and mop all vinyl or tiled areas.
- Paint or clean all walls throughout the entire townhouse**

## BASEMENT

- SWEEP AND MOP STAIRS & FLOOR
- CLEAN ALL COBWEBS AND WALLS



# COLONIAL TOWNEHOUSES

## PAINTING SPECIFICATION FOR OUTGOING MEMBERS

1. All switch and plug covers ***must*** be removed for painting and put back on when paint is dry. UNDER NO CIRCUMSTANCES ARE YOU TO PAINT OVER THE LIGHT SWITCH AND PLUG COVERS.
2. All holes ***must*** be filled with spackling compound and sanded evenly with wall.
3. All kitchen cupboards, bathroom vanity, mirror, and light fixtures must be taped off with masking tape prior to painting, to keep any paint from getting on these items. Masking tape must be removed as soon as painting is completed. Cost of removing paint from listed items will be charged at move-out.
4. **All** floors ***must*** be covered with plastic or tarps prior to painting. Cost of removing paint from floors will be charged at move-out.
5. No paint is to be spilled on doors or floors. If you accidentally get paint on doors, floors, cupboards, etc., you are to clean it off immediately with warm water and soap. If the paint does not come off with soap and water, bring white vinegar to a boil, dip a cloth into it and the paint should come off.
6. Paint color must be white or light pastels.
7. Wallpaper may be left only if in good condition. If wallpaper is removed, all glue must be removed from walls prior to painting. ***Under no circumstances is wallpaper to be painted over.***
8. Paint must cover without streaks, and bleed through.
9. If painting is not acceptable, painters will be brought in to re-paint and outgoing member will be charged.