

Move-Out Procedures and Information

1. 60 days prior to move-out, you need to complete a Notice of Intent to Vacate and turn it in at the office.

A provision of the Notice of Intent to Vacate requires that you divulge the total amount of the sale of your Membership and agree that at least \$500 of the sale price will be paid to Village Green to be applied toward any unpaid charges due Village Green under the Occupancy Agreement such as unpaid carrying charges etc. and any charges associated with reconditioning your unit to make it acceptable for sale.

Upon completion of your move-out you will be given a final settlement statement listing any charges that were assessed in the move-out process and all money remaining from the \$500 will be refunded to you and included with the final settlement statement plus \$190 that you initially paid as part of your Subscription Agreement when you moved in.

Note: The Notice of Intent to Vacate and the Statement of Membership Resale Value forms are available on the Village Green web site.

2. You must let the Office know if your purchaser is obtaining a loan from South Metro Federal Credit Union to purchase your membership.
3. The purchaser of your unit will not be allowed to move in until you notify the Office that you have received your money.
4. As part of the move-out process, your unit must be inspected by maintenance. It is your responsibility to schedule the move-out inspection by calling the Office at (402) 345-5610 during regular office hours. Unless you are leaving items inside your unit for the incoming Member, your unit must be completely empty at the time of the inspection.
5. Your unit must be clean and free of damage. If maintenance is required to repair any damage or clean appliances or living areas, you will be assessed a service charge on your final settlement. Clean unit guidelines are as follows:
 - a) kitchen – cabinets, area behind stove and refrigerator, kitchen counters, sink, stove, refrigerator and floor must be clean. Cleaning the stove can take anywhere from an hour to 6 hours.
 - b) bathroom – ceramic tile, tub, toilet, sink, counter top, medicine cabinet and floors must be clean
 - c) basement – top of water heater, window wells and floors must be clean
 - d) all other areas of the unit, including window tracks, closets, closet door tracks and floors must be clean

- e) maintenance will wax and buff the wood floors if needed. All you need to do is sweep the wood floors
- 6. You are required to turn in your keys and parking tags at the time of move-out inspection. You are expected to turn in at least two keys for each lock, including your patio door. Failure to turn in two keys for each lock and a parking tag for each of your vehicles will result in a service charge assessment on your final settlement
- 7. If you are leaving any items inside or outside your unit, including satellite mini-dishes, playground equipment, patio storage boxes, etc. you must have a signed statement from the incoming member agreeing to take these items and submit it to the Office. If maintenance is required to remove unaccepted items from your unit, a service charge will be assessed on your final settlement.

Note: The Acceptance of Townhouse form is available on the Village Green web site

- 8. It is your responsibility to contact the MUD at (402) 544-6666 to turn off the gas serviced to your unit and to contact OPPD at (402) 536-4131 to transfer electricity for the unit to Village Green. **Note: Even though the electricity is transferred to Village Green, outgoing member is responsible for all electricity charges up to the effective date of the Occupancy Agreement of the new member**
- 9. You are responsible to turn in to the Office the following Village Green documents:
 - a) Occupancy Agreement
 - b) Membership Certificate (endorsed on the reverse side)
 - c) By-Laws
 - d) Member's Handbook
 - e) Village Green Rules and Regulations Handbook