

WARMINSTER HEIGHTS HOME OWNERSHIP ASSOCIATION

RELOCATION POLICY

This policy provides guidelines and requirements for residents wishing to relocate to a larger or smaller unit within Warminster Heights Home Ownership Association.

Residents must submit a written request to the Management Office of a desire to relocate to a larger or smaller unit. When this request is received, the Managing Director will place the resident on a Relocation List. Residents will be placed on the "Pending Relocation List" in the order their request is received.

Before you can request to be placed on the Relocation List you must be a resident of Warminster Heights Home Ownership Association for 3 Years.

Residents already on the existing Approved Transfer List must reapply in accordance with this Relocation Policy.

Only one relocation will be granted per lifetime of cooperative membership except for medical reasons with documentation (Approved by WHHOA Board on 2/9/21).

The Managing Director will schedule a housing inspection of the resident's current unit. All residents must meet the following criteria in order to be approved for relocation.

1. The resident must be in good standing with the Warminster Heights Home Ownership Association for the prior two (2) years, and remain in good standing throughout the relocation process. Good standing means the resident cannot have been late with carrying charges, maintenance or loan fees; cannot have a non-sufficient funds (NSF) charge; cannot have been filed in court for any reason; and cannot have received any type of notice from the Cooperative indicating that the resident or any guests are not conducive to a cooperative environment. If the resident file contains any letter or information from the office indicating the resident or guest was a problem, it will be investigated by Management and/or the Relocation Committee.
2. The resident's current unit must have been maintained in a clean and orderly fashion both interior and exterior. This means that upon inspection, the unit must be clean and free of all dirt; not have dull, dirty or cracking paint/walls; the yard must be neat with cut grass, trimmed and maintained shrubs and generally neat and clean.
3. The resident must pay all costs incurred in selling their vacated unit. Examples of these costs include painting and all maintenance work required to pass the Warminster Township inspection and certify the unit for occupancy. Painting may be completed by homeowner with approval of WHHOA Management. Also carrying charges must be paid in full on the vacated unit until its share can be sold, even though the resident may have already relocated to a new unit. The Warminster Heights Home Ownership Association will **not** bear any cost for a resident relocation.

4. After meeting the first two criteria, and agreeing to the third, the resident must go through the application process including paying the following fees:

Processing Fee - \$100.00

Inspection Fee - \$200.00

Criminal Checks - Cost Depending On State – PA \$26.00 each
(anyone over 18 yrs. old)

5. If the resident passes the application process, he/she will be placed on the "Approved Relocation List" pending an opening for the requested unit size. The resident will be notified whether he/she is approved or denied. Residents who are denied may appeal to the Relocation Committee within ten (10) days of denial notification.
6. If a unit size requested becomes available, the resident must accept it or be moved to the bottom of the Approved Relocation List.
7. Resident must keep gas and electric on in vacated unit until unit is sold. Resident has 30 days to complete move out from previous unit. If not completed in 30 days Warminster Heights will complete unit and cost will be assessed to your account.
8. Upon approval, the resident must update their file with all current information.

Residents not meeting the requirements of the Relocation Policy will be removed from the "Pending Relocation List" and will not be eligible for relocation.

ADOPTED BY THE BOARD OF DIRECTORS ON MAY 11, 2004 AND UPDATED AND APPROVED BY THE BOARD OF DIRECTORS ON FEBRUARY 9, 2021.

**I HAVE READ AND AGREE WITH THE ABOVE POLICY.
ALL RESIDENTS 18 YEARS AND OLDER MUST SIGN.**

WHHOA Representative: _____ Date _____

Resident: _____ Date _____

Resident: _____ Date _____

Resident: _____ Date _____