

Waterloo Co-operative Residence Incorporated

Member Move-in Policy

As approved by the General Manager,
and incorporating all changes through:

25 August 2011

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

Revision History

Date	Revisionist	Summary of Changes
25 August 2011	Cary Hubbard	Policy creation

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)
3	Security and Access	Member move-out	8 (2)
4	Fee and Fine		
6.(2)	Privacy		

INTRODUCTION

WCRI is committed to offering exceptional service to our members. Integral to the provision of this exceptional service is an efficient, effective, and easy to understand process for members to move into their room/apartment at WCRI. This policy and its related procedures govern the process that members follow to successfully move into WCRI.

DEFINITIONS

- “move-in” means moving belongings into and living in an allotted room at WCRI.
- “occupancy agreement” refers to a legally binding agreement granting an individual(s) permission to occupy a room or apartment at WCRI. This agreement could be made between a principal occupant and WCRI or a principal occupant, non-principal occupant, and WCRI.
- “performance deposit” refers to a deposit for keys and damages paid by all members of WCRI and held on the member’s account for the duration of the applicable occupancy agreement.
- “sign-in” means receiving keys, paying fees, completing paperwork, and filling in the emergency contact information with a member of the WCRI Staff.

POLICY

1. (1) Members will be given access to the apartment or room granted to them by a signed and completed occupancy agreement on the first day of the occupancy period stated in that agreement.

(2) Access to the room or apartment will not be granted in advance of the stated occupancy period, whether for the purpose of habitation or for the storage of belongings.

2. (1) Before moving into WCRI, all members must pay a performance deposit, the rate of which is set from time-to-time by the General Manager.

(2) Once paid, the performance deposit is held on the member’s account until the end of the occupancy agreement and until a refund is requested in writing by the member.

3. Keys will be issued by WCRI Staff in accordance with the current *Security and Access Policy* and will only be released to the individual named on the occupancy agreement providing:

- a) All necessary admissions paperwork is completed,
- b) Valid photo identification is provided, and
- c) All fees owed to WCRI are paid.

4. All members holding keys are required to attend a maximum of two mandatory meetings each term. Failure to attend the mandatory meetings will result in a fine charged in accordance with the current *Fee and Fine Policy*.

PROCEDURES

5. (1) Members may sign in during specific sign in days, as scheduled at the beginning of each term and during regular office hours after the first day of the occupancy period.

(2) The WCRI Office will be open for member sign-ins from 1:00 pm to 6:00 pm on January 1st, May 1st, and September 1st. Depending on the timing of the first day of classes at the University of Waterloo, the WCRI Office may also have specific hours on one or two additional days for members to sign-in.

(3) Once members have completed the sign-in process they are free to move their belongings into their room or apartment and begin occupancy of their assigned room.

6. (1) All members are required to submit a completed Emergency Contact Information form by logging onto the member website before or during the scheduled sign-in days.

(2) All information collected via the Emergency Contact Information form is done so in accordance with the current *Privacy Policy* and will be used for WCRI business purposes only.

Returning Members

7. (1) Each term and within the first two weeks of that term, returning members must re-sign the key envelope for their keys at the WCRI Office. Failure to do so will result in an improper sign-in charge, the rate of which is set from time-to-time by the General Manager.

(2) Returning members in residence that have signed an Interim Occupancy Agreement (IOA) may re-sign the key envelope for their keys at the WCRI Office when signing their IOA.

8. (1) The WCRI Office will be open from 10:00 am to 12:00 pm on the first day of the occupancy period for the purpose of providing access to assigned rooms and apartments to members who are moving from one room to another within WCRI in back-to-back terms.

(2) Members moving internally must ensure that the keys for their previous term's assigned room are returned to the WCRI Office by 12:00 pm on the first day of the next occupancy period. Failure to do so will result in an improper sign-out charge, the rate of which is set from time-to-time by the General Manager.