

Summary Report from the Inspection Committee to the Transfer Committee

[mark below which inspection was done & provide date conducted]

___ Initial Inspection (to be conducted within ten days of member's announcement of leaving)

Date inspected: _____

___ Two Weeks from Closing Inspection

Date inspected: _____

___ Closing Inspection (to be conducted after the member has vacated the premises of the unit)

Date Inspected: _____

We, who have signed on the previous page as the Inspection Committee for Unit _____ having conducted an inspection of the unit, provide the following summary report at this point in time for the work of the Transfer Committee:

WORK NEEDING TO BE DONE

By Member	By Co-op
(estimate hours & cost)	(estimate hours & cost)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Further comments during this period of membership turnover:
