



## Final Walkthrough

### What is the Final Walkthrough?

The Final Walkthrough is an opportunity for you to walkthrough the cottage/apartment with the Director of Building and Grounds. During the walkthrough the Director of Building and Grounds explains the refurbishing costs and answers questions the seller has about refurbishment. The Final Walkthrough is an opportunity for the Director of Building and Grounds to confirm the cottage/apartment remains in the same condition as it was during the initial walk.

### When is the Final Walkthrough scheduled?

The Final Walkthrough is scheduled once all personal items have been removed from the cottage/apartment.

### Why do a Final Walkthrough?

The Final Walkthrough is done for four reasons,

1. It gives the seller an opportunity to ask any questions about the refurbishment.
2. It allows the Director of Building and Grounds to confirm no additional damages were done during the move out.
3. It allows the Director of Building and Grounds the ability to see the cottage/apartment once all personal items have been removed.
4. Lastly, to make sure there was nothing missed during the initial walkthrough.

### Who do I notify once all personal items have been removed?

Once all personal items have been removed, you notify the Sales and Marketing Department. The Sales and Marketing Department will notify the Director of Building and Grounds.

### Who does the Final Walkthrough?

The Director of Building and Grounds and the person who is listed at the bottom of the Transfer Agreement will do the Final Walkthrough.

### Who schedules the Final Walkthrough?

The Sales and Marketing Department will work with you to schedule the Final Walkthrough. You will have the Final Walkthrough with the Director of Buildings and Grounds. A member of The Sales and Marketing Department will contact the person at the bottom of the Transfer Agreement to schedule.

### When is the Final Walkthrough?

The Final Walkthrough can be done once all personal items are removed and the Sales and Marketing Department is notified. The walkthrough will be scheduled Monday – Friday during business hours.

### Do I need to be present during the Final Walkthrough?

Being present during the walkthrough is up to you. If you choose to not attend the Final Walkthrough the Sales and Marketing Department will reach out to have you sign off stating, you were not present.

If you have any questions or concerns, please contact the Sales and Marketing Department.

### What do I do with the Cottage/Apartment keys, key fobs, gate openers and garage door openers?

We ask you bring all cottage/apartment keys, key fobs, gate openers and garage door openers with you to the walkthrough. During the walkthrough the Director of Building and Grounds will confirm all the keys, key fobs, gate openers and garage door openers work appropriately. He will also confirm the seller is returning same amount of keys, key fobs, gate openers and garage door openers they were provided at settlement.