



## Refurbishing Procedures

For the Londonderry Sales and Marketing Department to make a cottage or apartment available for sale, the seller or the seller's representative must sign a transfer agreement agreeing to a sales price and refurbishing costs. The seller or seller's representative is responsible for the painting and flooring costs (Occupancy Agreement, Article 8, paragraph 5). The Londonderry Building and Grounds team will lead the refurbishment of the cottage/apartment.

The Londonderry Building and Grounds Department will utilize the Londonderry team and approved outside vendors who meet our standards for refurbishing to complete the refurbishing. Once permission is received, there is an initial walk-through by a Building and Grounds team member through the cottage/apartment. During the initial walk-through, the Building and Grounds team member will determine the extent of the necessary refurbishing on the cottage/apartment. The cooperative's responsibility, if needed, is the replacement of all appliances, heating and air conditioning, cabinets, countertops, light fixtures, plumbing and plumbing fixtures, and electrical upgrades or changes. Within a few days of the initial walk-through, the Sales and Marketing Department will provide the seller or seller representative with the estimated refurbishing costs. The seller is responsible for paying for standard painting and standard flooring in the cottage/apartment unless otherwise negotiated with the potential buyer at the time of sale. The seller must pay the cost of standard flooring, regardless of its condition or type, unless an alternative agreement is reached with the potential buyer at the time of negotiation.

A Sales and Marketing Department member will set up the final walk-through. They will schedule the final walk-through once the cottage/apartment is empty. The Sales and Marketing Department member will schedule the final walk-through with a Building and Grounds team member and the seller or seller's representative. During the final walk-through, the seller or seller's representative may ask questions about the refurbishing process. The final walk-through is also the time for the Building and Grounds team member to see the cottage/apartment vacated. Seeing the cottage/apartment vacated allows our team and the seller or seller's representative to confirm that there is no additional damage. For example, there is

damage to the interior/exterior of the property from abuse, neglect, misuse, pet damage, smoking, application of wallpaper, or damage not revealed during the initial inspection. In that case, the seller is responsible for those costs as well.

A project supervision fee/removal is also the responsibility of the seller. The project supervision fee/removal is included in the estimated refurbishing costs. This fee covers the costs of the Building and Grounds team preparing the cottage/apartment for refurbishing by removing and disposing of flooring, blinds, hardware, light covers, switch plates, outlet covers, HVAC returns and vents, towel and grab bars, commodes (to accommodate new flooring) wire shelving, etc. and then reinstalling them.

I/we, \_\_\_\_\_,  
confirm that I/we have received and understand the Refurbishing Procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date