

Coopérative d'habitation Beauparlant Inc.

52 Promenade Richelieu, Welland, ON L3B 6C4

(Tél.) 905-735-8376

Instructions for Executor/Next of Kin

Date: March _____, 2020

Dear Member:

On behalf of **Coopérative d'habitation Beauparlant Inc.**, I extend sincere condolences on your loss. I understand that this is a difficult time and hope to make it easier by providing information on your mother's unit.

Coopérative d'habitation Beauparlant Inc. is required by legislation to ensure that proper procedures are followed in the event of the death of one of our members. The Co-operative Corporations Act, Section 64 (2) states that:

"A deceased member shall be deemed to have given notice to the Co-operative on the day of his/her death of his intention to withdraw".

It is due to this legislation that we request that you follow the instructions below. We hope that this helps you to make the proper arrangements. Please:

1. Be prepared to allow Staff into the unit so that we may show the unit to potential members. We will make every effort to give you notice and Staff will be present for all showings of the unit.
2. Ensure that keys are returned on or before _____, 2020. Estate will be responsible for the housing charge up to and including _____, 2020.
3. Make sure that the unit is in good condition or maintenance charges may apply. Please make sure to clean fridge and stove thoroughly.

I am sorry that we must make these arrangements during this time. If you have any questions, please contact me at the above number or at 905-788-0166 at ext.: 252.

Thank you for your cooperation in this matter.

Sincerely,

Lise Clendening
Property Manager

Cc: member file