

LOCK OUT

Members (their dependents, and other occupants) who are locked out of his/her townhouse and request the Cooperative to open the door must pay a service charge. This charge will be charged to the Member's account and must be paid with the next month's carrying charge payment. Refer to the Charge Policy for the cost of this service. A Cooperative employee will let the Member in, at the employee's earliest opportunity. Keys can be given to the locked-out individuals, for a charge. The individual requesting to be let into the townhouse must be able to provide picture identification.

No one will be allowed in the townhouse unless he/she is listed on the lock out form. A locked-out Member will not be allowed into a townhouse if the Cooperative is placed on notice by an occupying Member that he/she has a Personal Protection Order (PPO) against the locked-out Member, requiring the locked-out Member to stay away from the townhouse. The occupying Member must provide the Cooperative with a copy of the PPO and a current key to the townhouse. The occupying Member must have the locks replaced pursuant to the Locks Policy. In such an event, the Cooperative will only provide access to the townhouse to the locked-out Member if presented with a Court Order requiring the Cooperative to do so.

It is the Member's responsibility to make sure that a new Lock Out Authorization Form is filled out when there is a change in who is to be given access to the townhouse. If the individual requesting access to the townhouse is not the Member and is not listed on the lock out form, he/she will not be given access.

When the Office is closed, contact Emergency Maintenance, who will respond at his/her earliest opportunity.

The Member is responsible for notifying the Offices of any changes as they occur. No changes to the record will be made until the Member has completed the Lock Out Authorization Form and submitted it to the Office.