

OCCUPANCY LIST & LOCK-OUT POLICY

Pursuant to Paragraph 3c of the Mutual Ownership Contract (MOC), I/we hereby inform Greenbelt Homes, Inc. that the following persons will be residing in unit _____, located at _____. Also I/we understand that I am/we are responsible for informing Greenbelt Homes, Inc. of any changes in occupancy, and certify that I/we, as the member(s), will be residing in the unit.

I/we have read and understand the Lockout Policy on the back of this form _____ (initials).

NAMES OF OCCUPANTS	RELATIONSHIP	TERM OF OCCUPANCY	REASON FOR OCCUPANCY	Phone #	E-mail
	Self	Until transfer/ termination of MOC	Member/Owner of MOC		

Other persons authorized to enter residence:

1st Name: _____ Phone # _____ 2nd Name: _____ Phone # _____

Person to be notified in case of an emergency:

Name: _____ Relationship: _____ Phone # _____

Address _____ City _____ State _____ Zip Code: _____

Member Signature Date

Witness Date

Member Signature Date

Witness Date

Date of Mutual Ownership Contract

Staff Signature Date

GHI LOCKOUT POLICY

The Maintenance department will enable an occupant who is listed on the occupancy list for a unit to re-enter the unit, if locked out. The Board of Directors has adopted a Lockout Policy whereby a member will be assessed a fee for lockout services after normal business hours. Lockouts can happen to anyone but because after-hour maintenance calls are handled as overtime for employees, the Board agreed that some type of fee should be instituted. The Member of a unit will be charged a fee based on the following:

DAY	TIME	CHARGE	
		<i>GHI Residents</i>	<i>GDC Tenants</i>
Monday – Thursday	7:30 a.m. to 6:00 p.m.	No Charge	\$35
Opened Fridays*	7:30 a.m. to 5:00 p.m.	No Charge	\$35
Monday – Thursday (after hours)	6:01 p.m. to 7:29 a.m.	\$50	\$65
Closed Fridays*, Weekends & Holidays	All Times	\$50	\$65

**GHI staff's schedule is a Compressed Work Week, enabling longer availability Monday-Thursday and closing the office every other Friday, saving on utility bills.*

When calling for emergency service, an occupant should give the time that he/she expects to be at the home to meet the staff person. If a maintenance staff person is kept waiting for more than thirty minutes for the occupant to arrive at the unit after calling to be let in, a \$50.00 administrative fee will be charged in addition to the lockout fee to cover the additional overtime costs.