OLD GRACE HOUSING CO-OPERATIVE

PROCEDURE ON DEATH OF A MEMBER LIVING ALONE

#	ACTION	RESPONSIBILITY
1.	Call 911 and report the death	Person who discovers the deceased member.
2.	Inform co-op President or Vice-president of death	As above, or any co-op member
3.	Inform Property Manager of death at 204-489-9510 (24/7 service)	President or designate
4.	Consult *Emergency Contact Information Form* in member file • Call named Executor, OR • Call named Emergency Contact	Property Manager
5.	Provide Property Manager with documented proof of death.	Executor
6.	Secure the suite – care of pet(s) 1. Call *Pet Friend* if identified, OR 2. Ask named Emergency Contact to take animal(s), OR 3. Ask a co-op resident to provide care temporarily 4. Remove pet from suite together with supplies of food, bedding etc.	Property Manager
7.	Secure the suite to prevent unauthorized entry • Arrange for suite door locks to be rekeyed, provide 2 keys to Executor • Provide Executor with a building fob and mailbox key.	Property Manager
8.	Secure the suite – health and safety concerns • Empty garbage, recycling and compost bins • Store any perishable food in fridge temporarily	Executor
9.	Provide information to Executor on tasks involved in vacating the suite (*Memo to the Executor of a Deceased Member's Estate*).	President or designate
10.	Arrange payment of housing charges for month following death (1-month extension is possible)	Executor
11.	Remove member's possessions from suite.	Executor
12.	Arrange cleaning of vacant suite.	Executor
13.	Attend suite inspection; sign *Move-out Suite Inspection* form.	Executor
14.	Request repurchase of member's Unit Share Contribution	Executor