

# OAKDALE RESIDENTS COOPERATIVE WITHDRAWAL NOTICE

PLEASE BE ADVISED THAT ON \_\_\_\_\_  
I AM VACATING \_\_\_\_\_ OF OAKDALE RESIDENTS COOPERATIVE.

UNIT NUMBER \_\_\_\_\_; NUMBER OF BEDROOMS \_\_\_\_\_; NUMBERS OF BATHS \_\_\_\_\_

I hereby authorize Oakdale Residents Cooperative or its Managing Agent to sell on my behalf my cooperative membership and agree that a resale fee be retained for said service. The net proceeds from the sale of my membership will be first applied toward amounts due, if any, the cooperative under my Occupancy Agreement for such as monthly carrying charge, late charges, legal fees, resale fee, and unit reconditioning and redecoration charges incurred in placing my unit in suitable condition for another occupant. The remaining balance of membership fee after deductions of the above charges as determined by the cooperative will be paid to me after the new purchaser has been fully approved and has executed an Occupancy Agreement.

If I do not vacate my unit on the move-out date, I acknowledge that the Board of Directors may, at its discretion, charge me a prorated per day fee based on my monthly carrying charge.

Upon my move-out the following items must be returned with the unit:

1. Membership Certificate. Please remember to sign the back of your certificate.
2. Occupancy Agreement
3. Membership Handbook (The Cooperative Plan Book)/Document Book (Rules & Regulations)
4. Keys (Entry doors)

**I HAVE READ AND UNDERSTAND ALL THE ABOVE AND ACKNOWLEDGE  
BY MY SIGNATURE BELOW:**

\_\_\_\_\_  
Signature - (Please sign as you did on the Membership Certificate)      Date

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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**WITHDRAWAL NOTICE ACCEPTED ON:** \_\_\_\_\_

BY: \_\_\_\_\_, President, Board of Directors

**REV 7/2020  
Effective 09/01/2020**