

# BHA Procedure: Stall Deposit Payment and Return

MARCH 28 2022

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## Applicability

The stall deposit is required as insurance that damage and unusual wear-and-tear to the stall will be repaired, and any other debts incurred during the sub-lease of the stall (possibly including non-payment of monthly stall sub-lease fees), will be recovered by the Lessor (BHA) from the stall Lessee (Member), and not become a liability for the BHA.

## Procedure

1. The stall deposit will be paid according to the Payment Policy, at the time when the Lessee accepts the stall from the Director of Stalls. The existing condition of the stall must be jointly reviewed and agreed on by both the Lessee and the Director.
2. Stall deposit amounts are set at two months of lease payments as determined by the BHA Board of Directors.
3. Upon the Lessee providing notification that they will be terminating their stall sub-lease, the condition of the stall will be jointly reviewed by the Lessee and the Director of Stalls.
4. During the stall review, the Director of Stalls will provide stall condition information from the initial review and provide the Lessee with a written list of anything that requires fixing.
5. Such items may include, but not be limited to broken, rotten or chewed boards in the stall, paddock or loft, unacceptable footing, damage or missing fencing, chain link or chicken wire in the paddock, broken or missing window glass, etc.
6. The Lessee is required to fix all items listed to be deficient, empty and sweep the loft, strip the stall of bedding and wash the stall (if requested and weather permitting). Should this not be done by the sub-lease termination date, the BHA has the right to withhold a reasonable portion of the stall deposit amount to cover the cost of the work and repairs.
7. The Director of Stalls, when notified of the intent of the Lessee to terminate the stall sub- lease, must contact the BHA Treasurer to advise the Treasurer to review any outstanding amounts owing for monthly stall sub-lease. Any deficient amount will be withheld from the return of the stall deposit money to cover the outstanding debt.

## Supporting Documents

- 1) Related BHA Policy
  - a) Stall Sublease Policy
  - b) Stall Maintenance Policy
  - c) Finance – Payment Policy
- 2) References
  - a) Stall Sublease Agreement

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## Review Schedule

<b>Procedure Adopted:</b>	MARCH 28 2022
<b>Procedure Owner:</b>	Director of Stalls
<b>Next Review Scheduled:</b>	APRIL 2023

## Version History

Date	Version Number	Details
MARCH 28 2022	1.0	Initial Draft