An Clachan Tenant Handbook

REVISED 2022-09

community.housing.queensu.ca

An Clachan Tenant Handbook

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Privacy and Personal Information

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– Q I R U P D W L R Q

L L0 L V V L R Q 6 W D W H P H Q W

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Covenants, Terms and Conditions

Rental Unit

, Term of Tenancy

, & R Q W D F W – Q I R U P D W L R Q

, Occupants and Use

Rent

Utilities, Appliances and Services

Smoking

Cannabis Cultivation, Distribution

Rent Deposit

Keys

7 H Q D Q W V – Q V X U D Q F H

Landlord Liability

4 Alterations

4 Damages

4 Maintenance and Repairs

Condition of Rental Unit

Assignment and Subletting

Student Status

Abandonment

No Release of Tenant’s

2 E O L J D W L R Q W R 3 D \ 5 H Q W

Landlord’s Acceptance of Rent

Overholding

Denial of Ability to Rent

D 6-page Lease;

E Schedule A, An Clachan Tenant Handbook

Conditions Upon Vacating

Frustrated Contracts Act

Notice to Terminate

Binding on Heirs, etc.

7 Behavioural Expectations

7 Standard Rules and Regulations

7 Amendments to the Lease / Handbook

7 Appliances

Barbecues and Hibachis

& D E O H – Q W H U Q H W + R P H 3 K R Q H

Common Areas

Debts

Disputes

Drains

Entry

Environmental Considerations

Fire Alarms

Fire Alarm Tests

Fires

, Fire Safety Equipment

,) L U H Z R U N V

, Fixtures

, Furniture

, Garbage

, , * O D V V + D U G Z D U H

, , Grounds

, , Guests

, , + D O O R Z H H Q

, , Heat Detectors

, , Heating

, + X P L G L W \ D Q G 0 R O G 0 L O G H

, – Q F R P L Q J – Q V S H F W L R Q

Unit Condition Report

, – Q V S H F W 3 U H P L V H V

, Joint and Several Liability

, Landscaping

, Laundry Facilities

, Lightbulbs

, Lock Outs and Lock Changes

, Moving

, 0 R Y H – Q 3 U R F H G X U H V

, 0 R Y H 2 X W 3 U R F H G X U H V

, 1 X L V D Q F H 3 D U W \ % \ O D Z

, Noise

, 2 X W J R L Q J – Q V S H F W L R Q

, 3 D L Q W

, 3 D U N L Q J

, 3 H W V

, Reapplying

, References

, Repairs

, Roofs, Use of

, Satellite Dishes

, Smoke Detectors, Heat Detectors, Mini Horn

6 Q R Z 5 H P R Y D O / D Q G O R U G Surrounding Lands

Tenants’ Liability

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uick Reference

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https://community.housing.queensu.ca/an-clachan-tenants/

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https://community.housing.queensu.ca/maintenance/

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KWWSV FRPPXQLW\ KRXVLQJ TXHHQVX FD ZS FRQWHQW XSORDGV VLWHV
'HELW $JUHHPHQW)RUP SGI

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https://community.housing.queensu.ca/other-tenant-related-forms/

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6WXGHQW &RPPXQLW\ 5HODWLRQV

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$FFRPPRGDWLRQ /LVWLQJ 6HUYLFH

https://listingservice.housing.queensu.ca

Schedule A

&RYHQDQWV 7HUPV DQG &RQGLWLRQV

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3XUVXDQW WR WKH &LW\ RI .LQJVWRQ 3URSHUW\ 6WDQGDUGV %\ ODZ 1R VXEMHFW 5HQWDO 8QLW LV OLPLWHG DV SHU %XLOGLQJ &RGH VHFWLRQ of the unit only and does not include decks, porches, roofs, patios or any other of the exterior DSSHQGDJHV RI WKH EXLOGLQJ RU DQ\ RI WKH ODQG RZQHG E\ WKH /DQGO WKH %XLOGLQJ 7KH 7HQDQW V VKDOO KDYH D ULJKW RI ZD\ RYHU WKH OD appendage to the Building required to gain access to the Building during the period of the tenancy.

7(50 2) 7(1$1&<

7KH 7HQDQF\ $JUHHPHQW FDQQRW EH FDQFHOOHG EHIRUH WKH HQG RI WK give possession of the Rental Unit on the Commencement Date for any reason, including but not limited WR FRQVWUXFWLRQ GHOD\V RU DQ RYHUKROGLQJ WHQDQW WKH /DQGORU 7HQDQW RU RFFXSDQWV 7KH /DQGORUG ZLOO JLYH SRVVHVVLRQ DV VRRQ 5HQW DV KHUHLQDIWHU GH4QHG ZLOO DEDWH XQWLO WKH /DQGORUG R•H 7HQDQW)DLOXUH WR JLYH SRVVHVVLRQ RQ WKH &RPPHQFHPHQW 'DWH ZL WKLV 7HQDQF\ $JUHHPHQW WKH REOLJDWLRQV RI WKH 7HQDQW KHUHXQGH WKH 7HUP 7KLV 7HQDQF\ $JUHHPHQW ZLOO EH HQIRUFHDEOH DJDLQVW DO such Tenant actually chooses to occupy the Rental Unit.

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Address for Giving Notices or Documents to the Landlord:

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&RPPXQLW\ +RXVLQJ 2]FH
8QLYHUVLW\ $YHQXH
.LQJVWRQ 2QWDULR . / 1

%RWK /DQGORUG DQG 7HQDQW V DJUHH WR UHFHLYH QRWLFHV DQG GRFX /DQGORUG DQG 7HQDQW %RDUG RI J5 OTHXH RQ 8 DFFWHPail contact LQIRUPDWLRQ IRU WKH /DQGORUG LV DV IROORZV

Landlord Email Address: community.housing@queensu.ca

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7KH 7HQDQW V DJUHHV WR XVH WKH 5HQWDO 8QLW IRU QR RWKHU SXUSRV H[FOXVLYHO\ IRU WKH 7HQDQW V DQG UHJLVWHUHG RFFXSDQWV 7+(7(1$ 27+(5 7+$1 7+26(/–67(' $6 2&&83$176 72 2&&83< 7+(5(17$/ 81–7 21 $ 5(*8/$5 21*2–1* %$6–6 :–7+287 7+((;35(66 :5–77(1 &216(17 2) 7+(/$1'/25' 7KH 7HQD QRW FDUU\ RQ QRU SHUPLW WR EH FDUULHG RQ ZLWKLQ WKH 5HQWDO 8QL VKDOO QRW GR QRU SHUPLW WR EH GRQH DQ\WKLQJ LQ WKH 5HQWDO 8QLW UHDVRQDEOH HQMR\PHQW RI RWKHU WHQDQWV RU D ODZIXO ULJKW SULYL WKH /DQGORUG PD\ GHHP WR EH D QXLVDQFH WR RU GLVWXUEDQFH RI WKH ODQGV RU SUHPLVHV RU ZKLFK PLJKW FDXVH WKH LQVXUDQFH RQ WKH 3U Unit to be increased.

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D7KH PRQWKO\ UHQW KHUHLQDIWHU WKH 5HQW LV GXH RQ WKH 4UVW G

(b) Rent is payable to Queen's University at Kingston;

F5HQW FDQ EH SDLG LQ FDVK GHELW SHUVRQDO FKHTXH RU 3UH $XWKRU DJUHHG DPRQJVW WKHPVHOYHV WR VKDUH WKH 5HQW PD\ SD\ WKHLU DJ RQO\ RWKHUZLVH 5HQW PXVW EH SDLG LQ D VLQJOH PRQWKO\ SD\PHQW DFFHSWDQFH RI 3UH $XWKRUL]HG GHELWV IURP LQGLYLGXDO WHQDQWV the Tenant's responsibility for the entirety of the Rent;

G–I WKH 5HQW LV SDLG E\ DQ\RQH RWKHU WKDQ WKH 7HQDQW V QDPHG L deemed to be have been paid only on behalf of the Tenant(s) named in the Tenancy Agreement 57$ V

H–Q WKH HYHQW WKDW DQ\ SD\PHQW PDGH WR WKH /DQGORUG IRU UHQW 1RQ 6X]FLHQW)XQGV RU LV GLVKRQRXUHG IRU DQ\ RWKHU UHDVRQ E\ DQ 7HQDQW V ZLOO EH UHVSRQVLEOH IRU WKH SD\PHQW UHLPEXUVHPHQW V 5HQW DV ZHOO DV WKH /DQGORUG V DGPLQLVWUDWLRQ FKDUJH RI Landlord's bank.

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7KH 7HQDQW V RU HUH DSSOLFDEUDVHRUU GR IEWEUHHVSRQVRLEXOHIIERUL WVSRQ

&11%–6 &8/7–9$7–21 '–675–%87–21

7KH 7HQDQW V RU RFFXSDQW V RI WKH 5HQWDO 8QLW VKDOO QRW HQJDJ
distribution of Cannabis in the Rental Unit or at the Rental Complex. A breach of this rule shall be
GHHPHG VX]FLHQW EDVLV IRU WKH /DQGORUG WR VHHN WHUPLQDWLRQ RI
7HQDQWV LQWHUIHUHQFH ZLWK D ODZIXO ULJKW SULYLOHJH RU LQWHUHV

DS Schedule A

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(a) The Tenant(s) agree not to make alterations of any kind, including but not limited to extra telephone FRQQHFWLRQV VKRZHUKHDGV ELGHWV FHLOLQJ IDQV SDLQW ZDOOSD OLJKW 4[WXUHV UDGLR DQG 79 DQWHQQD DQG VDWHOOLWH GLVK 6KRXC ZLWKRXW 4UVW REWDLQLQJ WKH ZULWWHQ SHUPLVVLRQ RI WKH /DQGORU UHVWRUH WKH 5HQWDO 8QLW LPPHGLDWHO\ WR LWV RULJLQDO FRORXU and all costs that may be incurred as a result of restoring the Rental Unit to its original condition. Such alterations shall be deemed damage to the Rental Unit and may be considered substantial LQWHUIHUHQFH ZLWK D ODZIXO ULJKW SULYLOHJH RU LQWHUHVW RI WK IUHH VWDQGLQJ VKHOYLQJ XQLWV ERRN FDVHV WY VWDQGV HWF DUH are not permitted;

E 7KH 7HQDQW V IXUWKHU DJUHH QRW WR GULOO RU RWKHUZLVH PDNH KR RI WKH 5HQWDO 8QLW QRU WR DWWDFK 4[WXUHV RI DQ\ NLQG ZLWKRXW RI WKH /DQGORUG +RZHYHU ZKHUH SHUPLVVLRQ KDV EHHQ REWDLQHG 7HQDQW V 4[WXUHV ZKHUH UHPRYDO FDQ EH GRQH ZLWKRXW GDPDJLQJ

F 7KH 7HQDQW V IXUWKHU DJUHH QRW WR D][RU LQVFULEH VLJQV DGYHU DQ\ NLQG XSRQ DQ\ SDUW RI WKH RXWVLGH RI WKH 5HQWDO 8QLW YLVLE ZULWWHQ FRQVHQW RI WKH /DQGORUG

'0*(6

7KH 7HQDQW V DJUHHV WR EH UHVSRQVLEOH IRU DOO GDPDJHV ZKDWVRHY that of persons or pets permitted or caused to be on the premises by the Tenant(s). The Tenant(s) are also responsible for all damages resulting from failure to notify the Landlord promptly of any defect or GDPDJH ZLWKLQ WKH 5HQWDO 8QLW

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D 7KH /DQGORUG LV UHVSRQVLEOH IRU PDLQWDLQLQJ WKH 5HQWDO 8QLW L GXULQJ WKH 7HUP DQG WR FRPSO\ ZLWK KHDOWK DQG VDIHW\ VWDQGDU UHTXLUHG E\ ODZ

E 7KH 7HQDQW V LV UHVSRQVLEOH WR JLYH WKH /DQGORUG SURPSW ZULW WKH VWDWH RI UHSDLU RI WKH 5HQWDO 8QLW RU LWV 4WQHVV IRU KDEL DQ\ DFFLGHQW RU DQ\ GHIHFW LQ WKH ZDWHU SLSHV JDV SLSHV RU KH RU RWKHU ZLUHV VPRNH GHWHFWRUV 4UH DODUPV 4UH HVFDSHV DQG LQ WKH 5HQWDO 8QLW ZKDWVRHYHU

(c) The Tenant(s) is responsible for notifying the Landlord promptly in the event of damage to the Rental Unit, including but not restricted to, damage caused by the Tenant(s)' conduct or that of persons or SHWV SHUPLWWHG RQ WKH 3UHPLVHV E\ WKH 7HQDQW V

G 7KH 7HQDQW V PXVW UHSDLU RU SD\ IRU DQ\ XQGXH GDPDJH WR WKH 5H WKH ZLOIXO RU QHJOLJHQW FRQGXFW RI WKH 7HQDQW V WKH 7HQDQW SHUVRQ ZKR WKH 7HQDQW LV UHVSRQVLEOH DW ODZ

H 7KH 7HQDQW V LV UHVSRQVLEOH IRU RUGLQDU\ FOHDQOLQHVV RI WKH 5 4[WXUHV DSSOLDQFHV HWF ZKHUH LQVWDOOHG DQG JHQHUDOO\ DOO VX]FLHQWO\ RIWHQ WR SUHYHQW DEQRUPDO ZHDU RU GHWHULRUDWLRQ shall be disposed of in a timely manner and, until disposed, stored inside the Rental Unit in a manner that shall prevent unsanitary conditions and not attract vermin;

(f) The Landlord shall not be held responsible for damages or personal discomfort resulting from a EUHDNGRZQ RI WKH HOHFWULFDO PHFKDQLFDO RU KHDWLQJ V\VWHP RU /DQGORUG LQ H[HUFLVLQJ UHDVRQDEOH GLOLJHQFH FRXOG QRW KDYH IRU ZKLFK LV RXWVLGH LWV FRQWURO

&21'–7–21 2) 5(17$/ 81–7

7KH 7HQDQW V VKDOO H[DPLQH WKH 5HQWDO 8QLW DQG XQOHVV WKH 7HQ days of the start of the Tenancy Agreement, a completed Unit Condition Report specifying any defect in the condition of the Rental Unit then the Tenant(s) shall conclusively be deemed to have examined WKH 5HQWDO 8QLW DQG WR KDYH IRXQG WKH 5HQWDO 8QLW LQ JRRG RUGH QR SURPLVH UHSUHVHQWDWLRQ RU XQGHUVWDQGLQJ E\ RU RQ WKH SDUW DOWHUDWLRQ UHPRGHOLQJ RU GHFRUDWLRQ RI RU LQVWDOODWLRQ RI 4[as is expressly set forth in the Tenancy Agreement.

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7KH 7HQDQW V PD\ QRW VXEOHW RU DVVLJQ WKH 5HQWDO 8QLW XQOHVV Z SURYLGHG E\ WKH /DQGORUG –I SHUPLVVLRQ LV JUDQWHG RQO\ TXDOL4H KDYH PDGH DSSOLFDWLRQ WR DQG KDYH EHHQ DSSURYHG E\ WKH /DQGORU

DS Schedule A

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The acceptance by the landlord of arrears of rent or compensation for use or occupation of the Rental
8QLW DIWHU QRWLFH RI WHUPLQDWLRQ RI WKH OHDVH KDV EHHQ JLYHQ VK
RU DV D UHLQVWDWHPHQW RI WKH OHDVH RU DV D FUHDWLRQ RI D QHZ OH

29(5+2/'–1*

–Q WKH HYHQW WKDW WKH 7HQDQW V RU 6XEWHQDQW V RU RFFXSDQW V
VSHFL4HG LQ WKH 7HQDQF\ $JUHHPHQW RU DIWHU WKH /DQGORUG JLYHV O
continue to pay Rent to the Landlord for such overholding. The Tenant(s) is also required to reimburse
WKH /DQGORUG IRU DOO ORVVHV VX•HUHG EHFDXVH RI WKH /DQGORUG V O
QHZ WHQDQF\ DJUHHPHQW IRU WKH 5HQWDO 8QLW EDVHG XSRQ WKH DQWL
WKH HQG RI WKH 7HUP RU IROORZLQJ WHUPLQDWLRQ RI WKH WHQDQF\

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–I WKH 7HQDQW V H•HFWLYHO\ GHQLHV WKH /DQGORUG WKH DELOLW\ WR
occupancy immediately on expiry of the Term, then the Tenant(s) shall be liable for any consequential
rental loss and damages that the Landlord may sustain.

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7KH 7HQDQW V DJUHHV WR OHDYH WKH 5HQWDO 8QLW)–7)25 –00('–$7(2&

%(+$9–285$/ (;3(&7$7–216

Queen’s University strives to be a leader among providers of student rental units in Kingston. The Tenant(s) is expected to demonstrate care and respect for the Rental Unit, neighbours and the community. The Tenant(s) is responsible and accountable for all behaviour that occurs in the Rental 8QLW WKH 5HQWDO &RPSOH[DQG RQ WKH 3UHPLVHV $ 7HQDQW V ZKR YL QXLVDQFH SDUW\ E\ ODZ SURSHUW\ VWDQGDUGV ZDVWH UHF\FOH GLVSRV FDQ H[SHFW WR EH VDQFWLRQHG DV SHUPLWWHG E\ ODZ XS WR DQG LQ the Landlord, in its sole and unfettered discretion, may refer cases for action under the Queen’s Student Code of Conduct.

67$1'$5' 58/(6 $1' 5(*8/$7–216

The rules, regulations and obligations of both parties set forth in this Handbook are incorporated as part of the lease.

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Subject to any provision of the lease to the contrary, the landlord shall have the right to amend the rules and regulations or to make such other rules and regulations as may, from time to time, in the landlord’s judgement, be necessary.

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1R DSSOLDQFHV RWKHU WKDQ WKRVH SURYLGHG E\ WKH ODQGORUG DUH W XQLWXFK DSSOLDQFHV LQFOXGH EXW DUH QRW UHVWULFWHG WR DLU FRQ UHIULJHUDWRUV IUHH]HUV WR EH XVHG LQ WKH SURYLDO HQYLURQPHQW ZKHUH DSSURYDO LV JUDQWHG LW LV XQGHUVWRRG WKDW WKH DSSURYDO UHTXHVW ZDV UHFHLYHG 7KH ODQGORUG UHVHUYHV WKH ULJKW WR OHY\ fees paid are not transferable nor is the approval of the appliance to another unit/tenant. 3OHDVH VXEPLW DQ $GGLWLRQDO $SSOLDQFH 5HTXHVW &RPPXQLW\ +RXVLQJ ZHEVL

5HJDUGLQJ DLU FRQGLWLRQHUV ZKHUH DSSURYDO LV JUDQWHG WKH WHQ DQG ZLOO EH UHVSRQVLEOH IRU D QRQ UHIXQGDEOH QRQ SURUDWHG FKD WKH OHDVH WHUP 7KHUH DUH ZLQGRZ ER[VOHHYHV SURYLGHG LQ $Q &OD FRQGLWLRQHUV ZLOO EH DSSURYHG IRU XVH LQ WKHVH ZLQGRZ ER[VOHHY GUDLQDJH LV WKH UHVSRQVLELOLW\ RI WKH WHQDQW GDPDJHV UHVXOWLQ FKDUJHG WR WKH WHQDQW)RU XVH LQ RWKHU DUHDV L H EHGURRP RW DLU FRQGLWLRQHUV 5RRU PRGHOV RQ ZKHHOV ZLOO EH FRQVLGHUHG IRU

$LU FRQGLWLRQHUV LQVWDOOHG RSHUDWLQJ ZKHUH SHUPLVVLRQ ZDV QRW FKDUJHG WKH VHDVRQDO DLU FRQGLWLRQHU IHH DQG RU ZLOO EH UHTXLU

Tenant(s) understand and agree that it is their responsibility to remove all approved additional DSSO G ‚g„†pÀ0° €`À 5P€G WR \DQFHV 7R WKH Q ZWHG E U0pP‚€ @ pà RQ @0Pp

DS Schedule A

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The tenant is responsible for all clogged drains and toilets. This includes charges for repairs and/or after
KRXU FDOO LQV 3OHDVH GR QRW 5XVK ZLSHV RU UDJV IHPLQLQH K\JLHQH
GHQWDO 5RVV QHHGOHV KDLU DQG RWKHU XQZDQWHG LWHPV GRZQ DQ\ G
GUDLQV FDQ FDXVH VHZHU EDFNXS LQWR \RXU XQLW EXLOGLQJ DV ZHOO D
VWD• DW WKH WUHDWPHQW SODQW &KHFN RXW WKH 8WLOLWLHV .LQJVWRQ
on proper disposal.

(175<

3URYLGHG WKDW ZLWKLQ GD\V RI WKH WHUPLQDWLRQ GDWH RI WKLV OH
WKH OHDVH EHLQJ JLYHQ RU XSRQ WKH SUHPLVHV EHLQJ R•HUHG IRU VDOH
UHDVRQDEOH WLPHV DIWHU WZHQW\ IRXU KRXUV RI QRWLFH RI HQWU\ LV
WR SURVSHFWLYH WHQDQWV RU SXUFKDVHUV RWKHUZLVH H[FHSW LQ FDV
H[HUFLVH D ULJKW WR HQWHU WKH UHQWDO XQLW XQOHVV WKH ODQGORU
DW OHDVW WZHQW\ IRXU KRXUV EHIRUH WKH WLPH RI HQWU\ ZKLFK VKDOO
VSHFL4HG LQ WKH QRWLFH

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:KHQ \RX KHDU WKH 4UH DODUP

(YDFXDWH WKH EXLOGLQJ YLD QHDUHVW H[LW

3URFHHG WR DQ DVVHPEO\ DUHD DFURVV WKH VWUHHW DQG DZD\ IURP W

.HHS DFFHVV ZD\V DQG URDGZD\V FOHDU

$ZDLW LQVWUXFWLRQV IURP &DPSXV 6HFXULW\

:KHQ WKH $OO &OHDU VLJQDO LV JLYHQ UH HQWHU WKH EXLOGLQJ WK

%DUEHFXHV KLEDFKLV FKDUFRDO 4UHV RSHQ 5DPHV RU LWHPV ZKLFK DU
not restricted to natural Christmas trees) are strictly prohibited in the unit or on the balconies or roofs

RI WKH EXLOGLQJV %DUEHFXHV KLEDFKLV RU FKDUFRDO 4UHV ZKHUH VX
for use by Community Housing, must abide by the terms for safe use (30 feet from the building) and

SURSHUO\ VWRUHG ZKHQ QRW LQ XVH

&RRNLQJ IDFLOLWLHV VKRXOG QHYHU EH OHIW XQDWWHQGHG ZKLOH LQ XV

%DUEHFXH EXWDQH DQG RU SURSDQH F\OLQGHUV DUH VWULFWO\ SURKLEL
XVHG LQVLGH D UHQWDO XQLW –I IRXQG WKH\ ZLOO EH UHPRYHG LPPHGI
DSSURSULDWH VDQFWLRQV DV SHUPLWWHG XQGHU WKH 57$ XS WR DQG LQ
WHUPLQDWLRQ.RI WHQDQF\

)–5(6$)(7< (48–30(17

<RXU EXLOGLQJ KDV 4UH H[WLQJXLVKHUV DQG KRVHV UHPHPEHU WKDW WK
–I \RX QHHG WR XVH WKH H[WLQJXLVKHU SOHDVH GR VR EXW UHSRUW LW
'R QRW UHWXUQ DQ HPSW\ 4UH H[WLQJXLVKHU ZLWKRXW UHSRUWLQJ LW 7
SHUVRQ ZKR WULHV WR XVH LW

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)RU DOO 4XHHQ V 8QLYHUVLW\ UHQWDO XQLWV 7KHUH LV QR 4HOG RU RWK

)–;785(6

7HQDQWV PD\ QRW GULOO RU RWKHUZLVH PDNH KROHV LQ ZDOOV FHLOLQJ
QRU DWWDFK 4[WXUHV RI DQ\ NLQG ZLWKRXW 4UVW REWDLQLQJ WKH ZULW

)851–785(LTXLG)LOOHG

/LTXLG 4OOHG IXUQLWXUH PXVW QRW EH XVHG QRU EURXJKW RQ WKH SUHP
WKH ODQGORUG ZKLFK FRQVHQW PD\ EH DUELWUDULO\ ZLWKKHOG RU RQ
E\ WKH ODQGORUG RU LWV DJHQWV 3URRI RI LQVXUDQFH PXVW EH VXEPLW
ZULWWHQ UHTXHVW WR KDYH OLTXLG 4OOHG IXUQLWXUH

$5%$(

The Tenant(s) is responsible for proper storage and disposal of their garbage and recyclables. Garbage
ZDVWH DQG UHF\FODEOH PDWHULDOV PXVW EH SODFHG RXW DV SURYLGH
GR VR ZLOO UHVXOW LQ IHHV OHYLHG

3OHDVH WDNH DOO GRPHVWLF JDUEDJH LQ WLHG EDJV WR WKH GHVLJQDW

7KHUH LV D FKDUJH IRU ORFN RXWV ORFN FKDQJHV DQG DOVR IRU NH\ UH
RXWV ZKLFK UHTXLUH WKH ODQGORUG WR JHW D FRQWUDFWRU WR WKH EXLOGLQ
WKH XQLW DQG UHTXHVWV DVVLVWDQFH WKH ORFN ZLOO QRUPDOO\ EH UH
of these charges once a lock change has been initiated e.g., if the keys are found after the fact.

029–1*

The tenant(s) furniture and chattels shall be moved in and out of the rental unit only at the times and in
WKH PDQQHU SUHVFULEHG WKH ODQGORUG JHQHUDOO\ ZLWKLQ GD\OLJKW

'DPDJHV WR WKH ODQGORUG V SURSHUW\ UHVXOWLQJ IURP VXFK PRYLQJ R
the expense of the tenant.

029(–1 352&('85(6

0RYH LQ LV SHUPLWWHG SHU WKH WHUPV RI \RXU OHDVH DJUHHPHQW 7KL
EH EURXJKW LQWR WKH EXLOGLQJ FRPPRQ DUHDV DQG RQ WKH XQLW SULRU W
DJUHHPHQW SDSHUZRUN PXVW EH FRPSOHWHG DQG VLJQHG E\ DOO SDUWL
WHQDQWV ZLVK WR EHJLQ WKHLU WHQDQF\ XQGHU FLUFXPVWDQFHV WKDW
ODQGORUG V YDFDQW SRVVHVVLRQ D ZDLYHU PXVW EH VLJQHG EHIRUH D
leasing agreements have been signed by all parties, keys may be picked up.

$OO NH\ VHWV IRU D XQLW DUH VLJQHG RXW WKURXJK WKH SURSHUW\ PDQDJHU
WKH\ ZLOO DOO EH LVVXHG WRJHWKHU LQ RQH SDFNDJH WR RQH WHQDQW
LQ WKH XQLW 7KH RXWVLGH GRRU NH\ ZLOO SURYLGH \RX ZLWK DFFHVV W
the area.

:LWKLQ WKH 4UVW VHYHQ GD\V RI VLJQLQJ RXW WKH NH\V IRU D QHZ WHQ
PXVW EH FRPSOHWHG E\ WKH WHQDQWV `, DOp0P Q@ðz p`0P³@PÀ 0088UHSRU

8QDXWKRUL]HG YHKLFOHV XVLQJ RU EORFNLQJ DUHDV GHVLJQDWHG IRU +
ZLOO EH WRZHG DW WKH RZQHU V H[SHQVH

Tenants PXVW UHJLVWHU WKHLU YHKLFOH ZLWK &RPPXQLW\ +RXVLQJ
SDUNLQJ KDQJ WDJ DOORZV WKH WHQDQW WR SDUN LQ DQ\ $Q &ODFKDQ S
9LVLWRU 3DUNLQJ 5HVHUYHG 3DUNLQJ RU 6HUYLFH 9HKLFOH 3DUNLQJ /L
registration must be submitted to Community Housing HDFK OHDVH 3DUNLQJ LV QRW LQFOXGHG
LQ WKH UHQW 7KHUH LV QR DGGLWLRQDO IHH IRU SDUNLQJ 3DUNLQJ IHH
YHKLFOHV SDUNHG LQ WHQDQW SDUNLQJ DUHDV DUH VXEMHFW WR PXQLFL
RZQHU V ULVN DQG H[SHQVH

EMERGENCY Maintenance Issues:

1R KHDW LQ \RXU XQLW

/RFN RXW ORVW NH\V RU ORFN SUREOHP

3. leaking roof/ceiling

$1 &/$&+$1 21/< VLQN WKDW ZLOO QRW GUDLQ LV EDFNLQJ XS

)RU DIWHU KRXUV (0(5*(1&< UHTXHVWV RQO\ SOHDVH FDOO b&$/
0$< $33/<7HQDQWV ZLOO EH ELOOHG ZKHUH WKLV LV WKH FDVH 3/($6(127(
GLVSDWFKHG FKDUJHV LI DSSOLFDEOH ZLOO DSSO\ HYHQ LI WKH WHQDQ
RFFXUV ZLWK ORFN RXU HQWU\ UHTXHVW VLWXDWLRQV 7HQDQWV 0867 EH
FDOOV DJDLQ LI WKH VWD• PHPEHU KDV EHHQ GLVSDWFKHG DQG DUULYHV

7LPH WR $WWHQG

:KLOH ZH HQGHDYRXU WR UHVSRQG WR HYHU\ ZRUN RUGHU DV VRRQ DV SR
EXVLQHVV GD\V WR UHFHLYH \RXU 1RWLFH RI (QWU\ LQGLFDWLQJ ZKHQ VW
GDWH \RX VXEPLW :RUN RUGHUV DUH SULRULWL]HG IRU DWWHQWLRQ

3OHDVH L1RWHHP p ° € 0ï€Ð

1RWH

- (DFK DSDUWPHQW DQG WKH FRPPRQ KDOOZD\V RI WKH EXLOGLQJ DUH HT
  detection equipment
- 3RVWHG LQ WKH VWRUDJH FORVHW LQ HDFK DSDUWPHQW LV DQ LQIRUPD
  HTXLSPHQW LV XVHG IRU ZKLWH FROXUHG QRWLFH
- /RFDOL]HG VPRNH GHWHFWRU WHVWLQJ DQG PDLQWHQDQFH SURFHGXUH
  closet (orange coloured notice)
- $GGLWLRQDO 4UH VDIHW\ UHODWHG LQIRUPDWLRQ LV DYDLODEOH RQ WK

612: 5(029$/ /$1'/25'

1RUPDOO\ WKH FHQWUDO DUHD RI GHVLJQDWHG SDUNLQJ ORWV DV ZHOO
FOHDUHG RI VQRZ E\ WKH SDQGRUG VSRQVLZLWKDQ SDUNLQJ ORWV ZLOO
WKH ODQGORUG

–Q WKH FDVH RI VLJQL4FDQW VQRZ DFFXPXODWLRQ DQG RU SDWKV ZKLFK
the appropriate area (Community Housing or Emergency Report Centre) depending on the time/day.

6855281'–1* /$1'6

7HQDQW V PXVW QRW SHUPLW RU GR DQ\WKLQJ GDPDJLQJ WR WKH ODZQV
RWKHU WUHH RU SODQW ZKLFK PD\ EH LQ XSRQ RU DERXW WKH VDLG UHQ
YHKLFOHV RQ WKH ODZQV

7(1$176 /–$%–/–7<

The Tenants shall take all reasonable care to prevent damage to the rental unit either caused by the tenants' conduct or by the conduct of persons permitted on the premises by the tenants;

'UDSHV7HQDQWV DUH UHVSRQVLEOH IRU HQVXULQJ WKDW FXUWDLQV RU GU
1R DOWHUDWLRQV WR FXUWDLQ URGV RU VXEVWLWXWLRQV WKHUHRI VKDO
landlord. Any curtain rods removed shall be stored by the tenant and replaced by the tenant prior to vacating the premises.

:LQGRZV (QHUJ\ &RQV7HQDQWV DUH UHTXLUHG WR NHHS ZLQGRZV DQG
VHFXUHG GXULQJ ZLQG\ FROG DQG RU VWRUP\ SHULRGV VR DV WR SUHYHQ
WHQDQW V SURSHUW\ DQG WR FRQVHUYH WKH KHDW GXULQJ WKH KHDWLQJ
LV D SUREOHP ZLWK WKH KHDWLQJ V\VWHP WKH\ DUH UHTXLUHG WR LQIRU
submitting an online maintenance request.

1RWH 2SHUDWLRQ RI WKH ZLQGRZV ZLWKLQ \RXU DSDUWPHQW 7KH ZLQGRZ
LQFKHV <RX FDQ E\ SDVV WKH UHVWULFWLRQ WR RSHQ@ (0GRYHQW `pÐ F

&DQDGD DQG WKH 8 6 6RPHWLPHV EHGEXJV DUH EURXJKW LQWR D EXLOG