

## RESIDENT RULES AND REGULATIONS:

**Definition of Premises:** the premises shall be leased as a dwelling. The premises are to be shared only with co-residents; no other persons shall be permitted occupancy. Only one person allowed per bedroom.

**Payment of Rent:** The resident shall pay their rent on or before the first of the month of which payment is due. Acceptable forms of payment include money order, cheque, and certified cheque. Payments can be given to Office Staff located at the 515 Ste. Catherine Administration Offices. It is a resident's responsibility to fulfill these conditions. Any unpaid or late rent is subject to interest and late fees. \$25 late fee is added if rent is paid after the 5<sup>th</sup> of the month. \$50 late fee is added if rent is collected after the 10<sup>th</sup> of the month.

**General Conduct:** The resident undertakes to conduct himself/herself, at all times, in such a manner as to ensure the well-being and peaceable enjoyment of fellow residents; and not to permit any sound system to disturb others. Offensive photos, text or other materials cannot be on display where they could be viewed from the inside or outside of the building.

**Pets:** Residents are not permitted to keep any animal, bird or other pet within their leased premises.

**Alterations to the Apartment:** The resident agrees:

- 1) Not to make any changes or alterations to the leased premises, not to wallpaper, paint or perforate walls, ceilings, floors, windows, doors, trim or alter any other parts of the leased premises.
- 2) To pay for any additional cleaning or repairs caused by damages that he/she has caused.

### Fire Safety:

- Candles, hookahs, incense and similar objects pose a significant fire risk and may not be used
- Deep frying also poses a significant fire risk and is not permitted
- Please note that any resident who sounds an alarm and/or causes a fire or smoke damage by using any of the above or other flammable materials faces a minimum fine of \$250 and are also financially responsible for damages and/or other costs resulting from these actions
- It is a serious offence to tamper with and/or cause damage to fire safety and prevention equipment (including smoke detectors, fire hoses, pull stations, sprinkler heads, fire extinguishers, emergency lights and fire exit doors). Residents who tamper with any of the above mentioned fire safety equipment face a minimum fine of \$250 and are also financially responsible for any damages and/or other costs as a result of their actions.
- Residents are also responsible and liable for their guests' behaviours in terms of no smoking and following fire safety regulations

**Smoking:** 1430, rue City Councillors is a non-smoking building

- Residents are not permitted to smoke (cigarettes, cigars, pipes, sheesha, etc) inside their apartments, in hallways, stairwells, common amenity rooms, elevators, the lobby. Smoking is only permitted outside of the building.
- Residents found smoking in any of the above locations face fines from the Landlord, and face the potential of eviction. Tenant will receive 1 warning from the landlord. Following this, there is an immediate \$100 fine for each repeat offence and risk of eviction.
- Note that under Quebec lease law, Landlords have the right to evict residents found smoking in their buildings in violation of "no smoking rules" that have been outlined in the lease and the rules and regulations of the building

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- Residents are responsible for any cost to clean (steam clean carpet, furniture, mattress, clean/paint walls) and/or any other damages caused by smoke of any kind, either by cigarettes, candles, cooking equipment, etc.

**Damage Reporting:**

- Upon move in, an agent of the Landlord will complete an inspection of the leased apartment, with one, some or all of the residents leasing the apartment. This inspection will include a detail inspection of floors, walls, baseboard, trim, windows, appliances, furniture, light fixtures, hardware, etc.
- Any damages, repairs, cleaning that is noted during this Move In Inspection will be recorded and completed within a “reasonable” time frame, pending availability of contractors, repair staff or resources and access to the apartment once the residents take possession.
- At the time of move-out, a thorough inspection of floors, walls, baseboard, trim, windows, appliances, furniture, light fixtures, hardware, etc. will be conducted by an agent of the Landlord. If any damages not noted on the initial Move In inspection are noted on the Move Out Inspection, aside from “normal wear and tear”, the charges associated with such damages will be charged to the resident(s).
- The resident shall return the leased furnished apartment in the condition in which it was received, except for charges resulting from “normal wear and tear”. The resident will be financially and legally responsible for all damages caused to any rooms he/she occupied during the lease term.

**Furniture:**

- Residents agree to keep any furniture, artwork, kitchen utensils, linens and any other objects included in the rented premises in good condition, with the exception of “normal wear and tear” during the time of their lease.
- No furniture is to be removed from the leased apartment or from the building at any time. All furniture must be returned to their original location upon Move Out.

**Locks:**

Each resident will be provided with a lock on their individual bedroom door. If this lock is damaged during the school year and requires replacement or the student loses the key and requires a second copy, there will be a \$25 fee. And upon move out, if the key for the bedroom lock is not returned to the Landlord, the resident will be charged a \$25 replacement fee.

**Keys/Access Cards:**

- The resident must not duplicate any keys provided to him/her by the Landlord.
- In the case of access cards, a resident will not lend out or allow any other person to use the access card to gain entry into the building, the parking garage or the leased apartment.
- A resident must return all keys and access cards to the Landlord upon termination of the lease. If the resident fails to return keys/access card he/she will be charged for the replacement costs. Similarly, if any keys or access cards are lost during time of tenancy, replacement costs will apply.
- Access cards for use of the laundry rooms will be included in the original Move-In package, but if a resident requires a replacement during the year or the card is not returned upon move out, a replacement fee of \$5 will apply.

**Appliance Usage:**

- The resident shall not operate in the leased apartment any appliances other than those which are in the apartment. This does not include small personal appliances such as TV's, stereos, hair dryers, personal computers, irons, blender, etc.—these are permitted.
- But, no small appliances should require more than 1500W power. Anything exceeding this could cause a circuit overload.
- Any charges incurred to complete electrical repairs as a result of a resident's use of an appliance requiring more than 1500W power or as a result of the use of an appliance not classified as a small appliance or already included in the leased apartment, will be incurred by the resident.

The resident shall conform to all local rules and regulations relating to Police, Health, Law or other matters. Any illegal activity on the part of a resident is grounds for eviction.

**Room Changes:**

- At any time during the lease, if a tenant must change into another room in the building, he or she must pay a \$75 change fee. The tenant must also pay the new monthly rent for that room if it is different from his or her actual rent.

**Early Lease Cancellation:**

As per Quebec rental law, the tenant is bound to his or her lease for its entire term. No cancellation is permitted. If the tenant must vacate the unit before the end of its term, he or she must sublet or assign his or her room. Information about subletting or assigning can be collected from the office or from the Quebec rental board website.

**Alcohol Regulations:**

- Residents are obligated to adhere to Provincial laws pertaining to the use of alcohol on the premises. Consumption of alcoholic beverages is not permitted outside of the leased apartment, which includes hallways, stairwells, elevators, lobby, parking garages and common amenity rooms.

**Maintenance Repairs Inside Apartments:**

- Any repairs required by the resident must be given to the Landlord electronically through the maintenance request form located online at [www.515stecatherine.com](http://www.515stecatherine.com). For non-urgent repairs, the Landlord will arrange with the resident for a convenient time to complete the repairs. For urgent repairs, the Landlord will rectify immediately.
- The resident is responsible for any damages and charges, minor or otherwise, that are a result of an overflowing toilet. Residents are expected not to flush items such as sanitary napkins or other large items not intended for toilets.
- The resident is responsible for any damages and charges, minor or otherwise, that are a result of running water left attended. Residents are responsible for any damage to flooring, walls, furniture that is a result of this type of flooding.
- All repairs and maintenance will be coordinated through an agent of the Landlord. Residents are not permitted to use external trades or contractors to enter their apartment. Toilets, sinks and bath drains that are plugged or malfunctioning due to misuse can be unplugged or repaired by the Landlord's Maintenance staff. Charges may apply to the resident dependant on cause of the problem.
- It is the resident's responsibility to clean and remove hair, grease or other obstructions from kitchen and bathroom drains, to prevent plugging or malfunctioning.

**Personal Items:**

- The resident assumes all personal responsibility for his/her belongings.
- It is required that all residents have proper insurance coverage for their personal items. They are also required to carry liability insurance.
- Any items left behind anywhere in the building will be removed at the end of your lease. 515 Ste Catherine West maintains no liability for these items.

**Mail:**

- Upon Move Out, residents are responsible for notifying all parties of a change of address. Any mail received after a resident's lease has ended will be returned to sender.
- Mail and packages delivered by private couriers which require a signature will not be accepted. You will receive a notice of attempt of delivery in your mailbox.
- Any lost mailbox key must be replaced at the tenant's expense of \$25.

**Disruption:**

- Residents are not permitted to cause unnecessary disruption to other residents, both inside their leased apartment and in hallways, stairwells, elevators, parking garages, lobby, common amenities areas. Disruption includes loud noise caused by a person, loud playing of stereo system or any other type of excessive noise.
- Disruptions will not be tolerated and are potential grounds for eviction.
- All residents shall support the enjoyment of the building, free from disruption, for all residents occupying the premises.

**Physical Abuse, Harassment and Dangerous Activity:**

- In conjunction with Provincial laws, no resident shall do the following on the premises of the building at 1430, rue City Councillors.
  - 1) Assault another person, including physical, sexual or verbal assault, threaten any other person with bodily harm or damage to such person's property or knowingly cause any other person to fear bodily harm or fear damages to his/her property.
  - 2) Knowingly create a condition which unnecessarily endangers or threatens the health, safety, well being or reasonable enjoyment of other residents within the building or threatens the damage or destruction of property on the premises.
  - 3) Sexually harass another resident
- All of the above are ground for eviction and the potential for serious legal charges.

**Theft**

- No resident shall steal any property or items defined as property of 515 Ste. Catherine West, including items inside the leased apartment and items in the common areas: amenity rooms, lobby, parking garages, stairwells, hallways, etc.
- Theft of such items will result in charges to cover replacement cost, possible legal charges and potential grounds for Eviction.

*We expect Courtesy & Respect from all Residents and Promote a Peaceful Environment for All!*

I have read and agreed to the Resident rules and regulations.

\_\_\_\_\_  
Resident

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Date

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