

CLEANING AND MAINTENANCE

Respect your home and our property! You are responsible for keeping your own suite clean and sanitary, especially bathrooms and the kitchen. Residents are responsible for ensuring their suite is left in a clean and orderly state, free from all garbage when the tenancy agreement is over. Extra cleanup charges, and costs of restoring the unit back to the original state will be charged to the Resident. Our cleaning staff provides general cleaning of the common areas of the building and community. However, all Residents share responsibility for the neatness and cleanliness of the common areas – please clean up after yourself and alert site staff if you observe other Residents littering or fouling the common areas.

GARBAGE/RECYCLING

You are responsible for bringing your own garbage to the appropriate location at the designated times. Please sort the recyclable products from your garbage and place in the appropriate recycling bins in the garbage area. Residents who leave garbage in the halls at any time, or on the exterior common areas at times other than those designated, will be charged for the removal and subject to eviction for repeated offences.

RIGHT OF ENTRY

Landlord site staff have the right to enter your suite for the purpose of maintaining or inspecting facilities. Notice of such entry will be given twenty-four (24) hours in advance. A written or verbal request for service/maintenance constitutes permission to enter your suite and to effect the repair without further notice. Entry without notice may also take place in an emergency circumstances where Landlord site staff believe the health or safety of a Resident or the security of the property is at risk. Suites will be inspected on a quarterly basis, at a minimum.

PROPERTY GUIDELINES FOR PERSONAL CONDUCT

All Landlord policies and municipal, provincial and federal laws govern the Landlord/Tenant relationship. You need to be aware that you are absolutely responsible for the conduct of your occupants, guests and invitees while they are on our property. It is essential that you respect your fellow Residents, including their rights to privacy, property, rest and equal opportunity to share the common areas and facilities. Only by respecting other's rights, can individuals expect to have their own rights respected. The spirit of multi-family living is one of mutual consideration and cooperation, with each Resident having the right and the obligation to be responsible, but also to remind fellow Residents of their responsibilities. The following guidelines attempt to ensure the achievement of these goals, but they are only guidelines. It would be impossible to legislate every facet of your daily life; therefore a spirit of common courtesy and respect for others should be maintained at all times.

ALCOHOL AND ILLEGAL DRUGS

Violations of Ontario's Liquor License Act and/or inappropriate behavior resulting from alcohol use will result in immediate termination of your tenancy. Minors (persons under age 19) must not possess, sell, procure or consume alcohol. Persons of legal age must not procure alcohol for minors. The consumption of alcohol is restricted to the interior of your suite. Open alcohol is not allowed in hallways, elevators, stairwells, and common areas including front yards and parking lots. Common source (large volume) alcohol containers (e.g. kegs, beer balls) are not allowed on the premises. Activities promoting excessive drinking (i.e. floor crawls, century clubs, quarters, etc.) are prohibited on our property.

The use, trafficking, or possession of illegal drugs is a criminal offence and will not be tolerated on our property. Illegal activities on our property undertaken by occupants, guests or invitees of the Resident become the direct responsibility of the Resident. Such activity will result in termination of your tenancy and may result in criminal charges. If the smell of drugs is noted coming from a particular suite or drug use is suspected, Landlord site staff will investigate and may immediately instigate eviction proceedings.

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PERSONAL CONDUCT

While in or about the property, each Resident will contribute to the maintenance of a community atmosphere that is suitable for all types of Residents, including children. Consideration for other Residents must be shown at all times. Any attack on the dignity and security of an individual, or any activity that is racist, sexist, homophobic, or any other form of discrimination or sexual harassment is prohibited. This can include, but is not limited to, such things as posting or distributing offensive material that may contribute to an intimidating, hostile or uncomfortable environment; offensive posters in windows or on doors for public view, graffiti, offensive acts, obscene telephone calls, offensive language, etc.

CO-OPERATION WITH STAFF

All Landlord site staff must be treated with courtesy and respect at all times. Failure to live up to this elementary standard of behavior by using abusive language or threatening gestures will result in the immediate commencement of eviction proceedings. Residents, their occupants, guests and invitees must follow the instructions of Landlord site staff, when acting within the scope of their authority. Failure to co-operate with and/or verbal, written, or physical abuse or harassment of a staff member will result in the immediate commencement of eviction proceedings.

FIREARMS AND OTHER WEAPONS

For the protection of all Residents, firecrackers, knives, firearms, pellet or paintball guns, lethal weapons, or any objects considered dangerous to the health and/or well-being of fellow Residents are not allowed on our property.

GUEST POLICY

It is your responsibility to make sure your guest is informed of the property policies and acts accordingly. Each Resident assumes complete responsibility for any unacceptable behavior by their guest (including financial costs due to damage). Any guests may be asked to leave if at any time it is deemed the individual is not acting in accordance with the Tenancy Agreement or the Code of Conduct. Residents must not host guests who have been served with a Trespass Notice barring them from our property.

INSURANCE AND PERSONAL PROPERTY LIABILITY

Landlord will not be liable, directly or indirectly for the theft or loss of personal property by fire, water, or for any other cause. Residents are required to carry insurance protection against loss or damage to their personal property. Proof of appropriate coverage will be required before occupancy will be given.

SMOKING

Smoking is prohibited in the interior common areas of the building and private units. When smoking outside, take care to extinguish all cigarettes and dispose of the butts in an ashtray or waste receptacle.

FIRE SAFETY

Tampering with fire equipment such as fire extinguishers, smoke detectors, heat detectors, exit signs, emergency exits, etc. is a Provincial offence. These items exist for the safety of all and are to be used only in cases of emergency. Each Resident has a duty to ensure he/she knows all possible escape routes to be used in the event of an emergency. It is your duty to report any unsafe situations such as a locked fire exit to Landlord site staff. It is your responsibility to ensure that only the appliances provided with the unit are used and are kept clean and in good repair in order to prevent false fire alarms or actual fires. All of the property suite doors are required by the Ontario Fire Code to be equipped with automatic door closures. Tampering with or removing a door closure is a serious offence and will result in the immediate commencement of eviction proceedings. If you are in property when a fire alarm sounds, you must evacuate the building.

SMOKE DETECTORS

By necessity, smoke detectors are sensitive pieces of equipment and required by fire code. They may pick up aerosol sprays and even talcum powder. Burnt food and excess steam or water vapor may also trigger alarms. If your suite detector is set off, open your window to air the suite out and the alarm will shut off. All smoke detectors are checked prior to Residents moving into the suites. Depending on the length of your tenancy, it may be necessary for you to replace the battery in the smoke detector periodically. If you require assistance, contact Landlord site staff. Smoke detectors must not be disconnected from the power source. Disconnecting a smoke detector will result in the immediate commencement of eviction proceedings.

KEYS

To promote the safety and security of all Residents and the building, access into apartment buildings is controlled. Accordingly, Residents can expect the following precautions concerning keys and key fobs to be rigorously enforced. You will be issued one suite key for each adult occupant and one mailbox key per suite where applicable. These keys must be returned when you vacate the suite or you will be charged for a lock change. Residents are not permitted to lend keys or make duplicates. If you lock yourself out of your suite, call the afterhours emergency number. You will be required to show identification to gain access to the suite. If you lose your keys, there will be a charge to replace the keys. If the lock must be changed, you will be required to pay for the lock change.

PROPERTY SAFETY

Exterior building doors are locked for your safety. Please do not prop them open. Residents are strictly prohibited from allowing the entry of unauthorized guests. There are restricted areas of the building where Residents are not allowed. These areas include mechanical and electrical rooms, the rooftop, and maintenance rooms. Under no circumstances shall any Resident throw or allow any object to drop from his/her window or balcony. Do not tamper with, or remove window screens or restrictors.

PERSONAL SAFETY

The following are some tips that will help in keeping our living environment safe and secure.

- Close and lock your suite door whenever you leave.
- Only allow guests into the building you know and trust and are willing to take responsibility for.
- Do not leave personal property unattended in the common areas.
- If you feel uncomfortable about the persons occupying an elevator when the doors open do not get in. Wait until the next elevator arrives.
- When you enter a parking lot, look around to ensure no one is following you or loitering in the area. Report suspicious persons to the site office or Ottawa Police Services immediately.

I hereby acknowledge that I have read and understood the Resident Code of Conduct and will abide by the Resident Code of Conduct throughout my tenancy with Landlord. Failure to comply with the Resident Code of Conduct will result in possible termination of the tenancy.

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