



AFFORDABLE SENIOR HOUSING COMMITTEE

MEETING AGENDA

DATE: WEDNESDAY, JANUARY 5TH, 2022

TIME: 4:00 P.M.

LOCATION: S. F. Monestime Municipal Council Chambers
Teleconference Number: 1-833-311-4101
Access code: 2490 900 5920

1. Call to Order
2. Adoption of Minutes
3. Update from Descon Construction
4. Tenant Policy Handbook
5. Open House of January 22, 2022
6. New Business
7. Next Steps
8. Adjourn Meeting (Next Meeting Date Wednesday, February 2nd, 2022)



AFFORDABLE SENIOR HOUSING COMMITTEE

The minutes of the committee meeting of the Affordable Senior Housing Committee held Wednesday, November 3rd, 2021 at 4:00 p.m. in the Dr. S. F. Monestime Council Chambers. The meeting was also available via teleconference.

Members Present: Francine Desormeau, CAO/Treasurer
Garry Thibert, Chair, Councillor of Town of Mattawa
Loren Mick, Councillor of Town of Mattawa
Vala Monestime Belter, Member at Large
Noella Burke, Member at Large
Brittany Belanger, Executive Assistant

Development Team: John Demeis, Descon Construction Ltd
David Butler, Descon Construction Ltd
Keith Harriman, Descon Construction Ltd

Members Absent: Laura Ross, Councillor of Town of Mattawa
Kevin Bittner, Member at Large
Amy Leclerc, Clerk/Revenue Services Clerk

1. Site Visit – 231 Tenth Street

The Affordable Senior Housing Committee along with Mayor Backer attended the site visit at 231 Tenth Street beginning at 4:00 p.m. Members of the Descon Construction Team provided a tour of the facility showing the progress in the construction of the units. The committee returned to Dr. S. F. Monestime Council Chambers for the remainder of the meeting.

2. Call to Order

Chair Thibert called the meeting to order at 4:53 p.m.

3. Adoption of Minutes

Resolution Number ASH21-23
Moved by Councillor Loren Mick
Seconded by Noella Burke

BE IT RESOLVED THAT the minutes of the Affordable Senior Housing Meeting of Wednesday, October 6th, 2021 be adopted as circulated.

Carried

4. Update from Descon Construction

Mr. Demeis of Descon Construction provided the committee with an update on the

construction to date. Interior framing nearing completion, drywall is underway, heating system and high efficiency boiler plant installation is nearing completion.

Plumbing is currently in the works for the shower inserts. The showers will also all be wheelchair accessible for the units that are considered accessibility units.

The Committee was provided samples of paint colours, flooring, and cabinets & counter tops. The Descon Construction Team had already reached out to the manufacture with the order.

Resolution Number ASH21-24

Moved by Noella Burke

Seconded by Councillor Loren Mick

BE IT RESOLVED THAT the Committee authorizes Descon Construction to select paint colours, flooring, cabinets and countertops and provide committee with selections.

Carried

Signage was provided to the committee for review. Changes will be made by the Team and will be provided to the committee for final review.

5. Tenant Listing Spreadsheet

A tenant listing spreadsheet was provided to the committee with entries included to date. A third party will handle all application as decided by the committee. Would like to see more entries on the listing.

6. Tenant Policy Handbook – Postponed Until November 17th.

7. Brochure/Advertising

Postcards will be created and provided to all residents located in the “POH” area code for more awareness of the project. A rendering of the postcards were provided to the committee for comment and will be updates as required.

An open house will be held at a future date. Applications will be available during that time for interested parties. Booths can be set up for individuals with further questions to provide one on one responses.

8. New Business

The on-site C-can still contains hospital beds for sale. Provide information to other parties if they require these.

9. Next Steps

The committee will be provided the changes to the postcards then mail outs can begin.

The Tenant Policy Handbook will be reviewed and changes will be provided to the committee.

Planning for an open house in near future.

10. Adjourn Meeting (Next Meeting Date Wednesday, December 1st, 2021)

Resolution Number ASH21-25

Moved by Vala Monestime Belter

Seconded by Noella Burke

BE IT RESOLVED THAT the Affordable Senior Housing Committee adjourn the meeting at 6:03 p.m.

Carried

Chair



AFFORDABLE SENIOR HOUSING COMMITTEE

The minutes of the committee meeting of the Affordable Senior Housing Committee held Wednesday, December 1st, 2021 at 4:00 p.m. in the Dr. S. F. Monestime Council Chambers. The meeting was also available via teleconference.

Members Present: Francine Desormeau, CAO/Treasurer
Laura Ross, Councillor of Town of Mattawa
Vala Monestime Belter, Member at Large
Noella Burke, Member at Large

Support Staff: Amy Leclerc, Clerk/Revenue Services Clerk
Brittany Belanger, Executive Assistant

Development Team: John Demeis, Descon Construction Ltd
David Butler, Descon Construction Ltd
Keith Harriman, Descon Construction Ltd

Members Absent: Garry Thibert, Chair, Councillor of Town of Mattawa
Loren Mick, Councillor of Town of Mattawa
Kevin Bittner, Member at Large

There was no quorum for this meeting. Meeting rescheduled for Wednesday, January 5th, 2022.

Chair

Rosemount Valley Suites

231 TENTH STREET, MATTAWA, ONTARIO, P0H 1V0

TENANT HANDBOOK

Building Managed by:



DESCON

MANAGEMENT GROUP

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WELCOME

Welcome to **Rosemount Valley Suites**. This booklet is an information guide on what to expect living here, what your rights are and what we expect from you. More detailed information is written in your Lease. The Lease is a legal document, and you should be familiar with what it says.

There are a comprehensive set of policies which govern how we run our buildings. If you would like to have information on a particular policy which you do not find in this handbook, please call Property Management.

IMPORTANT PHONE NUMBERS

Property Management Office.....	TBD
On Site Superintendent.....	TBD
After Hours Emergencies.....	TBD
Fire, police, ambulance.....	911
Property Management e-mail.....	admin@descongroup.com
Maintenance e-mail.....	maintenance@descongroup.com

MANAGEMENT TEAM

PROPERTY MANAGEMENT

Property Management oversees the administrative operation of our properties and adherence to the Residential Tenancy Act. This includes:

- Posting apartments for rent, arranging, and performing viewings
- Receiving, processing, and approving rental applications
- Creating and administering lease agreements
- Collection of rent, providing receipts and issuing tenant notices
- Performing move-in/move-out and general building inspections
- Assigning parking, providing keys, and answering general inquiries/questions

ON SITE SUPERINTENDENT

The Site Superintendent is responsible for minor repairs and maintenance and cleanliness of the building. This includes:

- Grounds and common area cleaning and maintenance
- General repairs
- Cleaning related issues
- Garbage removal
- Unit repairs
- Other duties that may be assigned

AFTER HOURS EMERGENCY TBD

The Site Superintendent can be contacted for any urgent after hour emergency (police, fire, or flood). Property management can be contacted at the phone number above.

OFFICE HOURS

The office is open from 9:00 am. to 5:00 p.m., Monday through Friday (holidays excepted). We are located in the City Centre Building at 101 Worthington St. E. Suite 321.

YOUR APARTMENT

LEASE AGREEMENT

All new tenants are required to sign a Lease. Property Management will review the terms of the Lease with you and answer any of your questions.

PRE-MOVE IN INSPECTION

Prior to moving into the rental unit, you are required to perform a Move-In Inspection. We will inform you of any issues with the unit and when repairs will be made. You are required to sign inspection form to acknowledge the current condition of your unit and indicate any additional issues discovered during inspection. An inspection will also take place when you give notice to move out of the unit so we can keep track of the condition of the unit. You will be given notice of any issues that will be required to be corrected. Any un-corrected items at the time of move-out will be charged to the Tenant according to the attached fee schedule.

LOCKS AND KEYS

Before you move in, we will put a new lock on your door. You will receive a key for your unit, the front door of the building, and for your mailbox. If you lose any of these keys, a \$10.00 fee for replacement will apply.

Keys are not to be copied or given to anyone other than those listed on your rental application and/or noted in the Lease Agreement.

If you want to change your lock, you must have our maintenance department do it for you. A fee of \$45.00 will be charged to cover the cost of a new lockset. Under no circumstance are tenants permitted to change the locks on the Unit.

If you lose your key during working hours or lock yourself out, management or maintenance can let you (or those listed on the lease agreement) into your unit. Friends or family members will not be let into your unit on your behalf. A fee of \$10.00 will apply if we have to let you in during business hours, and a fee of \$50.00 will apply after hours if maintenance is available (or you may call a locksmith).

GARBAGE & RECYCLING

The garbage and recycling bins are located on the main floor for the disposal of all household waste. Cartons must be broken down and tied in bundles before being placed in the bin. Tenants are to make alternate arrangements for disposal of large items such as mattresses or furniture. All garbage must be bagged and tied tightly before placing in the bin or designated area.

PARKING

All suites are entitled to one (1) free parking spot. You may rent an additional parking spot based on availability. Contact the management office to make arrangements for parking. All vehicles must have a valid licence plate. Vehicles with expired licence plates will be towed away at the vehicle owner's expense. **Tenants must display a valid parking pass and park in the assigned space at all times or risk being ticketed and/or towed at the vehicle owner's expense.** Guests staying overnight must display a guest parking pass or risk being towed (available from site superintendent). If someone else parks in your spot, contact your site superintendent for help. Tenants are not permitted to perform maintenance or repair work on their vehicles in the parking lot.

TELEPHONE/INTERNET/CABLE TV (OR SATELLITE?)

Each apartment has a minimum of one telephone/internet line and one cable TV jack. You must call a service provider (Bell Canada, Eastlink, etc.) to hook up your own telephone, internet and cable television services. There will be a charge from the selected provider for activation and de-activation fees. Please advise our office of your telephone number (or any changes) once you have phone service.

LOBBY DOOR ENTRY SYSTEM

Visitors can call by using the intercom system to notify you of their arrival. While answering their call the front door can be opened by pressing the number release button.

Do not let strangers into the building. Ensure you know the person trying to get in.

BLINDS / DRAPES (TBD)

Tenants are required to use the window coverings provided with their unit and must not remove these without written permission from the Landlord. If you do not have window coverings in your unit, it is mandatory that you provide Landlord approved coverings for your windows. Please make sure that your window coverings fall at least three inches above the heat registers. Signs or flags visible from outside are not permitted to be displayed in windows unless permission is granted in advance.

HALLWAYS

Personal items (including doormats) are not permitted in the hallways. Ex.: shoes, boots, bikes, boxes, garbage, etc. This creates a hazard in case of an emergency and is an obstruction to others in the building and in many cases a violation of fire code. Items found in the hallway, will be discarded, without notice.

PRIVACY - NOISE TRANSMISSION

Residents are reminded to respect your neighbor's right to privacy and enjoyment of their apartment by keeping noise at a low level. This includes respecting neighboring buildings through open windows. Excessive noise is contrary to the Terms of your Lease and is grounds for eviction.

DECORATING (TBD)

Before you start any decorating, ~~such as painting or wallpapering~~, you must get written approval from the Landlord. An additional deposit will be required to ensure the unit is returned to its original condition.

INSTALLING AN AIR CONDITIONER

Air conditioners are not permitted to be installed without written consent of the Landlord. The installation and removal of air conditioners must be performed by Maintenance or Site Supers only. A minimum fee of \$50.00 per installation/removal and an additional monthly fee of \$65.00 will be required for each month the air conditioning is installed. All air conditioners must be removed by September 30th and are not permitted until May 1st the following year.

INSURANCE

The Landlord is not responsible for your personal property. The landlord's insurance covers the building only. As per your Lease you are required to carry tenant insurance to protect your belongings against theft, fire, damage, and liability. The Landlord reserves the right to request proof of tenant insurance to be provided within 30 days of making such request.

DAMAGE TO THE UNIT, BUILDING OR PLUMBING

Any damage caused by you, or your guests will be billed to you regardless of the circumstance. This includes the cost of materials and time spent by staff and/or contractors to make such necessary repairs. This also includes damage done to the property by your guests or persons you allow in your unit. This includes misuse/damage to plumbing systems by dumping grease down the drain or by depositing products other than regular toilet paper down the toilets.

PETS

Small pets less than 40 lbs. may be permitted as long as they do not disturb other tenants. You can be evicted for allowing your pet to cause damage, or to disturb the peace. There are also Municipality by-laws governing pets. All tenants with pets will be responsible to cover the cost of carpet shampooing & deodorizing prior to moving out.

Before moving ANY pet into the building, the Tenant must:

1. Fill out a Pet Request Form.
2. Provide proof to the Landlord that the animal has been vaccinated and spayed/neutered.
3. Obtain written consent from the Landlord

SUBLETTING AND ASSIGNING YOUR UNIT

Your Lease does not permit you to sublet or assign your unit to anyone else unless you first obtain written consent from the Landlord. Any new roommate or sublet occupant must complete a full tenant application and be approved through the Landlord's screening process.

EVICION

Under the Residential Tenancies Act, you can be evicted if you:

- do not pay your Rent
- frequently pay the Rent late
- cause serious damage to your unit or the building
- make noise or act in a way that seriously bothers any other Tenant or the Landlord
- have more people living in the unit than health, safety or housing standards allow
- threaten the safety of another Tenant
- break the law anywhere in the building and/or on the premises.

COMMON AREA RULES - TBD

MAIL ROOM PROTOCOL - TBD

STORAGE AREA INFORMATION & RATES - TBD

LAUNDRY ROOM INFORMATION & RATES - TBD

USE OF BBQS - TBD

GARDENING/MAINTENANCE OF OUTDOOR PLANTS - TBD

FIRE SAFETY & SMOKING IN BUILDING

The building is designated as “Non-Smoking” but there will be designated areas outside the building for tenants to use.

Avoid storing flammable materials or liquids such as gasoline, paint thinner or solvents in your unit. Recycle your old newspapers; they become a fire hazard if you let them accumulate.

Make sure you know the fire safety plan in your building. The fire safety plan tells you the best way to get out of the building if there is a fire. The plan is located at each exit door. Make sure you know where the fire alarms are in the hallways. If you hear the fire alarm, follow your safety plan immediately. Never assume it is a false alarm. **USE OF THE REAR EMERGENCY FIRE EXIT IS PERMITTED ONLY DURING AN EMERGENCY - You can be fined and evicted if you cause a false alarm. TBD as per Fire Safety Plan**

EXITING THE BUILDING IN AN EMERGENCY

When the fire alarm system is activated, use the main hallway to exit the building. If the hallway is filled with smoke or fire use an alternate exit. Lock your unit door and take your key. Keep low to the ground if you encounter smoke. If the fire is in your unit – leave your unit taking everyone with you. Pull the fire alarm and yell “fire” as you leave the building. Call 911 immediately.

IF YOU CANNOT LEAVE YOUR UNIT - TBD

If you are in your unit and there is smoke in the corridor or your door is hot, Do Not Open Your Door. Leave your door unlocked and signal for help by waving something such as a towel, out the window.

You can slow down the infiltration of smoke into your unit this way:

- **soak towels and a bed sheet in the shower;**
- **cover the whole door and the doorframe with the wet sheet. The sheet will adhere to the door;**
- **place the wet towel across the bottom of the door;**
- **you could also use duct tape to seal the space around the door to your unit.**

SMOKE DETECTORS

Your apartment has a smoke detector. Check every week to see that the batteries are working (if battery operated) by pressing the test button on the detector. Replace batteries each year at the end of Daylight Savings Time. If you have problems with your smoke detector, tell Management right away. **It is an offence**, and you may be charged if caught tampering with or disabling a smoke detector. We perform annual checks of all detectors in your unit.

FIRE ALARM TESTING

Testing of the fire alarm system and the emergency lights throughout the building happens once a year. During that time there will be intermittent ringing of the alarm system. We will provide you with advance notice when testing and drills will occur.

REPAIRS

For all maintenance requests, **please contact the management office**. We take our responsibility for doing repairs and maintenance very seriously. Delays may occur if a contractor is required and supplies are not in stock. Please report any water leaks or water stains that appear on the walls and/or ceilings immediately. There is no charge for repair due to normal wear and tear.

However, any damage caused by you, your guests, or pets will be charged to you. This includes refrigerator parts such as bottle bars or butter dishes, broken windows, torn screens, and broken light shades. It is unfair to have all tenants pay for damage caused by one. Property Management is responsible for preparing and authorizing the charge for any repair of damage. If you have any questions about a charged repair, you should discuss it with Management.

EMERGENCY MAINTENANCE

After working hour emergencies, **you can phone the emergency line** by calling management office. For routine tasks please wait until regular business hours to contact us.

NOTICE OF ENTRY

You will receive at least 24 hours' notice that we are coming to do repairs or an inspection of your unit unless the situation is of emerging nature. All repairs will be done between 8:00 a.m. and 8:00 p.m. as this is the law. Once you provide your notice to vacate, we may show your unit anytime between the hours noted above with minimal notice. We will make every attempt to let you know as far in advance as possible.

ANNUAL INSPECTIONS

We inspect all our units each year for cleanliness and repair. We shall send out notices of the inspection schedule before we come into your unit. If your unit is in poor condition and repair, you will receive notice to correct the problem.

SECURITY

These guidelines will help you keep your home secure:

1. Lock your doors and windows when you are out.
2. Attach a lamp to a timer to go on when you are out in the evenings.
3. Tell the post office and newspaper carrier if you are going to be away or arrange for a neighbor or friend to pick up your mail and any flyers.

VANDALISM

If you see anyone damaging the property, you should phone the Ontario Provincial Police right away and tell Maintenance or the Property Manager. Often vandals cause damage to hallways which are expensive to repair. Increased costs often mean increased rents.

UTILITIES

A flat utility fee is charged monthly, to each unit, based on the size of your unit to cover any utility charges for Hydro, Gas, Water & Wastewater services.

Tenants should do their part to reduce energy consumption

ENERGY SAVING TIPS

- use a microwave oven, toaster oven or slow cooker to cook small portions
- remember it takes only 10 minutes for your stove oven to reach 350° F
- keep seals around refrigerator, microwave and freezer doors clean and in good repair
- consider switching to energy efficient fluorescent bulbs
- turn off all lights when they are not needed
- use an electric kettle or coffee maker instead of a stove-top burner
- ensure the heating units in your apartment are clean and that there is nothing in front of them
- report any broken windows
- report dripping taps or running toilets

PAYMENT OF RENT

HOW TO PAY

Your rent is due on the 1st day of every month and must be paid by **pre-authorized debit** unless alternate arrangements are approved by the Landlord. If you change financial institution you must provide notice to the Landlord and complete a new pre-authorized debit form.

RENT INCREASES

Rents may be changed once a year and only in accordance with the *Residential Tenancies Act, 2006*.

HOUSEKEEPING

It is our responsibility to maintain the building and keep it safe and secure. It is your responsibility to keep the inside of your unit clean and safe. Most Tenants take pride in their units and make an effort to keep hallways, laundry rooms and grounds clean and tidy too. Please report to management anyone defacing or damaging the building in any way.

APPLIANCES

Regular cleaning and defrosting will keep your refrigerator in good shape and save energy. When cleaning the smooth surfaces of your appliances, use a mild soapy solution. Dish soap or a paste made of baking soda and water is good for cleaning grease and dirt. Do not use rough cleaners because these will damage the surface of the appliance. Oven cleaner may be used to only clean your oven but make sure your exhaust fan is on and/or windows are open to allow adequate ventilation and remove the fumes.

BATHROOMS

Please do not use rough cleansers like Old Dutch or Comet on showers, sinks and toilets. They scratch the surface and make them harder to keep clean. A good liquid or paste cleaner will prevent mildew from forming on tiles and porcelain. **Do not use drain cleaner** on any fixture as this can damage certain pipes. Tenant to supply their own plunger for their unit. Contact maintenance or site superintendents if you have clogged drain.

PESTS

If you suspect any pests such as ants, mice, cockroaches, bedbugs, or others please call our office immediately. Keeping your unit clean will help keep pests away.

SINKS & TOILETS

Please do not pour grease down the sink. It coats the inside of the pipe and eventually plugs it up completely. Metal coffee cans make good alternate storage for grease. Incontinence and feminine products, hair, coffee grounds, cleansing wipes and jerry cloths cause plumbing blockages. Do not dispose of these items in the toilet or in any drain. They must be placed in waste containers to prevent blocking toilets and the main sewer system.

TAKING OUT THE GARBAGE

Make sure your garbage is in see-through bags and that the bags are tied securely. Be careful when taking garbage through hallways so that liquids do not drip on the floor, or you will be billed for carpet cleaning fees. The garbage policy for the building is on pages 15 & 16.

LIGHT BULBS

Supplying and changing light bulbs in your unit is your responsibility. However, if you have a physical disability which prevents you from changing the bulbs and cannot find a friend or relative to do this for you, you may contact Maintenance for assistance. Please observe the maximum wattage bulb for each fixture.

DRAFT

WHEN YOU DECIDE TO MOVE OUT

60 DAYS NOTICE IN WRITING

To give notice, you must notify the office in writing at least 60 days prior to moving out and submit a Notice to Vacate form must be provided to the Management Office by the last day of the current month and the 60-day countdown starts from the last day of the current month. Examples – If you were to provide 60-day notice on January 30th, your last day would be March 31. If you were to provide 60-day notice on January 10th, your last day would still be March 31. The above assumes your Lease has expired otherwise you are responsible to pay Rent until the end of your term or until the Landlord finds an approved tenant to replace you (lease breakout/administration fees will apply).

NOTICE OF HOUSEHOLD CHANGES

According to the Terms of your Lease you must notify the Landlord **prior** to any changes in your household. If there is more than one occupant in the Premises and one of the occupants wants to move out, you must provide written notice to the Landlord a **minimum** of 30 days prior to moving. Keep in mind that there is administration and break out fees for doing so and until written approval is received from the Landlord both occupants are liable for Rent as well as all Terms and Conditions of the Lease.

IF A TENANT WANTS TO MOVE AN ADDITIONAL OCCUPANT INTO THE PREMISES

The prospective occupant is required to complete a Residential Tenancy Application form (available from the Management Office) and provide a \$50.00 administration fee. The Application **must** be approved by the Landlord, at its sole discretion, **prior** to any new occupant moving into the Premises.

PRE-MOVE-OUT INSPECTION

After we receive your Notice to Vacate, you must arrange with the Landlord or his agent within seven (7) days to complete a Pre-Move-Out Inspection. This inspection is necessary to determine the condition of the unit and must be signed by both the Landlord and Tenant.

You will then be given notice of any deficiencies that will be required to be corrected prior to the Final Move-Out Inspection.

FINAL MOVE-OUT INSPECTION

On the last day of Tenancy, the Tenant and the Landlord or his agent will meet to complete a Final Move-Out Inspection for a final assessment of the rental unit. The Tenant shall leave the unit in the same condition as at commencement of the Tenancy; otherwise, charges will be assessed according to the attached Fee Schedule.

SHOWING THE UNIT

After you have given the office notice, we can show your unit without prior written notice between the hours of 8:00 AM and 8:00 PM. The Landlord will make a reasonable effort to inform the Tenant of the intention to show the Premises.

ABANDONMENT OF PROPERTY

If you move out and leave some of your property behind, we have the right to dispose of that property, without consulting you about it.

NOTICE TO VACATE

Date: _____

There is now a formal Landlord Tenant Board Notice form, which should be inserted here and can be downloaded from LTD website.
This is offered as a placeholder.

TO: **Rosemount Valley Suites**

Dear Landlord,

Please accept this as my 60 days written notice to vacate _____.
(Unit & Address)

My last day will be _____. (NOTE: this date must be 60 days starting from the end of the current month).

If the Term of my Lease has not yet expired I understand that I am responsible for the Premises, including Rent payments, until the Landlord finds, at his discretion, a suitable replacement Tenant or the Term of my Lease expires. I also understand there will also be an administration fee should I attempt to break my Lease Agreement, and that these charges will be assessed by Landlord at his discretion.

I further agree that I will arrange with the Property Manger to complete a Pre-Move-Out Inspection, within 7 days of this notice being approved, and a Final Move-Out Inspection of the Premises on the last day of Tenancy as per my Lease Agreement.

(Tenant's Name-Print)

(Tenant's Name-Print)

(Tenant's Signature)

(Tenant's Signature)

Reason for Vacating: _____

How did you like living in your apartment? _____

How did you find the Management and Maintenance during your stay? _____

For Office Use Only

Date Received in Office: _____

Received By: _____

PET REQUEST FORM

Date: _____

I/We, _____, hereby request to bring a pet _____
(Occupants Name(s)) (Type of Pet)

Into **The Rosemount Valley Suites**, _____.
(Apartment #)

I understand that this may be an allergy free building and as such the Landlord does not permit pets in the common areas of the building. If I choose to do so they will not be permitted in the hallways of the Residential Complex.

I acknowledge that I am not to bring any pet(s) onto the Premises until such time that I receive a copy of this completed form which has been signed by the Landlord verifying approval.

Further I understand that in order to obtain approval from the Landlord this request must be submitted to the Landlord along with proof that the animal has been spayed or neutered.

I further agree to provide a \$_____ nonrefundable Administration Fee upon receiving a copy of this form, which has been signed by the Landlord I will be able to move the pet into the Premises.

I agree to abide by all Terms and Conditions set out in my Lease regarding pets.

(Occupants Name-Print)

(Occupants Signature)

(Occupants Name-Print)

(Occupants Signature)

Pets Name: _____

Age: _____

Last Vaccination: _____

Id Tag # _____

Lawful Owner of Pet, if different from above: _____

Owner's Permanent Address: _____

Owner's Phone Number: _____

For Office Use Only

Date Received: _____ Received By: _____

Proof of Vaccination Received: _____ Proof of Spaying/Neutering Received: _____
Date of Approval: _____ Approved By: _____

FEE SCHEDULE – VACATING UNIT

Listed below are tasks that must be undertaken by you, the Tenant, as per your Lease, before vacating the unit.

Also listed are the charges that will apply should you, the Tenant, not complete the tasks prior to moving.

Painting	\$100.00 per room
Cleaning of fridge & cupboards	\$ 25.00 each
Cleaning of stove	\$ 40.00 each
Cleaning of walls &/or floors	\$ 25.00 each per room
Cleaning of range hood	\$ 25.00 each
Cleaning of windows, sills & radiators	\$ 15.00 each
Cleaning of toilet, tub or vanity sink	\$ 25.00 each
Replacing burnt light bulbs or switch plates	\$ 5.00 each
Replacing missing or torn window screen	\$ 50.00 each
Removing garbage or furniture	\$ 45.00/hr. + dumping fee
Replacing locks or mailbox keys	\$ 50.00/lock \$10.00/key

****Prices may vary depending on size of room, condition and length of time to clean****

MISC FEES

Lease Breakout Admin Fee	\$150.00 minimum
Lockout Fee	\$50 per incident
Extra Key	\$10 each

Furniture or large items are not to be placed in the garbage bin. The bin in the parking lot is for regular household waste and recyclables.

GENERAL GUIDELINES FOR GARBAGE AND RECYCLABLES

Each Tenant shall be responsible for ensuring that their garbage is placed in the designated garbage bin located in the parking lot. No garbage shall be placed in the common areas or hallways of the Building. All refuse must be disposed of in appropriately sized plastic garbage bags weighing not more than 30lbs per bag. Please also refer to the Town's Garbage and Recycling Schedule for depositing of waste.

The following items are considered permitted garbage and permitted recyclable materials:

ACCEPTED:

- Paper
- Shredded paper (recycled when bagged in clear plastic bags)
- Cardboard (recycled when broken down and bundled)
- Food waste
- General office refuse placed in see-through plastic bags (max weight - 30lbs per bag)

NOT ACCEPTED:

- Furniture (desks, chairs, cabinets, etc.)
- Appliances (microwaves, fridges, coffee machines, etc.)
- Computers (laptops, desktops, monitors, screens, etc.)
- Hazardous or toxic materials
- Explosive or highly flammable materials
- Chemicals, solvents, noxious liquids, aerosols, paints or pollutants
- Mattresses, box springs
- All other general office refuse bagged/not bagged weighing more than 30lbs.

GARBAGE GUIDELINES:

- PLACE GARBAGE IN **SMALL** KITCHEN SEE-THROUGH BAGS BEFORE PUTTING IN THE BIN
- DO NOT PLACE HAZARDOUS ITEMS IN THE GARBAGE.
- DO NOT PUT FLAMMABLE MATERIAL INTO THE GARBAGE
- DO NOT PLACE HOUSEHOLD ITEMS IN THE GARBAGE ROOM
- IF YOUR GARBAGE IS IN A LARGE BAG BRING IT TO THE FIRST FLOOR GARBAGE ROOM

If you are unsure as to whether or not an item is acceptable, please contact the management office prior to disposal.

Removal of items NOT ACCEPTED shall be the Tenant's sole responsibility and expense. Tenants may hire an independent garbage disposal company to remove these items or make special arrangements with management to dispose of these items for a fee as per the schedule attached.

FEES SCHEDULE FOR SPECIAL GARBAGE REMOVAL

Removal of items NOT ACCEPTED will be subject to the following minimum charges:

Wood desk	\$75.00 each
Steel desk	\$75.00 each
Kitchen Chair	\$25.00 each
Coffee Table	\$50.00 each
Kitchen table	\$75.00 each
Filing cabinet	\$50.00 each
Mattress (Bed or futon)	\$75.00 each
Box spring	\$75.00 each
Shelf/bookshelf (wood)	\$50.00 each
Computers/monitors	\$25.00 each
Couch, Loveseat	\$75.00 each
Living Room chair	\$25.00 each

All other items not specified above will be billed at a **minimum rate of \$45.00/hour** plus tipping fees and fuel/truck time.

FIRE SAFETY PLAN

1. EMERGENCY PROCEDURES

The action to be taken by occupants in emergency situations is indicated by the following sign and will be posted at all emergency exits/pull stations locations

*****FOR SINGLE STAGE FIRE ALARM SYSTEMS*****

IN CASE OF FIRE
UPON DISCOVERY OF FIRE <ul style="list-style-type: none">• LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOORS• CALL FIRE DEPARTMENT 911• SOUND FIRE ALARM• LEAVE BUILDINGS VIA NEAREST EXIT
REMAIN CALM
UPON HEARING FIRE ALARM <ul style="list-style-type: none">• LEAVE BUILDING VIA NEAREST EXIT• CLOSE DOORS BEHIND YOU CAUTION

The fire alarm system is to be activated to alert other occupants of a fire emergency and to put the Fire Safety Plan into operation. The Fire Department is to be notified by telephoning 911, giving the correct address and the exact location of the fire, floor number and/or Unit number). Building Management should also be contacted as soon as possible.

2. FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher (See attachment for extinguisher locations) or the smoke presents a hazard to the operator, then the door to the area should be closed, to confine and contain the fire. Leave the fire area. Ensure that the Fire Department has been notified. Building Management should also be notified immediately.

FIRE HAZARDS

In order to avoid fire hazards in the building, occupants are advised to:

- Keep hallways, passageways and exits clear of obstructions and combustibles refuse at all times.
- Ensure that electrically powered equipment, especially coffee makers and hot plates are shut off after use.
- Refrain from using unsafe electrical appliances, frayed extension cords, over loaded outlets, and lamp wire for permanent wiring.
- Maintain access to fire hose, cabinets, portable extinguishers, and other fire protection equipment (See Attachment for Location).

In general, occupants are advised to:

- Know where the alarm pull stations and exits are located (See Attachment).
- Call your local Fire Department and or /Building Management whenever you need assistance.
- Know the audible fire alarm signals and the procedures established to implement safe evacuation.
- Report any condition which may be a fire hazard to Property Management.

3. INSTRUCTIONS FOR TENANTS (Fire Procedures & Good Practice)

IN THE EVENT OF FIRE:

a) IF YOU ARE IN THE FIRE AREA:

- Leave the fire area
- Close all doors behind you
- Telephone the Fire Department, dial 9-1-1 (never assume this has been done). Know and give the correct address and location of fire in the building.
- Activate the fire alarm –use nearest pull station
- Do not re-enter once you have left the building until it is declared safe to do so by Fire Department Officials.

b) IF YOU HEAR A CONTINUOUS FIRE ALARM SIGNAL:

- Proceed to nearest exit.
- If doors are encountered on the way to an exit, feel the doorknob for heat before opening. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft close door quickly and proceed to an alternate exit.
- Upon exit of building, inform Fire Department and Property Management of conditions of building.

4. FIRE DRILLS

The purpose of fire drills is to ensure that all Tenants are familiar with emergency evacuation procedures, so that orderly evacuation with efficient use of the exit facilities results.

Advance notice will be posted advising all Tenants of the date and time of these practice drills.

TENANT INFORMATION FORM

YOUR CONTACT INFO	
NAME:	
ADDRESS/UNIT#:	
HOME PHONE:	
CEL PHONE:	
EMAIL:	

ADDITIONAL OCCUPANT / CO-SIGNER INFO	
NAME:	
RELATIONSHIP:	
PHONE:	

YOUR WORK INFO	
WORKPLACE:	
WORK PHONE:	

VEHICLE INFO	
MAKE/MODEL:	
COLOR/PLATE#:	

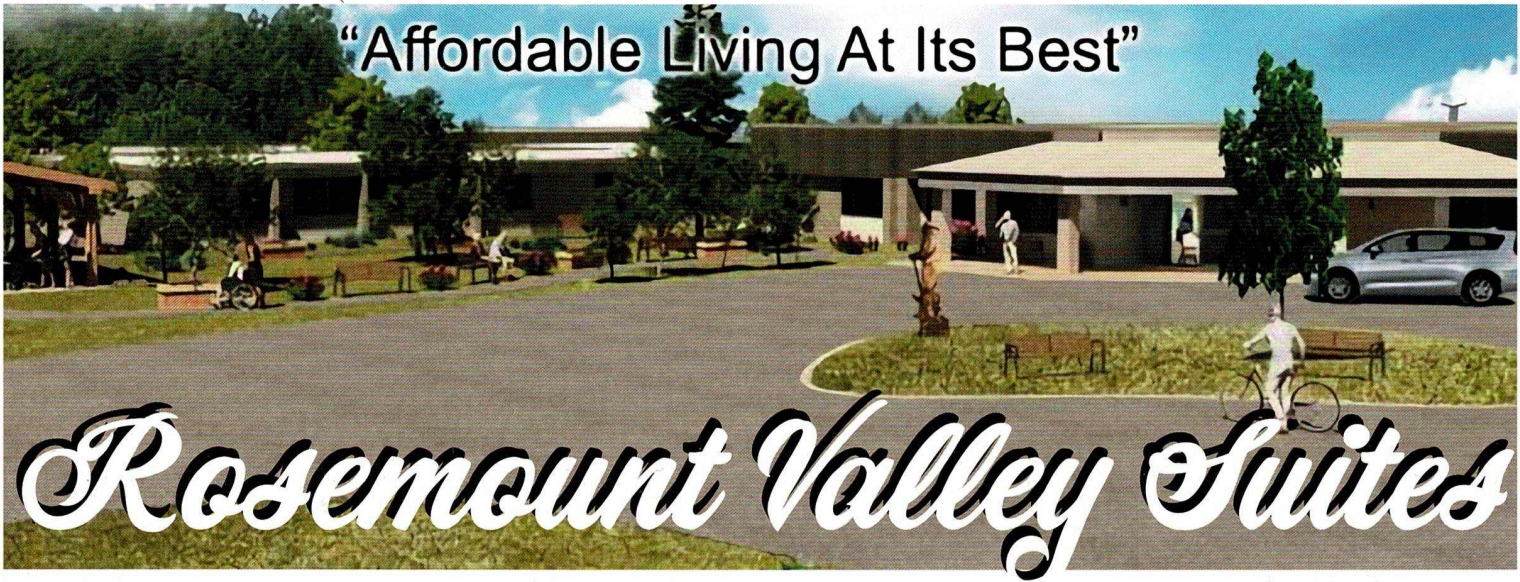
PET INFO	
# OF PETS:	
TYPE OF PETS:	

EMERGENCY CONTACT INFO	
NAME:	
ADDRESS:	
HOME PHONE:	
CEL PHONE:	
EMAIL:	

PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE

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Time: 1:00pm to 4:00 pm

Location:

Mike Rodden Arena and Community Centre

450 Hurdman St, Mattawa, On