

FULL OVERVIEW TENANT POLICIES & RULES



FULL OVERVIEW TENANT POLICIES & RULES FOR:

Meadows of Perth Apartment Sheppard Avenue

August 13th, 2021

FULL OVERVIEW TENANT POLICIES & RULES

I. LEASING TERMS AND QUALIFYING STANDARDS

When you meet the application standards, you will have the peace of mind of knowing that you will be joining other residents who have also met the strict standards of living in this amazing apartment building. All residents have been screened with the same leasing terms and qualifying standards before residency and have been completed with equal care. Our community operates by the Ontario Human Rights Code, as well as all applicable provincial and local laws regarding fair housing and equal opportunity. It is illegal to discriminate against any person because of race, colour, national origin religion, sex, disability or familial status. “Familial Status” means one or more individuals under 18 living with either a parent or other authorized person, and also applies to anyone who is pregnant or in the process of securing custody of a minor child. If your application meets all of the following criteria, you will be approved. If it does not, you may be approved with conditions, which may require you to pay an additional security deposit.

APPLICATION SCREENING REQUIREMENTS

A complete Screening Application:

- All lines must be filled in and questions answered for the application to begin the approval process.
- All Applicants over the age of 18 are considered an adult and must complete a Screening Application.
- All occupants over the age of 18 must sign the Lease Agreement along with the leaseholder(s).
- All residents of the apartment must be listed on the Lease Agreement.

FULL OVERVIEW TENANT POLICIES & RULES

One form of identification is needed to complete the Screening Application.

- Photo Identity is required, e.g. driver's license, citizenship certificate, permanent resident card or passport.

Verifiable rental history: The standard approval process requires verifiable rental history for the most recent two years. It is your responsibility to provide necessary information that allows us to contact your previous landlord(s) for this information. You must have a history of paying your rent on time, have given proper notice, have no dispossessory warrant(s) filed and must not owe any money to your landlord. If we are unable to verify your previous landlord (s) and references, we reserve the right to require an additional security deposit or deny your application.

Income Eligibility: To become eligible for residency approval you must meet the monthly income requirements set forth by this community at three times the monthly rent. We will review previous income of two years and projected 12 months in an acceptable form of documentation. All funds must be in a Canadian Bank.

Please note that unemployment income does not count as income when forecasting.

Accepted forms of Income documentation include:

1. Current Pay Stub with YTD information.
2. A letter from your Employer on company letterhead, verified by the leasing associate by phoning the author and confirming the conditions stated, followed by current pay stub.
3. Notice of Assessment (NOA) from the prior year plus current pay stub indicating the applicant works for the same company.
4. Tax returns from previous years must be executed and certified by CPA. Current earnings verified by CPA are six months of "average daily balances" in the bank account for the business owners.

FULL OVERVIEW TENANT POLICIES & RULES

5. The Certified Financial Statement accompanied with Articles of Incorporation listing applicant as Principle, accompanied by six months of “average daily balance” in a personal bank account.
6. Current money market account standing, bank account balance revolving for 12 months for those independently wealthy, accompanied by a letter of explanation for wealth.
7. All funds must be in Canadian bank accounts with documented sources of monthly income.

Credit History: Credit accounts should have satisfactory ratings, and all utility accounts must be current with no balance owing. If credit has been slow but all other qualifications for residency have been met, an additional security deposit equal to one month’s rent may be required.

The following information will be reviewed

- Review credit score
- Review R ratings and
- Revolving Credit Limit
- Current Revolving Credit Balance
- Confirm if Status of Collections/Bankruptcy

We will consider a mortgage as rental history and must be on the credit report, if active within the past two years, however, if the mortgage is late or in default, you could be asked to pay a double security deposit providing the other criteria set forth are met.

Bankruptcy results are permitted, but only if the bankruptcy is dismissed or discharged and an additional deposit may apply.

Criminal background: Criminal background checks are required for all adult members of the household. Leasing associates and managers are not permitted to

FULL OVERVIEW TENANT POLICIES & RULES

discuss criminal history with applicants before contacting their Regional Managers for proper direction.

Felonies: All felony records that appear on any member of the household will be automatically denied. An adverse action letter will be provided to you and your clarification and if you wish to dispute the findings will be with the screening company-Real Page.

Misdemeanors: Will not be cause for denial of an application.

Unclassified Reports: All unclassified reports will require investigation either through public records to determine status; Felony or Misdemeanor. It will be the burden of the applicant to provide acceptable documentation on unclassified reports.

Guarantor/Co-Signers: Guarantors accepted, must earn 5X the monthly rent and have excellent credit.

Pets: We will accept 2 pets per unit. Pets will be registered with the leasing office, and veterinary records will be required. All pets must be disclosed at the time of application to determine eligibility. **Visiting pets are not permitted.**

Construction:

Please understand that with new construction delivery dates may vary, and we reserve the right to change the scheduled move-in date by 15 days without penalty. **If the move-in date changes by more than 30 days we will refund the security deposit in the event you cannot wait and need to cancel your application.**

Important things to remember:

FULL OVERVIEW TENANT POLICIES & RULES

1. All applicants 18 years of age or older will be required to go through the application process and sign the lease as a lease holding resident.
2. No credit reports will be printed at any time, nor are we permitted to discuss the reporting with the applicant.
3. Felony reports, convictions, or charges are automatic denials.
4. All applicants will be notified immediately upon approval or denial from the screening program. Also, this approval/denial will be noted on your application at this time.
5. Holding deposits are not refundable once you have been notified that your application has been approved.
6. It is required to leave your ID in the leasing office when touring the community.

II. LANDLORD: BLD HOMES

1. This document is an addendum and is part of the Rental Agreement between BLD Homes' Tenants, Residents, and guests for The Meadows of Perth Apartments.

III. GENERAL APARTMENT RULES

FULL OVERVIEW TENANT POLICIES & RULES

- **RESIDENTS' INFORMATION:** All tenants shall provide the Meadows Apartments Manager with the names, alternate addresses, business, home, car and mobile phone numbers of all those persons residing in their unit, the name, address, and phone number of a relative or a person to be contacted in an emergency, any medical conditions applicable for emergency or evacuation purposes and particulars pertaining to any motor vehicles or pets, together with such other information as staff may reasonably require to be set out on the Residents' Information Form as more particularly set out on Schedule "A" attached hereto, as may be amended from time to time. Access fobs will not be activated until the Residents' Information Form has been received by management.
- **LAWS:** No Resident shall breach the provisions of any federal or provincial statute or regulation, or municipal by-law or ordinance. No Resident shall obstruct or interfere with the rights of, or injure or annoy other Residents. The Residents and staff shall strictly observe all property standards, noise, health and safety requirements codified in any municipal by-law, edict or code.

FULL OVERVIEW TENANT POLICIES & RULES

- **NOISE & NUISANCE:** All Residents are expected to conduct themselves in a manner befitting responsible living. Residents shall not create or permit the creation or continuance of any noise, nuisance, odour, hazard or disturbance, or interfere with the rights or enjoyment of another Resident(s) use of the premises or facilities, or use of the common elements or any suite in a manner which, in the opinion of staff, may, or does, disturb the comfort or quiet enjoyment of the suites or common elements by other Residents or staff. A Resident shall take immediate steps to remedy or desist from any activity which staff deems to constitute an undue nuisance. No shouting, screaming, horseplay or other disturbance is permitted in or around any suite or upon any part of the common elements. No undue noise, caused by any instrument, television, stereo, amplifier, P.A. system, computer, equipment or other sound device, however caused, which disturbs the comfort of any other Resident(s) shall be permitted. When requested by the Manager, a Resident shall lower sound to appropriate levels and shall install foam padding under sound-emitting devices and between such devices and the furniture, floor or walls, or the Resident shall take such other sound-attenuation measures as the Manager may require. Residents shall particularly reduce noise volumes to a quiet level between the hours of 10:00 p.m. and 8:00 a.m. each day, but in any event, shall avoid causing a nuisance at all times.
- **HUMAN RIGHTS:** All Residents, their visitors and guests, property managers, employees, contractors and other staff shall at all times, abide by and uphold the provisions of the Human Rights Code and no person shall infringe or directly or indirectly do anything that infringes a right as provided therein. Without limiting the generality of the foregoing, every person has the right to equal treatment with respect to services, goods and facilities, employment, occupancy of accommodation and freedom from harassment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.

FULL OVERVIEW TENANT POLICIES & RULES

- **HARASSMENT:** No Resident shall injure, harass, threaten, annoy, or initiate any defamatory, threatening, hateful or discriminatory statement or action, or participate in any illegal or harmful conduct toward any Resident or any staff members. Harassment shall consist of any oral or written statement, action or behaviour which is intimidating, threatening, violent, sexually harassing or which causes physical or psychological harm, fear, humiliation or embarrassment, objectively determined on a reasonable basis, pertaining to any statement, action or behaviour which a person knows, or reasonably ought to know, would be unwelcomed and offensive including, without restriction, any verbal abuse, insulting comment, joke, gesture, conduct or touching or contrary to any of the grounds of workplace harassment or sexual harassment set out in the Ontario Human Rights Code which are hereby made applicable to relationships, behaviours and conduct among Residents, staff and contractors.
- **NON-INTERFERENCE:** No Resident shall interfere with the services rendered by the Manager or any other contractor. Any complaints or concerns pertaining to any Resident, staff member, suite or common elements shall be dealt with by written notice addressed to staff and delivered to the Manager.
- **AUCTION & SALES:** No bulk sale of goods, any auction, garage sale, suite contents sale shall be held for the general public in a suite, or anywhere upon the common elements without prior written approval of staff. Sales to other residents may be advertised on the Neighbour-to-Neighbour boards of the building. The use of “Open House” or “For Sale” signs visible from the exterior of the apartment building is strictly prohibited.

FULL OVERVIEW TENANT POLICIES & RULES

- **CANVASSING:** No soliciting or canvassing of any kind is permitted in the building (including, without restriction, delivery of any leaflet, brochure, card, flyer or commercial document), provided that reasonable access to the property will be provided to candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or any office in a municipal government or school board, or as a Director of the Corporation's Board for the purpose of canvassing or distribution of election material. "Reasonable access" shall be at the discretion of staff, to prevent any nuisance or interference to Residents by canvassing. Special facilities for charitable solicitation, conducted by a Resident, may be set up in the Common Room, provided the charitable organization has applied, in writing, to staff and has received written permission from the manager.
- **DELIVERIES:** Staff will not be liable to the Resident for any damages to any package, delivery or other personal property left. Deliveries must be placed in the proper mailbox.
- **FILMING:** The filming of any movie and/or digital recording, for commercial purposes (except for the purpose of filming an individual suite), is strictly prohibited unless authorized in writing by the Manager.

L. INSURANCE RULES

INSURANCE: Subject to such criteria and requirements as may be set out in the building corporation's declaration, and by-laws unit tenants must obtain and maintain their own comprehensive all-risk apartment unit tenant's insurance policy, which policy of insurance shall contain a waiver of subrogation against the building corporation, the building corporation's Representatives, and any members of their household, except for vehicle impact, arson and fraud, providing full replacement cost insurance coverage with respect to any of the following listed items. As none of the following are covered by the building corporations' coverage and as claims against the building corporations may

FULL OVERVIEW TENANT POLICIES & RULES

be limited to reimbursement of deductibles, owners should obtain insurance with respect to:

- i)** any additions, alterations, improvements or betterments made by the tenant to his/her unit and to any of the Declarant's Original Installations or the common elements, including exclusive use common elements;
- ii)** contents insurance pertaining to furnishings, fixtures, equipment, decorating, art work, clothing, jewellery, furs and other chattels of the owner contained within the unit;
- iii)** the tenant's personal property and chattels stored elsewhere on the property, such as in a locker or automobile;
- iv)** loss of use and occupancy of his/her unit in the event of damage and the cost of additional living expenses incurred by a tenant if forced to leave his/her dwelling unit as a result of a peril covered by the tenant's policy;
- v)** the cost of special assessments levied against a tenant's unit by the building corporation;
- vi)** contingent insurance, in the event the building corporation's insurance is inadequate;
- vii)** insurance coverage pertaining to any deductible amount for which the tenant may become responsible, as referred to in the building corporation's declaration or by-laws;
- viii)** public liability insurance, covering any liability of the tenant or any resident, tenant, invitee or licensee of such tenant's unit, to the extent not covered by the public liability and property damage insurance obtained and maintained by the building corporation;
- ix)** other insurance coverage may be obtained as part of a comprehensive apartment tenant(s) insurance package.

If a tenant chooses not to get tenant insurance or chooses to cancel it during their tenancy, they waive their right to tenant coverage should their unit be subject to damage from a building emergency. They will be liable for all damage caused to the unit and their own possessions, regardless of the reason for the damage.

FULL OVERVIEW TENANT POLICIES & RULES

III. NOISE AND CONDUCT

1. Residents shall not make or allow any excessive noise in the unit nor permit any actions which will interfere with the rights, comforts or conveniences of other tenants / persons.
2. Residents shall refrain from playing musical instruments, television sets, speakers, radios, and other entertainment items at a volume which will disturb other tenants.
3. Residents shall refrain, and shall ensure that residents likewise refrain, from similar activities and conduct outside of the unit (in common areas, parking areas or on the street in the area which is likely to annoy or disturb other persons).
4. Residents shall refrain from calling or conversing with other persons from his / her apartment down to the street or parking.
5. Residents shall refrain from creating, or allowing to be created, any noise that is disturbing to other residents between the hours of 10PM and 8AM.

IV. CLEANLINESS AND TRASH

1. Residents shall keep the unit clean, sanitary and free from objectionable odors at all times.
2. **SMOKING IS NOT PERMITTED IN THE APARTMENT UNIT, BALCONY OR ANYWHERE ON THE PROPERTY OR RESIDENCE.** The no smoking rule applies to all smoking products including but not limited to cigarettes, e-cigarettes, vaporizers, marijuana, cigars and pipes. If caught smoking, tenants may face fines and potential eviction.
3. Residents will also be responsible for permanent odors caused by cooking, oven/stove smoke and/or pets. Residents will be responsible for the cost to address permanent odors in the unit caused by cooking, smoke, pets, or their other activities.
4. Residents shall ensure that trash and recyclables are placed in the appropriate receptacles so that litter is not created on or about the Resident's unit.

FULL OVERVIEW TENANT POLICIES & RULES

5. Residents shall ensure that trash and other materials are properly disposed of to avoid hazards and/or health violations in ordinance with fire and safety regulations.
6. Residents shall ensure that garbage is not permitted to accumulate and that it is placed in the trash containers provided, on a daily basis. Residents shall ensure that large boxes are broken apart and placed separately in designated recycling containers located in the garbage room area. Residents shall ensure that newspapers and plastic containers shall be compacted and also placed in designated recycling containers located in the garbage room. At no time should recyclable trash be placed in the garbage bin.
7. Residents shall be responsible, at their expense, for hauling to the dump or disposing of those items too large to fit in the trash containers, such as mattresses or furniture.
8. Residents are prohibited from leaving large appliances or furniture in the garage area or on the street. Residents shall ensure that furniture is kept inside the unit and that unsightly items are kept out of view and off of the balcony.
9. Residents shall refrain from leaving articles in front of the entrance to their apartment, hallways, and other common areas.
10. Residents are not permitted to shake or hang clothing, curtains, rugs, and other coverings and clothes outside of any window, ledge, or balcony.
11. Patio/Balcony areas must be kept clean and free of all items except for approved patio furniture and plants.
12. Residents shall refrain from placing any items or signs in or on their windows, front doors or hallways such as trophies, beer signs or other paraphernalia. Residents shall refrain from disposing of any combustible or hazardous material in trash containers, recycle containers, or garbage shoots.

V. LAUNDRY

FULL OVERVIEW TENANT POLICIES & RULES

1. Residents shall put all trash, including lint from dryers, in the proper trash receptacles.
2. Residents shall take care of the washer and dryer, so they do not cause harm to themselves, the unit, other residents or the building.

VI. SAFETY / SECURITY

1. Security cameras will be provided throughout and around the building for 24 hour safety. It's the responsibility of each Resident and each guest to stay vigilant. The owner or property manager assumes no responsibility or liability, unless otherwise provided by law, for Residents' and guests' safety and security, or for injury or damage caused by criminal acts of other persons.
2. Residents are prohibited from drinking alcohol around building premises outside of the resident's apartment unit.
3. Residents are prohibited from using illegal drugs or selling illegal drugs in or around building premises.
4. Residents should ensure that all doors are locked during the Resident's absence.
5. Residents should ensure that all appliances are turned off before departing from the premises.
6. When leaving for an extended period, Residents should notify the property manager of how long the Resident will be away.
7. Prior to any planned absence from the unit, Residents shall give the property manager authority to enter the unit in an emergency or other legally permitted reason and shall provide the property manager with the name of any person or entity permitted to enter the unit.
8. Residents shall refrain from using or storing gasoline, cleaning solvent or other combustibles in the unit.
9. Residents on the main floor are permitted to use only propane barbecues on their patio as long as they keep them maintained. All propane tanks must be stored outdoors at all times. All residents above the main floor are NOT permitted to use

FULL OVERVIEW TENANT POLICIES & RULES

any barbecues on their balconies for safety reasons. Such use would constitute a fire hazard and subject the tenant to a fine and potential eviction. All tenants above the main floor must use the public outdoor barbecue provided on the first floor of the building.

10. Residents shall ensure that no personal belongings, including bicycles, play equipment or other items shall be left unattended in the halls, garage area, or about the building.
11. Residents are responsible for the conduct of their guests.
12. Guests not on the rental agreement may not stay at a resident's apartment longer than fourteen (14) consecutive days in one (1) twelve-month period.

VII. MAINTENANCE, REPAIRS AND ALTERATIONS

1. Residents shall advise the property manager of any items requiring repair, such as dripping faucets or light switch repairs. Residents shall make repair requests as soon as the defect is noted. Residents shall refrain from making service requests to maintenance personnel unless the Resident is directed to do so by the property manager.
2. Residents shall refrain from making any alterations or improvements to the unit without the consent of the property manager.
3. Residents shall refrain from using any permanent adhesives, glue or tape to affix pictures or decorations and opt for temporary adhesives.
4. Residents shall refrain from using window coverings and shall obtain the approval of the property manager before using any window covering visible from the exterior of the building.

VIII. PARKING / GARAGE AREA

1. Residents shall only use assigned parking spaces and shall ensure that guests park only in unassigned areas or designated guest parking areas. Residents shall ensure that posted and designated fire zones or “No Parking” areas remain clear

FULL OVERVIEW TENANT POLICIES & RULES

of vehicles at all times. Residents shall refrain from parking in unauthorized areas or in another resident's designated parking space. (Vehicles parked in unauthorized areas or in another resident's space may be towed away at the vehicle owner's expense).

2. Residents and Guests park their vehicles at their own risk. The Property Manager or owner is not responsible for any damages to vehicles due to theft or vandalism.
3. Residents are responsible for cleaning up any oil spills caused by leaks from their vehicle. Residents will also be responsible for the cost to clean up any damaged area caused by oil or any other fluids leaking from their automobile.
4. ALL vehicles parked on the premises must have current registration and be in operable condition. All guest vehicles must have a guest parking permit obtained from the property manager. Vehicles with expired tags or inoperable vehicles will be towed at the owner's expense.
5. All tenant guests must park in the designated guest parking area. Unauthorized vehicles may be towed at the owner's expense.
6. Resident's vehicle(s) must fit within the designated parking space. Vehicles that block, hinder or prohibit the use of the parking area by other residents are not allowed.

IX. LOCK-OUTS / LOST OR STOLEN KEY / FOB

Residents are responsible for all keys and key fobs to the apartment building and apartment unit. A \$250.00 deposit for a building entry key fob is required. If a resident is locked out of his or her apartment unit or has had their keys lost or stolen, the resident will be responsible for informing the property manager to gain entry into the unit. If a key fob is lost, the actual cost of obtaining a new key fob will be paid for from the resident's \$250.00 deposit, and the resident will be responsible for topping up the \$250.00 deposit.

X. ROOMMATES / REPLACING ROOMMATES / SUBLETTING

FULL OVERVIEW TENANT POLICIES & RULES

1. The Tenant may only assign or sublet the unit with the written consent of the Landlord and shall seek consent through the Property Manager.
2. In the event that a resident is replacing a roommate or has requested to add a new person to the rental agreement, the new roommate is required to submit a signed and completed rental application, a copy of a valid Driver's License and first and last month's rent with a \$30 tenant screening fee and must meet all leasing requirements. A credit score and proof of income as well as 2 recommendations are also mandatory. Please speak to the building manager to confirm all requirements have been met before moving forward.

XI. GARBAGE & RECYCLING

1. Residents are required to break down all cardboard boxes and put them in the proper recycling containers.
2. Residents are required to separate recycled materials including glass, plastic and aluminum and place them in the proper storage containers.
3. Upon MOVE OUT, tenants are required to dispose of any household items and trash, garbage at their own cost; and will be charged a hauling fee if items take up the garbage or recycled containers.

XII. UTILITIES

1. The Landlord / Property Manager is responsible and in charge of tenant utilities. Should a tenant have any issues with a utility, they shall set up an appointment with the property manager. Internet service is not provided by the Landlord.

XIII. PETS

1. The Meadows of Perth Apartments is pet-friendly with restrictions. A pet is considered either a dog or a cat. No other pets are allowed. Only 2 pets per unit are allowed. Pets must not be left alone for long periods of time and must be proven to be friendly and not heavy barkers.

FULL OVERVIEW TENANT POLICIES & RULES

2. Should pets cause frequent disruption to other tenants, in the opinion of the Property Manager, and the disruption goes unremedied by the tenant pet owner, the tenant may be evicted.

XIIV. ELEVATOR & MOVING RULES

ELEVATOR RULES

While elevators are extremely safe, tenants still need to exercise elevator safety precautions. It's very important to use elevators properly for a safe and comfortable ride. If the elevator is full, wait for the next ride. Do not overload the elevator. Watch your step when entering and exiting the elevator, as it may be below or above the level of ground. Do not place your hands or legs or any object between the doors to keep it open, instead, use the opening button to keep it open. Stay away from the door when it is opening or closing. Do not use the elevator in case of emergencies such as a fire. Be aware of the location of the help and alarm button. Only press it in case of emergency and wait for assistance. Combine this with yelling for help. Do not panic, stay calm and breathe properly. Help will be on the way. Do not try to force open the door or get out even if the door opens unless it is in level with the ground. Don't try to climb out of the elevator.

MOVING RULES

1. The elevator booking form must be signed and completed in full by the resident (future or existing), and provided to the Management Office at least 7 days prior to the requested move date.

FULL OVERVIEW TENANT POLICIES & RULES

2. Before using the elevator it will be inspected and cleared by a staff member for damages.
3. A damage fee will be collected for any damages to the elevator during your move time if deemed by a staff member.
4. Bookings are accepted on a first-come first-served basis, as determined by receipt of the completed form(s) by our office.
5. Moving vehicles must park in the area designated for moving only. Please move the vehicle as quickly as possible when the move is complete.
6. Elevator protection pads and furniture felt pads (when applicable) must be installed prior to every move by the tenant, or when taking delivery of large items that could cause damage to the elevator. Maintenance will check/install the elevator pads prior to any move and will note any current damage to the elevator so as to absolve the moving tenant from being blamed for previous elevator damage. The tenant must also make sure this gets done before beginning to move anything. Any damage done to the elevator during the time slot of a move will be the responsibility of the moving unit tenant. If a tenant is moving something large outside of the context of moving in/out, they must still request that elevator pads be installed to avoid damage.
7. Keep the lobby clear to minimize the inconvenience to other residents. It is your responsibility to ensure that the outside doors are not left unattended during the moving in/out process. All doors must be fully secured upon completion of your move.
8. All cardboard boxes must be cut and folded and placed in the recycling area in accordance with the building recycling program.

FULL OVERVIEW TENANT POLICIES & RULES

9. Common areas, the elevator, hallways, garbage rooms, etc. will be checked before and after a move. Any clean up or damage costs, as a result of your move-in or move-out is your responsibility.
10. NO MOVING IS PERMITTED ON SUNDAYS OR HOLIDAYS.

XV. BBQ AREA / OUTDOOR COMMON AREA RULES

- **SMOKING:** No one shall smoke in the barbecue area at any time.
- **CIGARETTES:** No one shall throw butts on the ground, walkways, lawns or flower beds.
- **ATTIRE:** Appropriate attire and footwear shall be worn when using the barbecue area. Bare torsos or swimsuits without cover-ups are not permitted in the barbecue area.
- **AVAILABILITY:** The barbecue area is available for use only during the months, or part thereof, as determined by the building corporation and notified to the Residents.
- **HOURS:** The barbecue area may be used from 09:00 am to 10:00 pm, unless it has been set aside for an official apartment function. When the Barbecue Area is CLOSED for an official apartment function, notices will be posted to advise Residents.
- **HOURS:** No one shall light a barbecue after 10:00 pm.
- **SETTING TABLES:** Tables required for an evening barbecue meal may not be set before 2:00 pm except as described in item 8 below, in order to provide lunch time barbecuers with an equal opportunity to choose their favourite tables.
- **LARGE GROUPS:** Only those tables required for an evening meal for a party of twelve (12) or more persons from any one suite may be set prior to 2:00 pm.
- **GUESTS:** The Barbecue Area is the only Recreation Facility (aside from the Party Room when rented for a private event) where Residents from any one suite are permitted to have more than six (6) Guests at any one time. The maximum

FULL OVERVIEW TENANT POLICIES & RULES

number of persons permitted to comprise a single barbecue party regardless of the number of Suites involved is:

Monday – Friday: 12 persons (including Resident(s))

Saturday, Sunday, & Holidays: 20 persons (including Resident(s))

- **RESTRICTIONS:** Any barbecue party comprising twelve (12) or more persons (maximum twenty (20)), shall leave at least two (2) barbecues free, at all times, for use by other Residents.
- **CLEANING BBQs:** After cooking, barbecuers shall turn OFF the barbecue(s) and clean the grills and counters; brushes are provided.
- **CLEANING TABLES:** Prior to leaving the Barbecue Area, users shall clean their tables and chairs, and place all refuse into the receptacles provided. Bottles shall be placed in the recycling bin provided.
- **CONCERN FOR OTHERS:** Residents shall not disturb others, or permit anything to be done by the Visitors, while in the Barbecue Area or any other Recreational Facility, or bring anything therein, which in the opinion of the Manager interferes with the quiet enjoyment of others who are in the barbecue area, or in their suites. The use without headphones of radios, tape decks, and any other sound devices is not allowed except in the event of an official apartment function.

XVI. COMMON ELEMENTS RULES

- **LOITERING/ATTIRE:** Persons shall not loiter on the common elements or harass any other person(s) upon the common elements or cause a nuisance or disturbance, or perform any illegal or immoral acts, affecting the common elements or their use by others. Residents are required to wear shoes, shirts and other proper attire at all times when using hallways, entrances, elevators, stairs or other common elements of the apartment.

FULL OVERVIEW TENANT POLICIES & RULES

- **ACCESS:** Without the consent in writing of staff, no Resident shall have any right of access to those parts of the common elements used from time to time as utility areas, building maintenance, storage areas, operating machinery, generator, transformer, sprinkler, boiler or machinery rooms, superintendent(s) suite, lockers or parking units designated for the sole use of other Residents, or any other parts of the common elements where use is restricted for the care, maintenance, or operation of the property or for the exclusive use of other Residents. The Manager(s) office may be accessed during its normal business hours only, for the efficient conduct of the apartment's business.
- **INGRESS:** The sidewalks, entries, passageways, walkways, driveways and any other common elements shall not be obstructed by any Resident or used by him or her for any purpose other than for ingress and egress to and from his or her unit. Residents shall use the walkways when entering or leaving the building and shall not travel across lawns or landscaped areas to reach another destination.
- **LANDSCAPING:** No one shall mutilate, destroy, damage, alter or litter any landscaping or any other part of the common elements, including, without restriction, any trees, shrubs, hedges, flowers, lawns, flower beds, walkways, interior common areas of the buildings and other portions of the common elements.
- **SPILLS:** Residents and Visitors shall inform the Manager who will apprise any spills or undue untidiness in the elevators or lobbies. Anyone responsible for any spill or mess on the common elements must remove it and clean it up immediately. If unable or unsure of the best method to do so, the person responsible must advise the Manager immediately. The cost of cleaning stains caused by a Resident or Visitor while transporting food items to the Party Room or the Barbeque Area will be charged back to the unit tenant.
- **TIDINESS:** No mats, overshoes, rubbers, boots, carriages, or other objects whatsoever, shall be left outside suite entrances or on any part of the common elements. Residents shall not use the hallways to store any items; all bicycles

FULL OVERVIEW TENANT POLICIES & RULES

shall be parked in the garage in accordance with Rule M 24. The apartment/staff shall not be responsible for the theft, damage or loss of any articles left on the common elements or any area designated from time to time.

- **BUILDINGS & OBJECTS:** No building, shed, structure, clothes drying apparatus, awning, installation, equipment, fixture, tent, trailer, recreational or commercial vehicle or any other object shall be placed, located, affixed to, kept or maintained on the common elements, except for those objects placed, located, kept or maintained on the common elements with the prior consent of apartment staff that may be required for the use, enjoyment, maintenance and repair of the common elements or suites.
- **ALTERATIONS:** No alteration, addition or improvement shall be made by any Resident which would alter or change the outside appearance of the building in any way. No Resident shall make any change or alteration to, or place or affix any installation upon, any part of the common elements (including any exclusive use common elements), or any of the apartment's assets, fixtures or attachments thereto, nor shall any Resident maintain, decorate, alter or repair any part of the common elements, or attach any item to or hang it upon the exterior of any door or the interior or exterior of any window, except as provided in Rule C 09 below, unless such alteration, change, installation, maintenance, repair or decoration is approved pursuant to the prior written consent of staff and performed in compliance with all requirements of the Act, the Building Code, Fire Code, and all other legislation and municipal by-laws or standards, and the declaration, by-laws and rules of the apartment.
- **MODIFICATIONS – ENTRY DOORS & SUITES:**
 - a) No one shall make modifications to the exterior surface of any suite/locker entrance door as per B10.

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- i) No one shall attach any items to the exterior of any suite/locker entrance door*
 - ii) Seasonal decorations may be attached to a door at Easter, Passover,*

FULL OVERVIEW TENANT POLICIES & RULES

Thanksgiving, Christmas, Hanukkah, etc., and shall be removed immediately following the event.

iii) Nothing may remain year-round on the exterior of the entrance door to any suite or locker, other than the suite number, peephole, door handle and lock installed by staff.

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- b)** Each Resident shall ensure that the suite entry door is equipped with a properly functioning door closer in accordance with Fire Regulations.
- c)** No one shall install or maintain weather stripping on the top, bottom or side of the suite entry door or frame with the exception of a small strip to assist proper closure.
- d)** No one shall install an air conditioning unit as each unit is already equipped with heating and cooling.
- **AERIALS & STRUCTURES:** No television antenna, satellite dish, aerial, tower, or any other structure or object shall be erected on, left upon or fastened to or permitted to penetrate any of the common elements (including exclusive use common elements) or the exterior of any unit, except as approved in the sole discretion of the Board pursuant to the Act and the Corporation's declaration.
 - **SPORTS:** Roller-skating, roller-blading, skateboarding, bicycle riding, any sports activities, roughhousing, running, fighting, and any other similar activities are prohibited inside the buildings and on any of the common elements which are not intended specifically for this purpose. Residents must conduct themselves properly and walk while inside the building and on the common elements, with the exception of persons with disabilities and in need of mobility assistance devices such as wheelchairs.
 - **BALCONY:** No balcony, terrace or patio, whether common element or exclusive use common element, shall be used in such a way as to cause harm, nuisance or discomfort to other Residents, the staff or members of the public. Only seasonal furniture, which is sufficiently heavy or well-secured to avoid being blown away,

FULL OVERVIEW TENANT POLICIES & RULES

shall be permitted on balconies, patios and terraces. No barbecue, cooking appliance, furniture, flag, any item which can be expected to cause damage due to rust, leaking, staining or any other nuisance, shall be placed on a balcony or shall be affixed to any wall, window, floor, ceiling or railing thereof (except for the display of the National Flag of Canada provided it is displayed in accordance with flag protocol set out by the government of Canada and does not otherwise cause harm, nuisance or discomfort in its installation or display). First floor patios are permitted to use BBQs. No liquid, garbage, debris or any item shall be thrown or allowed to fall from any balcony or terrace. Upon written request by staff, the suite tenant shall remove all items from the balcony on a timely basis to permit staff to carry out any maintenance or repairs the Corporation may decide to undertake. No alterations, additions, enclosures, partitions or installations shall be made to a balcony, terrace or patio common element area and no carpets or other floor coverings shall be installed upon the floors of balconies or other common element areas, unless permitted by staff. Owners shall comply with all requirements of staff pertaining to protection of balcony structures and other common elements components.

- **SMOKING:** The Smoke Free Ontario Act states that no person may smoke in any interior common elements of the Corporation's building. No person shall dispose of cigarette or cigar butts on any part of the common elements.
- **CHRISTMAS TREES:** Only artificial, non-flammable and non-shedding Christmas trees are permitted in the suites or any interior common element. Natural Christmas trees are prohibited due to the fire risks and clean-up costs associated with their use.
- **RESTRICTED ENTRY:** While entering or exiting, Residents shall not permit anyone into the building whom the Resident does not know to be a tenant or resident.
- **PLANTS:** No plant, vine, bush, shrub, tree, flora, furniture, chattel, fixture or any other item on any exclusive use balcony, patio or exclusive use common

FULL OVERVIEW TENANT POLICIES & RULES

elements appurtenant to any unit shall exceed 7 feet in height (with the exception of the first floor patios) or shall encroach upon any other unit and shall be properly cleaned, maintained and groomed by the owner of the appurtenant unit at all times. All plants located on any balcony or patio shall be potted and all items shall be located inside any railings / balustrade or exclusive use area. Any plant, vine, bush, shrub, tree, flora and other item shall be removed by the tenant of the appurtenant unit if, in the sole discretion of staff, any such flora or item creates a hazard or nuisance, or detracts from the exterior appearance or integrity of the building(s) architectural and conceptual design, or interferes with the quality of a neighbour's environment, or causes an excess load, damage or an impediment to the proper maintenance and repair of the common elements or any unit. No Resident shall place any object on the roof of the building or go to the roof for any purpose whatsoever.

XVII. EMERGENCY PREPAREDNESS

Plan:

Emergencies can happen when you least expect them. That's why it's important to develop an emergency plan and prepare yourself and your loved ones.

Information:

- Management's Contact: sierra@bldhomes.ca
- Volunteer Fire Wardens Contact: TBD
- Location of Emergency Exits:
- Where to assemble if the building is evacuated: **Outside of the front North Entrance.**

FULL OVERVIEW TENANT POLICIES & RULES

- Special needs/medical history/medications: Build a kit that has these suggested items on hand and store them in a location where they can be easily located and reached by everyone in your unit.
- Food and water for all occupants and pets for at least 72 hours.
- Extra clothing.
- A flashlight and radio.
- Towel or sheet to hang out of a window or balcony to identify your location to emergency services.
- Copies of important documents including passports, bank account numbers, credit cards, health cards and photo IDs.
- Cash on hand.
- Cell phone or mobile device, with alternate battery, car charger or portable battery bank.
- Required medications and childcare supplies.
- Stay informed on updated emergency procedures.
- Ontario's Emergency Public Warning System is a tool that provides timely and accurate information to Ontario residents, businesses and visitors during an emergency. The system allows Ontarians to receive three types of warnings – Red Alerts, Emergency Information Advisories and Tornado Warnings. Sign up for public alerting at ontario.ca/beprepared
- Follow @ontariowarnings on Twitter and [Facebook.com/emergencymanagementontario](https://www.facebook.com/emergencymanagementontario)

Evacuation

If You Must Evacuate:

- Follow the directions of building management and/or emergency personnel.

If You Have Time and It's Safe to Do So:

- Take your emergency survival kit

FULL OVERVIEW TENANT POLICIES & RULES

- Turn off lights and appliances (except your refrigerator) lock your doors

If There's A Fire In Your Unit:

- Tell everyone in the unit to leave. **Close all doors behind you.**
- Pull the fire alarm on your floor and yell “**FIRE**”.
- Leave the building using the nearest stairway.
- Call **9-1-1** when you are safe.
- Meet the firefighters and tell them where the fire is.

If You Decide to Leave The Building, When You Hear The Fire Alarm:

- Feel the door to your unit before opening it. If it is hot, use another way out.
- If it's cool, leave the building immediately, using the closest stairway.
- **Close all doors behind you.**
- **DO NOT** use the elevator.
- If you encounter smoke in the stairway, use another stairway.
- If this is not an option, return to your unit, or seek shelter in another unit.
- If an announcement is made throughout the building, listen carefully and follow the directions.
- Call **9-1-1** and let them know where you are.

If You Can't Get Out of Your Unit or You Decide To Stay In Your Unit:

- Stay in your apartment until you are rescued or until you are told to leave. *This may take a long time.*
- **DO NOT** try to leave your apartment a long time after the alarm has sounded. The longer you wait, the more risk there is that heavy smoke will have spread into stairways and corridors. Your chances of survival are less.
- Keep smoke from entering your apartment. Use duct tape to seal cracks around the door and place wet towels at the bottom. Seal vents or air ducts the same way.

FULL OVERVIEW TENANT POLICIES & RULES

If Smoke Enters Your Apartment:

- Call **9-1-1** and tell them where you are and then move to the balcony. **Close the doors behind you.**
- If you don't have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. If necessary, open the window for fresh air. Show emergency personnel where you are by hanging a sheet from the window or balcony.
- Keep low to the floor where the air is cleaner.
- Listen for instructions from authorities.

To Stay or Go?

- Most of the time, the best thing to do in a fire is leave the building as soon as possible. However, in some cases you may not be able to leave and you may have to stay in your apartment. Whether you decide to stay or go, you must act quickly and protect yourself from the smoke.

For more information contact your local fire department or visit ontario.ca/firemarshal

Office of the Fire Marshal and Emergency Management:

- ontario.ca/firemarshal

XVIII. FIRE SAFETY RULES

- **FIRE PROCEDURES:** All Residents shall comply with the Emergency Fire Procedures more particularly set out in Schedule "H" attached hereto as may be amended from time to time.
- **RISK PREVENTION:** No Resident shall do or permit anything to be done, or bring or keep anything in any unit or on or around any of the common elements, which will in any way:

FULL OVERVIEW TENANT POLICIES & RULES

- a) increase the risk of fire;
 - b) increase the rate of fire insurance on any building or on the property kept therein or conflict with any insurance policy carried by the building corporation or by any Resident;
 - c) conflict with any law, regulation or by-law relating to fire prevention, fire safety, requirements of the municipal Fire Department, the Ontario Fire Code or rules or ordinances of the Board of Health.
- **LINT TRAPS:** As a fire prevention measure, each owner and resident shall remove the lint and other debris accumulating in the front and rear lint traps in any laundry drying machine on a regular basis, including dismantling and cleaning of the laundry dryer and the rear laundry dryer duct at least once every two years, or shall contract a qualified service person to do so. Failing to do this, the building corporation shall be entitled to hire a qualified service person to do so.
 - **LOCKERS:** Nothing shall be stored within 18 inches of the ceiling in any locker. Lockers shall be kept locked at all times, except when the Resident is accessing it.
 - **DISCONNECT DEVICE:** Disconnecting ensuite fire alarm(s), smoke detectors, carbon monoxide detectors, fire prevention equipment, annunciation speakers, window latches, automatic door closers or any other safety devices designed by the building to increase safety is strictly prohibited and subject to fines pursuant to the Fire Code.
 - **FIRE DEVICES:** Residents are requested to carefully monitor any cooking or heating device when in use and NEVER SMOKE INSIDE THE UNIT to avoid chesterfield and bed fires (the most common cause of death by smoke and fire). Residents are encouraged to annually inspect and re-charge a general-purpose fire extinguisher (designated ABC) located in a handy location known to all Residents.

FULL OVERVIEW TENANT POLICIES & RULES

- **BBQs:** No one shall use **charcoal, natural gas, electrical, or wood burning barbecues** anywhere on the property. Propane BBQ's are permitted only on the first floor.

XIX. FITNESS CENTRE / RECREATION RULES

- **HOURS:** The Fitness Centre is generally open for use during the hours of 5:00 a.m. to 10:00 p.m. There may be exceptions on special days / holidays.
- **NO ALCOHOL:** No alcoholic beverages are allowed.
- **RISK:** Users of the fitness centre are advised that the Recreational Facilities are at all times unsupervised and may be used only at the user's risk. Safety precautions must be taken at all times to prevent injury or damage. We recommend that you check with your physician if there is any question about your health before participating in strenuous exercise activities. Use of the exercise equipment shall be at the user's own risk.
- **SAFETY:** All persons using the exercise equipment shall follow all appropriate safety precautions and procedures.
- **NO SMOKING:** Smoking is not permitted anywhere in the Fitness Centre, or in any other indoor area at any time.
- **LIABILITY:** Any Resident using the Fitness Centre is fully liable for any damages, loss, expense or injury that he or she or any of their guests cause. Residents shall ensure that their visitors/guests comply with all Rules and Regulations.
- **GUESTS:** Residents from any one suite shall have no more than six (6) Guests (Non-Residents) using the common areas. There are exceptions for the Barbecue Area (Section VIII), Party Room (Section II). The Fitness Centre and its equipment is solely for the use of Residents and not to exceed one (1) occasional guest.

FULL OVERVIEW TENANT POLICIES & RULES

- **MISCONDUCT:** To ensure everyone's safety and enjoyment, excessive noise, nuisance, disturbance, fighting, yelling, immoral behaviour and general misconduct are not permitted anywhere.
- **PETS:** Household pets of any kind, other than a trained service dog, are strictly prohibited in the Fitness Centre and any of the outdoor or indoor Recreational Facilities.
- **BEVERAGES:** No food, alcohol and/or other beverages (other than water in a plastic container) are permitted in the Fitness Centre or any of the indoor Recreational Facilities, except the party room and when the Recreation Centre is used for a special function.
- **SPECIFIED EVENTS & EXCLUSIVE USE:** The building corporation reserves the right to permit exclusive use of any of the Recreational Facilities for in-house group classes or for specific events of the Corporation in which the particular Recreational Facility will not be available for individual use during such period of time.
- **CLOSURE:** Where all or part of the Fitness Centre, Party Room or Barbecue area is CLOSED for general use in order to accommodate special apartment functions, no one shall use all or that part of the Fitness Centre, Party Room or Barbecue area which is closed.
- **ACCESS:** Under no circumstances shall a Resident provide an access fob to a non-resident to allow unaccompanied access to any Recreational Facility.
- **SIGNS:** Residents and their guests shall comply with all requirements of any posted sign within the Recreational Facilities.
- **USE:** Only a Resident and his or her permitted guests supervised by an adult Resident may enter or use any of the Recreational Facilities. A Resident sixteen (16) years of age or older is considered an adult for the purposes of these Rules, unless otherwise specified.
- **AGE:** Persons under the age of twelve (12) are not permitted to use the Fitness Centre and the equipment. Persons older than twelve (12) years but less than

FULL OVERVIEW TENANT POLICIES & RULES

sixteen (16) years of age must be accompanied by a parent or adult Resident who must be present to supervise at all times. The Fitness Centre shall not be used as a playroom or babysitting facility.

- **NUISANCE:** No person shall cause excessive noise or any nuisance or disturbance as determined by the Manager or a staff member. No live or broadcast music shall be allowed on the common elements without authorization of the manager.
- **SUPERVISION:** In the interests of the safety, security and welfare of children and residents, children under the age of twelve (12) must be accompanied by, and under the supervision and responsibility of an adult.
- **ATTIRE:** Appropriate attire (e.g. robe and slippers or other footwear) must be worn when moving between the Resident's suite and the Recreation Facilities. Cut-off pants and bathing suits are not considered proper attire. Shirts and suitable gym shoes must be worn at all times, and a towel should be used where the body comes into contact with any of the equipment. Proper attire helps prevent injury while exercising.
- **FOOTWEAR:** Muddy footwear may not be brought into the locker rooms. Bare feet are also not allowed.
- **WEIGHTS:** Weights must be returned to the racks after use.
- **CLEANING:** All equipment shall be wiped down immediately after use with the cleaning solution provided.
- **SUSPENSION:** The Manager or a security guard of the building corporation who determines in his or her sole discretion that any person has breached any of these Rules or Regulations may require such person to forthwith cease doing so, or may require such person to leave the Recreational Facilities forthwith and not to return for 24 hours. Any person who breaches any Rule or Regulation of the building corporation within 1 year after having been given written notice of breach of any of these Rules may, in the sole discretion of the Manager be excluded from the Recreational Facilities for a period of not more than three (3)

FULL OVERVIEW TENANT POLICIES & RULES

months on the first such occasion and for a period of not more than six (6) months on each occasion thereafter.

- **AVAILABILITY:** The Manager shall have the right to disallow, displace or remove participants of any group activity if the activity has not been properly organized or where no Resident has assumed proper responsibility. The Manager, or a staff member has the right to determine the availability of facilities having regard to conflicting requests or if the activity is not consistent with the By-laws, Rules and Regulations or Recreational Facilities Rules.
- **INDEMNITY:** The building corporation and the Manager, and/or any staff shall not be liable for any loss, damage, injury or expense and are indemnified and saved harmless by each Resident from any claim, action, cause of action, proceedings, claim, loss, damage, injury, expense, costs or demand of any nature or kind sustained by, caused by or arising with respect to any Resident(s) or guest(s) use of the Recreational Facilities or any equipment or items contained therein, accident, illegal activity or breach of any Recreational Facilities Rule or Rules and Regulations of the building corporation.
- **OFFICIAL NOTICES:** Notices related to recreational or social events, which are organized by Recognized Resident Groups, are posted on special notice boards in the building and in the Recreation areas.
- **OTHER NOTICES:** No other notices, billboards, signs or advertising matter of any kind shall be inscribed, painted, or affixed or placed on any part of the inside or outside of the building or recreation facilities whatsoever, without the prior written consent of the Manager.

Exceptions:

a) The Neighbour to Neighbour notice boards may be used by Residents to post non-commercial, non-political notices, or to advertise the Resident's private sales items (e.g. furniture, etc.)

FULL OVERVIEW TENANT POLICIES & RULES

- **CELL PHONES:** The ringers on cellular phones shall be set at the lowest volume if such devices must be used in any recreation facility.
- **EAR PHONES/TV:** Earphones shall be used when listening to a phone or similar music playing device. The decision as to what program may be viewed on the television shall be decided on a first come first serve basis. The Resident who arrived first shall have the use of the television for the period of one hour or until the program is over, whichever comes first.

XX. FITNESS CENTRE AGREEMENT OF RELEASE & WAIVER OF LIABILITY

This form covers all potential classes offered by the third parties at the Meadows of Perth Apartments Fitness Centre. Please fill out the following, being sure to read and initial each paragraph.

I, _____, hereby agree to the following:

I am participating in using the fitness equipment offered by the Meadows of Perth Apartments, during which I will follow healthy and safe practice. I recognize that this fitness equipment may require physical exertion, which may be strenuous and could result in physical injury, and I am fully aware of the risks and hazards involved. _____,

I understand that it is my responsibility to consult with a physician prior to and regarding my participation in using the Meadows of Perth Apartments fitness centre facilities. I represent and warrant that I am physically fit and I have no medical condition that would prevent my full participation in using the facilities

_____,

I agree to assume full responsibility for any risks, injuries or damages, known or unknown, which I might incur as a result of participating in using the facilities. I agree to inform others of any physical limitations, physical discomforts and/or injuries before or while using the equipment and I take full responsibility for nondisclosure _____. In further

FULL OVERVIEW TENANT POLICIES & RULES

consideration of being permitted to participate in using the equipment, I knowingly, voluntarily and expressly waive any claim I may have against the Meadows of Perth Apartments Fitness Centre for injury or damages that I may sustain as a result of participating in using the provided

equipment_____. I have read the above release waiver of liability and fully understand its contents. I voluntarily agree to its contents. I voluntarily agree to the terms and conditions stated above. _____

Signature of Participant: _____

Date: _____

If participant is under age 18:

As legal guardian of _____, I consent to the above terms.

XXX. GARBAGE DISPOSAL RULES

- **DISPOSAL:** No Resident shall place, leave or permit to be placed or left in or upon any portion of the common elements (including the floor of any Disposal Room or Recycling Room and including any exclusive use common elements), any debris, refuse or garbage. Residents shall promptly remove any Garbage from the Resident(s) suite, and from their lockers that would attract vermin and insects, and shall not permit any organic garbage to accumulate within the suite for a period longer than one week. Any clean up will be at the Resident's expense. Residents shall directly carry or place garbage in any area designated by the Corporation as a garbage depository, subject to such recycling, sorting or disposal criteria as may be established by the Board or municipality from time to time.

FULL OVERVIEW TENANT POLICIES & RULES

- **BAG:** Garbage shall be securely wrapped and tied in strong plastic bags weighing no more than 12 kilograms (25 pounds) per bag and taken to the Disposal Room located on the bottom floor.
- **HOURS:** Hours for disposing of garbage in the Disposal Room areas are between 8:00 a.m. to 10:00 p.m. Monday through Sunday.
- **RECYCLABLES:** Glass jars/bottles, other forms of glass, aluminium or steel cans, polyethylene, terephthalate (i.e., soft drink) bottles, newsprint, cardboard or any other form of recyclable materials shall be disposed of separately in the appropriate bins as designated by the building in accordance with all municipal by-laws and requirements. Any potentially leakable recyclable material shall be double-wrapped in leak-proof bags or containers and shall be carried to the appropriate recycling bins. Items too large or bulky to be packages as above (e.g. boxes and other packing materials), shall be placed into the outdoor disposal bins located at the rear of the building. Boxes shall be flattened and/or broken down. Organic material (e.g. wet kitchen waste) shall be disposed of in the green organics bin located outside the rear of the building.
- **HAZARDOUS:** No flammable, combustible, explosive, dangerous or hazardous liquids, chemicals or materials shall be placed in or around indoor or outdoor designated depository areas, but shall be disposed of safely and in accordance with the requirements of WHMIS, the Occupational Health and Safety Act and the Environmental Protection Act, and all applicable procedures, packaging and disposal methods at the appropriate Hazardous Waste Depot.
- **BULKY:** The Resident shall be responsible for removing or having removed from the common elements any carpet remnants and renovation materials. Any costs incurred by the Corporation for disposal of such items which have been left by a Resident or resident's Agent in the building's bins or anywhere on the common elements will be charged back to the Resident. The staff shall not be liable for any injury to any person or persons, or for any damage to any property as a result of the delivery, removal or placement of such items. The Resident shall

FULL OVERVIEW TENANT POLICIES & RULES

advise the Manager of any appliances and furniture to be disposed of and follow any instructions given of where to place the material and the date and time to do so.

- **COMPLIANCE:** Residents shall comply with any regulations of the building pertaining to requirements for compliance with any legislation, regulation, by-law or edict of any public authority pertaining to source-separation of wastes, recycling and sorting requirements as may be applicable in the municipality from time to time. In order to reduce cost, Residents are encouraged to reduce, reuse and recycle whenever possible.
- **FAILURE TO COMPLY:** Where a Resident has failed to separate, remove and/or properly dispose of Garbage, staff shall have the option of performing this function at the owner's expense.
- **TRASH CONTAINERS:** For the convenience of Residents, trash moving carts are located on each floor for anyone to use. The trash bins are located on the first floor of the building.
- **GARBORATORS:** No one shall install, replace or operate a garbage grinding device that does not meet the requirements of the City by-laws.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing, and receipt of duplicate of original.

Date _____ Resident _____

Date _____ Resident _____

Date _____ Landlord / Property Manager _____