

APPENDIX to building regulations

1. SMOKE-FREE BUILDING

Smoking inside the building is strictly forbidden, this applies to tobacco, cannabis, vaping, shisha, or any substance that produces smoke. Smoking on balconies or in common areas is also prohibited. Drug use is strictly prohibited. Tobacco use is only allowed in appropriate areas, more than 9 metres away from buildings.

2. PAYMENT OF RENT

Rent is due on the first day of each month. It is the Lessee's responsibility to ensure that rent is paid on time. In the event of late payment, the Lessee is subject to the filing of an application with the Housing Administrative Tribunal for recovery of rent, interest and costs of the application.

3. LATE PAYMENT

Any rent not paid on time will bear interest at the rate of 1.5% per month or 18% per annum without the need for any demand or formal notice. After 3 late payments, or if the rent is over 21 days late, a request for termination of the lease is systematically sent to the Administrative Housing Tribunal.

4. METHOD OF PAYMENT

The preferred method of payment is by pre-authorized payment. The Lessee must fill out the form and give it to the Lessor before the lease begins. Pre-authorized payments are then made automatically on the first day of each month.

It is also possible to pay the rent by post-dated cheques. In this case, the Lessee voluntarily and without constraint agrees to give the Lessor, before the delivery of the dwelling, a series of post-dated cheques on the first day of each month, non-negotiable before the end of the term, to be used for the payment of the rent for the period covering the lease.

5. INSUFFICIENT FUNDS

Any cheque or payment returned by the financial institution will incur a penalty of \$30,00 by way of administrative costs.

6. PEACEFUL ENJOYMENT OF THE PREMISSE

The Lessee must conduct himself/herself in such a way as not to disturb the normal peaceful enjoyment of the other Lessee of the building (art. 1860 C.C.Q.).

7. OCCUPATION

The resident agrees to live in the apartment or room rented by him/her. No cohabitation will be tolerated without prior approval from the administration. All occupants of the unit must be on the lease.

8. PROHIBITED NOISY ACTIVITY

The resident agrees to cease all noise as of 9:00 p.m. and not to hold any parties or other gatherings in or near the building, in order to avoid disturbing other residents. At all times, the resident agrees to use with discretion: television, radio, musical instrument, or any other noisy device. The resident must be as discreet as possible when moving through the corridors. All visitors must leave the building before 11:00 p.m.

Parties or gatherings are not permitted at any time.

9. USE OF COMMUNAL AREAS

The Lessee shall keep the entrance, passageways and common areas clean and free of personal items. No excessive noise will be tolerated, either inside or on the grounds of the residence.

10. COMPLIANCE WITH LAWS AND REGULATIONS

10.1 The Lessee shall comply with the regulations of the fire department and health department of his/her municipality and the requirements of the Lessor's insurers.

10.2 The Lessee shall not use, keep or store in the Lessee's dwelling unit, or elsewhere in the building, any petroleum, benzene, gasoline, propane, varnish or any other products made in whole or in part of explosive elements or any chemical liquid or oil or any other flammable material.

11. SMOKE DETECTOR MAINTENANCE

Lessee agrees to maintain the smoke detector in good condition and to replace the battery as required. (If applicable)

12. INVENTORY OF FIXTURES

The Lessee has observed the condition of the premises and, if no conditions are listed in section "E", Services and Conditions of the lease, the Lessee is deemed to have taken possession of the unit in good condition. The condition of the dwelling may also be ascertained by the parties' description of the dwelling or by photographs. In the absence of an inventory of fixtures, the Lessee is presumed to have received the dwelling in good condition.

13. PROHIBITED MODIFICATION TO THE DWELLINGS

13.1 Lessee agrees not to make any alterations to the dwelling, including but not limited to the following:

- a) drilling holes in the walls or woodwork;
- b) painting the floors or woodwork
- c) tapestry or wallpaper
- d) changing floor coverings
- e) changing locks or installing an additional lock
- f) overloading electrical circuits
- g) painting the walls of the dwelling without written permission
- h) placing a load (weight) in excess capacity of the building.

14. WRITTEN STATEMENT FOR MODIFICATION

The Lessor may give permission to the Lessee to modify the unit, but the permission must be in writing. Any verbal agreement is null and void.

15. PROHIBITION OF KEEPING AN ANIMAL

No animal (dog, cat, fish, bird, snake, reptile, or other) may be kept or tolerated in any unit. The Lessee also agrees not to acquire any animal during the term of the lease or its renewal. The temporary caretaking of animals is also prohibited in the dwelling as well as in the common areas.

16. LAUNDRY

16.1 In residences where there are common laundry rooms, it is the responsibility of the Lessee to make normal and proper use of the appliances, not to overload them, not to put anything other than clothes in them, and to keep the premises clean. The Lessor shall not be responsible for any loss or damage resulting from their use.

16.2 In apartments where there is a washer and dryer inlet and outlet, it is the responsibility of the Lessee to ensure that the installation is adequate. The Lessor shall not be held responsible for any water damage resulting from improper installation.

17. HOUSEHOLD WASTE MANAGEMENT

The Lessee shall deposit household waste in the designated areas and place it in appropriate bags or containers. No garbage shall be placed in the hallways of the building, in the parking lot or in any common area. No accumulation of garbage, recycling or compost will be tolerated.

18. FURNITURE

When furniture is included in the rental, it cannot be moved and must remain in its respective room at all times.

In all-inclusive apartments or rooms, it is forbidden to add energy consuming appliances such as a refrigerator, freezer, dishwasher, washing machine, dryer, air conditioner, or any other appliance that consumes a lot of electricity. The addition of such an appliance is only possible with written authorization from the administration.

19. ALTERATION OF WALLS, FURNITURE OR WINDOWS

Resident agrees not to post or affix anything to the walls, drill into the walls or furniture, or make any alterations or changes to the apartments and corridors of the building. In addition, the resident agrees not to place anything in the windows and not to use the windows as a clothesline.

APPENDIX to building regulations

20. USE OF KITCHEN/FRYING

Any form of frying with oil or grease is strictly forbidden, for reasons of safety and fire risk.

In shared kitchen (if applicable), it is the responsibility of the Lessee to keep the premises clean at all times and not to leave any dishes, food or kitchen items lying around. No food may be left cooking on the stove or in the oven unsupervised. You must be present in the kitchen when cooking.

21. AIR CONDITIONER

It is strictly forbidden to install an air conditioner unit in a window or patio door. If installation is possible, it must be done by the residence maintenance staff, and installation fee will apply, depending on the situation.

22. MAINTENANCE OBLIGATIONS (LESSEE)

22.1 The Lessee shall be responsible for the maintenance and cleaning of his/her dwelling. The Lessee shall immediately notify the Lessor of the presence of vermin in the dwelling and of any defect or substantial deterioration of the rented premises.

22.2 The Lessee agrees to notify the Lessor as soon as possible of any defect in the appliances and accessories provided. In the event of a breakage caused by the Lessee and/or any person under his responsibility (including guests), the Lessee shall repair or replace the breakage at his own expense with an item of the same quality after prior notification to the Lessor. Otherwise, repairs will be made by the maintenance crew and charges for labour and materials will apply.

22.3 All appliances, fixtures, fittings and furniture provided with the unit shall remain the property of the Lessor and shall be left in good condition at the expiration of this lease, except for normal wear and tear. The Lessee shall therefore be responsible for the same, and if such fixtures and fittings or any part thereof are damaged, the Lessor shall have the right to require their repair or replacement with other of like kind and shall charge the Lessee for the same.

22.4 The Lessee agrees to use with care the heating, utility and safety devices, the toilet, the sinks, the bathtub and all other accessories of the dwelling and to keep them in good working order. **In the event of a water leak, the Lessee must close the valves and notify the Lessor immediately.**

23. HEATING OF THE RENTAL

The Lessee must heat the unit at a minimal temperature of 18°C and 22°C at all times and must ensure the good working order of the heating appliances and their accessories. Likewise, he/she will have to adequately heat the rental when away to prevent the pipes from freezing or any other problem of the same kind. The Lessee may not excessively heat the rental. An adequate temperature is between 18°C and 22°C.

Windows must be kept closed in winter. Otherwise, energy consumption charges may apply (applicable when energy costs are paid by the Lessor).

24. DRUG AND ALCOOL

24.1 It is strictly prohibited to produce, consume, or deal in any illegal drug within the dwelling, building, or on the balcony or grounds of the residences.

24.2 The production, cultivation, propagation or harvesting of cannabis, whether legal or illegal, within the dwelling, building or grounds of the building and on the balconies is strictly prohibited.

24.3 The consumption of alcoholic beverages is strictly prohibited in common areas, stairwells, lobbies, as well as outside on the grounds of the residences. The consumption of alcohol is only tolerated inside the units if it is done in a reasonable and responsible manner.

25. STORAGE

The resident agrees not to leave any items in the hallways or stairwells, including shoes, boots, personal effects or garbage.

26. HORTICULTURE

It is strictly forbidden to engage in horticultural activities in the dwelling or elsewhere in the building or grounds of the building, whether it be growing, propagating, or harvesting any flowers, indoor or outdoor plants, or others.

It is permitted to possess plants or flowers in reasonable quantities.

27. PARKING AND SNOW REMOVAL

It is the responsibility of the Lessee to have a valid and visible sticker in his/her vehicle, failure to do so may result in being towed. It is forbidden to park in the parking lot for oversized vehicle such as RVs, trucks, caravans or trailers. During snowstorms, the Lessee must move his/her vehicle as directed by the administration, otherwise the sticker may be revoked.

28. SUB-LETTING

28.1 It is forbidden to sublet the rental without the written consent of the Lessor. The sub Lessee must be a student. When subletting, the original Lessee remains fully responsible for all contractual obligations related to his/her lease, including the payment of his/her rent. If, for example, the sub Lessee causes damage to the unit, the Lessee is responsible.

28.2 It is forbidden to sublet one's dwelling at a price higher than that stated in the lease.

28.3 The Lessee shall not sublet or advertise his dwelling or any part thereof to tourists for short periods of time as defined in the Tourist Accommodation Establishment Act and the Tourist Accommodation Establishment Regulation. **'Airbnb' type rentals are strictly prohibited.**

29. LESSEE 'S LIABILITY INSURANCE

Lessee agrees to procure and maintain a Lessee's insurance policy. Such insurance policy shall cover the risk of theft, fire, explosion, water damage, smoke or any other loss generally covered by Lessee's insurance. It shall also include a minimum of \$2 million general liability insurance. Lessee agrees to supply certificates evidencing the issuance and maintenance of such policy annually or at the request of the Lessor. Lessee agrees to provide proof prior to arrival to carry out the handover of the keys to the unit.

30. STUDENT PROOF REQUIRED

Student proof is required and may be requested during the lease. Only students are allowed to live in the residences. If the student's status changes during the course of the lease, he/she must notify the administration.

31. MECHANICAL REPAIRS AND STORAGE

The Lessee agrees not to make any repairs or perform any mechanical or welding work on vehicles or other equipment on the lot or in the parking lot. The Lessee shall not leave any vehicle inoperative in the parking lot.

32. DOORS AND SECURITY

The main doors of the buildings must be kept locked at all times and apartment doors must be locked when residents are away. No objects may be left behind that will prevent the doors from closing properly.

33. MATTRESS COVER

The Lessee is required to purchase a waterproof mattress protector when the mattress belongs to the residences. When available, a mattress protector can be purchased directly from the Residence administration. The cost may vary depending on the size of the mattress.

34. WATER BED

It is strictly forbidden to have a waterbed in the rented premises.

35. INVENTORY

At the end of the lease, the Lessee agrees to return the leased premises in the same condition as they were at the time of arrival, and free of any goods or furniture that were not present at the beginning of the lease. **Any breakage will result in additional charges based on the cost of repairs.**

Prior to the end of the lease term, the resident is responsible for deep cleaning and restoring the unit to a clean condition. It is the resident's responsibility to have their room and apartment inspected prior to departure during office hours. All residents are responsible for cleaning the common areas of their unit.

Any improper cleaning will be charged.

36. CLEANINESS OF THE PREMISSE

Lessees are required to maintain their unit in a clean condition at all times. The administration reserves the right to visit the unit during the course of the lease to ensure the cleanliness of the premises. In the case of inadequate cleanliness, a written warning will be sent to the Lessee. If the situation is not rectified in a timely manner, a cleaning fee may be charged.

APPENDIX to building regulations

37. PROPERTY LEFT AFTER EXPIRATION OF THE LEASE

After the expiration of the lease, a resident who leaves personal property in the building will be charged a daily storage fee of a minimum of \$25 per day. After 7 days, the Lessor will consider that the goods have been abandoned and may freely dispose of them without any recourse on the part of the resident. The Lessor cannot, in any way, be held responsible for any breakage or loss of personal property in storage

38. INTERNET SERVICE

Under no circumstances may you commit to a wireless internet package other than that offered by the residences, if any. The use of an external provider could compromise our service. (*Applicable in residences where internet service is offered).

39. RECEIPT OF PACKAGE

The Lessee who has a package delivered to the residences is responsible for ensuring that he/she will be there to receive it. Under no circumstances will the Lessor be held responsible for any loss or theft.

40. LOSS OF KEYS OR CHIP

If your keys or access chips are lost or stolen, you must contact the administration as soon as possible.

A fee of \$30 per lost key or chip will be charged. The same fee will be charged if you do not return your keys or chips at the end of your lease. Under no circumstances is it permitted to make duplicate keys. You must make a request to the administration.

41. FORGOTTEN KEYS

If you need to have your door unlocked because you have forgotten your keys, you will be charged for the trip.

A \$50 fee will be charged during regular business hours.

A \$150 fee will be charged outside of normal business hours.

42. PARKING STICKER

You must have your parking sticker visible in your vehicle at all times. Parking stickers are non-transferable.

A \$50 fee will be charged if a parking sticker is lost.

43. OPEN WINDOWS

It is strictly forbidden to leave windows open when the outside temperature is below 15°C. In the case where the heating costs are the responsibility of the owner, the resident who leaves a window open when it is cold is exposed to being billed for his or her excess energy consumption. This applies both in the apartments and in the common areas.

44. TERMINATION OR ASSIGNATION OF LEASE

No termination of a lease is possible except in exceptional circumstances under the rules of the Administrative Housing Tribunal. However, it is possible to assign a lease to other Lessee. It is the responsibility of the Lessee to find replacements, and they.

45. TERMINATION OR ASSIGNATION OF LEASE

No termination of a lease is possible except in exceptional circumstances under the rules of the Administrative Housing Tribunal. However, it is possible to assign a lease to other Lessee. It is the responsibility of the Lessee to find replacements, and they must be approved by the Lessor. Lessees who take over the lease must be students.

A fee of \$150.00 will be charged for a lease transfer to cover administration costs.

46. USE OF THE CENTRAL VACUUM CLEANER

In residences where this is applicable, Lessee will be able to use the central vacuum accessories. It is important to put the hoses back in their proper places after use and never keep them in the dwelling. It is forbidden to vacuum any object that could clog the hose. The Lessee could be held responsible for any breakage caused by misuse.

47. USE OF BBQ

The use of BBQs or charcoal stoves using flammable materials is prohibited inside and outside the building as well as on balconies, unless written permission is obtained from the Lessor.

48. RESPONSABILITY FOR ELECTRICITY COST

When the Lessee is responsible for the electricity costs of his/her dwelling according to the lease agreement, he/she is required to pay the electricity bills throughout the term of the lease, even in the case of early departure or abandonment of the dwelling by the Lessee. Thus, the Lessee cannot cancel the electricity before the end of his/her lease, unless there is a written agreement with the Lessor to that effect.

49. Disclaimer

In the event that one or more sections of these rules are declared null and void or inoperative, this shall not invalidate the remaining sections of these rules, which shall remain in effect. The resident undertakes to respect and to ensure that his visitors respect these rules, subject to other applicable rules.

Failure to comply with these rules may result in charges or even expulsion from the residence.

50. SOLIDARITY

The Lessee shall be jointly and severally liable for all obligations under the lease and related regulation.

51. SIGNATURES AND ACCEPTANCE OF THE LESSEE

Lessee acknowledges having read the building rules attached to the lease and agrees to the terms and conditions thereof, and also agrees to have them complied with by his visitors. These rules are an integral part of the lease.

Signed at (City, Country): _____

Dated: _____

Name of the Lessee: _____

Signatures: _____

