

REHABITAT INC.

TENANT RELATED POLICIES

Application and Selection

Allocation of Units

Terms of Occupancy

Financial

Maintenance and Improvements

N. B.

Parts of the above policies have to be changed depending on the final rent supplement agreement with NBHC.

However, this agreement will probably have the most effect on the application and selection of tenants and the allocation of units. NBHC has an internal policy of housing people on a worst-first basis. They have a system which allocates points for accommodation defects, affordability and special circumstances. Those who score highest are placed at the top of the list. NBHC has not made a decision about whether or not to insist on using their worst-first list as a basis for selecting half or all of our tenants.

ALLOCATION OF UNITS POLICY

A single applicant shall be eligible for no larger than a one-bedroom unit unless he/she has special requirements which warrant additional space (e.g. child custody for extended periods, employment) or there are no other applicants for a larger unit. Under no circumstances, shall a single applicant be considered for a unit larger than two bedrooms.

There shall be a minimum of one person per bedroom and a maximum of two persons per bedroom for households accommodating more than one person.

If the residents of a unit, at some time, fail to meet the occupancy guidelines, they shall be offered the next available unit appropriate to their needs. If a unit does not become available within six months or an appropriate unit is refused by the applicant without valid reason, Rehabitat may give notice to vacate.

Priority for allocation of units shall be:

- 1) single-parents, families and seniors
- 2) singles and couples

In these categories, units shall be allocated on a first-come, first-serve basis (based on the date the application was received by Rehabitat) or on a worst-first basis decided by a point system.

In the case where a unit becomes available and the applicant next on the waiting list is not willing or able to take the unit by the soonest available occupancy date, the unit shall not be held, but shall be allocated to the next applicant on the list.

If there is a request for re-allocation by a resident within the project because of a change in family needs, that resident shall be given priority over other applicants. Only in exceptional cases, however, shall a request for re-allocation be considered if the resident has been in a unit less than one year.

Keys to a unit shall not be given to the accepted applicant until he/she:

- has signed the lease;
- has given post-dated cheques for the fiscal year;
- has made arrangements to pay the damage deposit;
- has signed for the hydro meter.

Passed by the Board
(date)

SIGNED:
PRESIDENT

SECRETARY

TERMS OF OCCUPANCY POLICY

Before occupancy, all residents shall sign the standard lease of the Province of New Brunswick and Schedule "A" - "The Rules and Regulations". Each resident shall be given a copy of these agreements.

The damage deposit shall be one month's rent. The deposit may be paid by installments but must be paid in full within 90 days.

If a resident is in breach of his/her Rental/Lease Agreement, Rehabitat shall notify him/her in writing. The notice shall:

1. specify the breach, and;
2. require the resident to remedy the breach if it is capable of remedy, or;
3. require the resident to make compensation in money for the breach if it may be compensated for in money, or;
4. terminate the resident's occupancy if the breach is not capable of remedy or is of a serious nature.

If a resident's occupancy is to be terminated, a Notice to Quit shall be served on the resident in accordance with the Residential Tenancies Act of the Province of New Brunswick.

In accordance with the Residential Tenancies Act, the notice may be delivered personally or by ordinary mail. However, where notice is sent by mail, it is deemed to be served on the third day after the date of mailing.

Residents vacating their unit are required to give two calendar months notice.

Approved by the Board
(date)

Signed

APPLICATION AND SELECTION OF TENANTS POLICY

In judging the acceptability of applicants, Rehabitat will not discriminate by reason of race, national or ethnic origin, colour, religion, age, sex, marital status, political affinity or activity, sexual orientation, family relationship, physical handicap or by any other reason which is a violation of fundamental human rights.

Applicants shall submit a written application in the form required by the Board. No application may be considered unless all adult members of the applicant's household, who intend to occupy a unit of housing in the project, have applied and all pertinent information has been included in the application.

The acceptability of applicants for residency will be judged by the following criteria:

- 1) likely to be a good resident and a good neighbour who will maintain his/her unit in good condition and will respect the rights of others;
- 2) indication of permanency or long-term commitment;
- 3) demonstrated financial responsibility;
- 4) household size and income meet the requirements of the project, i.e. meet the eligibility requirements of NBHC/CMHC and that the household size and makeup is appropriate for the unit available.

To assist in judging if the criteria are met by the applicant(s), the Board shall require that a credit check and an employer, landlord or reference check are completed before final acceptance.

Applicants shall be informed, in writing, if they do not meet the eligibility requirements.

Rejected applicants shall be eligible to re-apply after one year.

Passed by the Board
(date)

Signed
PRESIDENT

SECRETARY

SAMPLE FINANCIAL POLICY

Rehabitat provides housing for its tenants at cost. It is, therefore, essential that vacancy and bad debts be kept to a minimum to ensure enough funds to operate the project well.

1. Payment

- a) Rents are payable monthly in advance on the 1st day of each month and are due in the office by the last banking day of the preceding month. Residents are encouraged to leave up to 12 post-dated cheques at a time with the office.
- b) Payments must be made by cheque or money order. The office is not set up to handle cash.
- c) Arrears are any amounts owed to Rehabitat that have not been received when due.

2. Reminders and Notices

- a) Reminders will be sent by the Administrator to each household that is in arrears on the second day of each month, or as soon as notification of an NSF cheque is received.
- b) On the fifth day of the month, the Administrator will send a notice to all those still in arrears requesting them to contact the office within 48 hours or legal action will ensue.

3. Non-Payment

- a) If a tenant in arrears has contacted the Administrator to explain the arrears, then the explanation and any proposal to pay the arrears shall be considered by the Administrator. The Administrator may take action as follows:
 - i) if the Administrator is satisfied that the tenant is able and willing to pay the arrears, then he/she may hold the tenant's cheque and establish conditions under which the arrears are to be rectified and may specify further actions to be taken if any of the conditions are not met;
 - ii) in all other cases, the Administrator should serve the tenant with a Notice to Quit in accordance with the Residential Tenancies Act.
- b) Where a tenant has made arrangements with the Administrator to pay arrears, and where the conditions of payment are not being met, the tenant will automatically be served with a Notice to Quit.
- c) Where a tenant has not made any arrangements to pay arrears and does not offer any explanation, the tenant will automatically be serviced with a Notice to Quit.

4. Late Payments

The Administrator may recommend eviction of a tenant to the Board for repeated late payments. The guideline shall be no more than three late payments in any twelve month period.

5. Returned Cheques

If a tenant's cheque to Rehabitat is returned by the bank of credit union, the tenant shall be required to pay a service charge equal to the amount charged to Rehabitat. In addition, the tenant shall be treated as though he/she is in arrears until such time as the cheque is replaced by a proper payment. Further action may be considered by the Board for repeated offences (e.g. a certified cheque or money order may be required for all payments if a tenant's cheque is returned more than once in a year).

6. Bad Debts

- a) Bad debts are the arrears of tenants who move out still owing money to Rehabitat. The Administrator will make a recommendation to the Board regarding collection of the debt. This recommendation may be the use of a collection agency.
- b) At the end of the fiscal year, any debt older than six months will be written off but remain collectible by Rehabitat.

7. Small Claims Court

For some debts, Rehabitat may wish to sue the tenant for the money without terminating occupancy rights. Small Claims Court will be used for such debts if possible.

The Administrator shall be designated as Rehabitat's legal representative in these cases.

MAINTENANCE AND IMPROVEMENTS POLICY

1. GENERAL

- i) Rehabitat is generally responsible for the routine maintenance, repair and improvement for the buildings' interior, exterior and grounds in order to:
 - a) ensure that buildings are structurally sound, safe and secure;
 - b) provide property-related services and facilities to meet the needs of tenants;
 - c) keep mechanical systems and appliances in good working order;
 - d) maintain and enhance the attractive appearance of the property.
- ii) Residents are generally responsible for the upkeep and cleaning of their units including:
 - a) maintaining their units to an acceptable standard;
 - b) reporting maintenance problems to Rehabitat promptly;
 - c) keep grounds clear of litter and where applicable, clear walk-ways and stairs of snow.
- iii) Residents will be responsible for any costs resulting from repair or replacement of Rehabitat property which is necessitated by:
 - a) the removal by the resident of Rehabitat-owned property or equipment;
 - b) undue wear and tear caused by the resident, household or guests;
 - c) damage caused willfully or through negligence by the resident, members of the household or guests;

2. UNITS

i) Decorating

- a) If residents wish to re-paint or wallpaper their units, they will be responsible for carrying out the work and supplying the materials. Prior written permission must be obtained from the Management.
- b) Residents who are purchasing their own paint are expected to use reasonable discretion when choosing a paint colour. If a dark colour is used, the cost of extra coats of paint required when re-painting, will be deducted from the Damage Deposit when the resident moves out.
- c) Only surfaces previously painted may be painted.
- d) Residents are expected to take due care when painting. Dropcloths or similar protective coverings must be used. Cover plates on outlets must be removed before painting, and all hardware, controls, fixtures, etc. masked before painting.
- e) All wallpaper must be dry-strippable and must be removed when the resident vacates the unit unless the resident moving in has requested, in writing, that the wallpaper be left in place. Rehabitat will not contribute to the cost of wallpaper.
- f) Other wall finishes such as cloth, tiles, mirrors, etc. may be used only if their application will not damage the wall surface. Any damage caused by their application must be corrected by the resident at their own expense before the unit is vacated.
- g) Texture spray, stucco or textured paint may not be applied to any wall or ceiling.
- h) Before vacating their unit, residents are responsible for the repair of damage caused to the unit by picture hanging devices, ceiling hangers, etc.

ii) Floors

- a) Residents are expected, on a regular basis, to clean and maintain hardwood, vinyl asbestos tile and carpet floor coverings.
- b) Rehabitat will periodically renew polyurethane finishes on hardwood floors. Residents may not refinish hardwood floors.
- c) Carpets installed by residents must be installed in such a way as not to cause permanent damage. Rubber-backed carpeting and area rugs must have underlay.

iii) Appliances

- a) Rehabitat-owned appliances and their accessories may not be removed or moved from one unit to another, or replaced without prior, written permission from Rehabitat.
- b) Rehabitat is responsible for maintaining Rehabitat-owned appliances in working order and replacing them, as necessary.
- c) Residents are required, on a regular basis, to clean both the interior and exterior of their refrigerators and stoves, in accordance with the recommendations of the manufacturer. Damage to any appliance which is caused by the failure of a

resident to carry out these responsibilities or otherwise caused by the resident's neglect or abuse, will be repaired by Rehabitat at the resident's expense.

- d) Residents may install additional appliances without consulting Rehabitat, provided no structural alterations are required to do so. If structural alterations are required, they must be approved, in advance, by Rehabitat.

iv) Windows and Screens

Rehabitat is responsible for the replacement of all broken windows and torn screens. The resident will be charged for the cost of such repair if the damage is judged to be the resident's fault.

v) Pest Control

- a) In the event of a serious pest control problem in the buildings, Rehabitat will have the right to take such pest control measures as it considers necessary to deal with the problem. When determining what measures to take, Rehabitat will have regard for the health of residents.
- b) Residents must co-operate in the preparation of their units for the extermination services.
- c) If a pest control problem has been caused by a resident or resident's pet, the resident is responsible for the costs incurred to eradicate the problem.

vi) Locks

- a) Rehabitat will maintain all locks on entrance doors to the building and individual units.
- b) Residents may not alter the locking system of their unit without the written permission of Rehabitat.
- c) If a lock is changed or added, a copy of the key must immediately be delivered to the office.

vii) Hazards

- a) Residents are not permitted to store highly inflammable substances within their units, including kerosene heaters.
- b) Smoke detectors installed by Rehabitat may not be painted, disconnected or removed.
- c) Residents must not cause electrical circuits to be overloaded.

viii) Move-Out/Move-In Inspections

- a) On receipt of 2 months notice from a resident of intention to vacate, Rehabitat will carry out an inspection of that resident's unit.
- b) On completion of the inspection, Rehabitat will provide the resident with a list of repairs required (if any) to bring the unit up to a condition which, in the opinion of Rehabitat, is acceptable.
- c) Where a resident is responsible for repairs, a follow-up inspection will take place within thirty days to ensure that the repairs have been completed. If they have not been completed, Rehabitat will arrange for the work to be done and the resident will be charged for the expenses incurred.
- d) The Damage Deposit may be applied against the costs of repairs or cleaning.
- e) Money on deposit will not be refunded until after Rehabitat has received vacant possession of the unit.
- f) On move-in, a unit inspection will be carried out by Rehabitat in the presence of the new resident. A report on the condition of the unit will be signed by both the new tenant and Rehabitat.

ix) Annual Unit Inspections

- a) As part of the preventive maintenance program, Rehabitat will carry out an annual inspection of all units to identify present and possible future maintenance problems.
- b) Rehabitat will be responsible for giving each household at least one week's advance notice of the inspection. The exact date and time will be mutually agreed upon by Rehabitat and the resident.
- c) Following the inspection, the resident will be given a list of the repairs (if any) required and a date for a follow-up inspection will be set. If the resident fails to carry out the necessary repairs, Rehabitat will arrange for the work to be completed and the resident will be charged for the expenses incurred.

3. INTERIOR COMMON ELEMENTS

i) General

- a) Rehabitat is responsible for the routine maintenance, repair and periodic re-decorating of all interior common areas (including lobby, offices, laundry room, maintenance workshop, etc.).
- b) Rehabitat will carry out an annual maintenance inspection of all interior common elements.
- c) Rehabitat is responsible for maintaining and servicing all common mechanical systems and equipment (e.g. elevator, laundry room, appliances, etc.).
- d) Rehabitat is responsible for relamping lights in the common areas of the buildings.
- e) Rehabitat is responsible for regular testing of all safety systems.
- f) Residents must not permit anything to block fire exits, stairs, and corridors or public throughfares.
- g) Fire doors must remain closed at all times.

ii) Garbage

- a) Garbage may not be stored in any common area of the project.
- b) Garbage must be in securely-tied bags and must be placed at curb-side for City pick-up no earlier than 11:00 p.m. the night previous to garbage day.

iii) Mechanical and Electrical Systems

- a) Rehabitat is responsible for the routine maintenance and repair of mechanical and electrical systems to ensure their effective functioning.
- b) Residents are responsible for reporting any mechanical or electrical problem (e.g. leaking faucets) to Rehabitat as soon as detected.

4. EXTERIOR MAINTENANCE

i) Buildings

- a) Rehabitat is responsible for the routine maintenance, repair and improvement of the exterior of the buildings (e.g. roofing, masonry, windows, light fixtures, etc.).
- b) Rehabitat will carry out an annual maintenance inspection of the exterior and common areas of the buildings.
- c) Rehabitat is responsible for all exterior painting.
- d) Residents are responsible for periodically cleaning the exterior and interior of windows, where possible.

ii) Grounds

a) Rehabitat Responsibilities

Rehabitat is responsible for the following common area grounds maintenance:

- routine maintenance of lawns and trees;
- routine maintenance and improvement of driveways, steps and walkways, including repair and resurfacing of pavement;
- maintenance of exterior drains;
- routine maintenance, repair and replacement of exterior common area lighting, including periodic relamping;
- regular removal of snow and ice and sanding of common driveways and parking lots;
- painting and staining of fences and gates (to be done solely by Rehabitat in order to maintain uniform appearance);

- repair of damaged fences. (The cost of repair will be charged to the resident if the damage was caused by neglect or abuse).

b) Resident's Responsibilities

- Residents are responsible for the reasonable maintenance and orderly appearance of their private yards and walkways leading to their units.
- Residents must receive prior, written approval of Rehabitat to erect any structure (e.g. storage shed, clothesline) in their backyard.

5. IMPROVEMENT BY RESIDENTS

Residents must receive the prior written approval of Rehabitat before undertaking any alteration to their units or private outdoor space which:

- requires a building, electrical or other permit (e.g. plumbing or electrical alterations);
- is to be left in place permanently (e.g. built-in bookcase);
- will affect the external appearance of the unit (e.g. erecting storage shed);
- involves changes in the equipment in the unit (e.g. replacement of stove);
- alters the division of space in the unit.

6. REIMBURSEMENT FOR EXPENDITURES BY RESIDENTS

Rehabitat will reimburse residents for maintenance-related expenditures which they have made only if they have received the prior approval of Rehabitat for the expenditures. Receipts must be provided.

7. TOOLS AND EQUIPMENT

Maintenance tools and supplies owned by Rehabitat may not be borrowed or used by residents for their own use.

Approved by the Board

Signed

INTERNAL MAINTENANCE AND IMPROVEMENT POLICY

1. UNITS - DECORATING

- a) Rehabitat will supply sufficient paint to re-paint units when necessary or when there is a change of occupancy.
- b) Rehabitat will provide the paint from a selected range of types and colours. Residents will not be reimbursed for the cost of paint which they have purchased themselves.

2. IMPROVEMENTS BY RESIDENTS

- i) Written application must be made to Rehabitat and all information requested concerning the proposed alteration must be provided.
- ii) Rehabitat is authorized, in accordance with the terms of this Policy, to approve or reject requests and to attach such conditions to approved requests as it considers appropriate.
- iii) Rehabitat will establish guidelines to use when reviewing requests. These guidelines will be designed to ensure that any alteration undertaken is safe, meets all applicable codes and regulations, does not adversely affect the future marketability of the unit, will be of an acceptable quality and, generally, is in the interest of Rehabitat.
- iv) If Rehabitat finds it necessary to employ the services of a consultant in order to determine whether an improvement request should be approved, the resident submitting the request will be responsible for the costs involved. (The resident will be advised of the costs and asked whether the consultant should be employed).
- v) Rehabitat may require a resident to pay a deposit to Rehabitat prior to undertaking an improvement. The deposit may be held pending and returned following satisfactory completion of the work or, in the case of a temporary but major alteration, it may be held by Rehabitat until the unit has been restored to its original condition.
- vi) Residents are responsible for obtaining and paying for the cost of any permits required by the local municipality. Rehabitat must be provided with a photocopy of any permit received.
- vii) Rehabitat may, from time to time, set standards of design, materials and quality of work for improvements which residents carrying out such improvements must meet.
- viii) Residents will not be compensated for the cost of improvements to their units unless the improvements are undertaken at the initiative of Rehabitat.
- ix) Fixtures in place are the property of Rehabitat. Residents may not replace Rehabitat-owned fixtures with their own.
- x) If a resident undertakes any alteration listed above without the prior, written approval of Rehabitat, or if at the time of final inspection, the work is judged to be unsatisfactory, the resident may be required to restore the unit to its previous condition at their own expense.
- ix) No alterations which involve structural changes are permitted.

Approved by the Board

Signed

Dear _____:

Rehabitat regrets to inform you that your application for housing has been turned down for the following reason(s):

- 1) poor credit rating
- 2) unfavourable landlord references
- 3) housekeeping practices
- 4) income above eligibility requirement
- 5) other

Should this situation improve, your family is eligible to re-apply in one year's time.

Yours truly,

Dear _____:

Rehabitat is pleased to inform you that your application has been reviewed and you will be placed on our waiting list.

There are no apartments available now that would be suitable to your household's needs, but we will contact you as soon as something comes available. In the meantime, if you have a change of address and/or telephone number, please notify our office if you wish to remain on the waiting list.

Rehabitat will be contacting you on an annual basis to update your application.

Yours truly,

NOTICE TO TENANT

TO:

ADDRESS:

TAKE NOTICE that you have committed the following breach of the Lease/Rental Agreement:

contrary to Paragraph ____ of _____.

AND TAKE NOTICE that you are hereby required to remedy the breach if it is capable of remedy, or to make compensation in money for the breach, if such breach may be compensated for by money, prior to _____.

DATED this ____ day of _____, 19__.

REHABITAT INC.

PER:

NOTICE TO QUIT

TO:

(name of tenant)

I hereby give you notice to quit and require you to vacate the following premises:

on the ____ day of _____, 19__ because of

- a) your failure to fulfill your obligations as required by Rehabitat;
- b) your failure to pay the rent due on the premises as required by your lease with your landlord;
- c) the destruction of the premises or other cause;
- d)

DATED this ____ day of _____, 19__.

SIGNED:
for REHABITAT INC.

RESIDENTS' MOVE-OUT RESPONSIBILITIES

To help ensure that your unit is left in good condition and ready for occupancy by new residents, Rehabitat has prepared a checklist of tasks that should be taken care of before you move out.

We wish to remind you that under the terms of your lease/rental agreement, if the unit is found to be in unsatisfactory condition after you leave, Rehabitat will arrange to have the necessary work completed and the costs involved will be deducted from your damage deposit.

A. General

1. Carry out any repairs identified as being necessary during the Move-Out Inspection of the unit.
2. Remove any temporary alterations made to the unit (e.g. bookshelves attached to the wall).
3. Ensure that all fixtures, hardware, shelving and other fittings originally in place are present and in good condition. Repair or replace, as necessary.
4. If you have painted an area a dark colour that will require an additional coat of paint to cover, repaint the area in a neutral colour.

B. Interior

1. Walls and Ceilings

- walls should be left clean and free of grease marks and scratches
- wallpaper, decorative tiles, mirrors, cork board or other wall finishes which have been applied by the resident must be removed and the wall surface restored
- nails and picture and ceiling hooks should be removed and the holes to be filled.

2. Woodwork

- all woodwork, including baseboards, must be left clean and free of marks
- ensure unpainted woodwork is free of paint splatters

3. Doors

Interior Doors

- should be left clean, free of marks, decals, etc. and in good condition
- any doors which have been removed must be re-hung

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Exterior Doors

- all doors and frames should be left clean and free of marks, decals, etc. and in good condition
- screen/storm door: screen and window should be clean and in good condition; screen and window to be intact

4. Windows and Screens

- clean window sills and frames
- windows and screens must be present and in good condition
- windows and screens should be left closed and locked

5. Floors

- vacuum all bare and carpeted floors
- wash and wax linoleum and VAT floors
- hardwood/parquet flooring should be cleaned with appropriate agent
- carpeted areas should be professionally cleaned
- damage judged by Rehabitat to be in excess of normal "wear and tear" may result in flooring or carpeting being replaced and the resident charged

6. Electrical Fixtures

- all light fixtures must be present, clean and in good condition
- switch plates and outlet covers should be free of marks, paint splatters, cracks or chips
- painted or damaged covers must be replaced by the resident
- intercom and cable outlet should be clean and free of paint splatters
- exhaust fans should be vacuumed and wiped clean; filter, if present, should be replaced
- smoke detector should be clean, free of paint, and functional
- thermostat, heat ducts, rads, etc., should be clean, free of paint and functional

7. Bathroom

- clean basin, tub/shower, toilet, toilet tank
- decals must be removed
- clean medicine cabinet and vanity
- towel bars shower rod, soap dishes, etc. should be clean and in good condition
- chrome fixtures, tile and caulking should be clean and in good condition
- walls and floor should be washed and floor waxed
- ensure that taps are not dripping

8. Kitchen

Stove

- clean inside and out using approved agents

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- oven and burner controls, oven racks, broiler pan, drip pans and burner rings should be clean, free of grease and intact
- ensure exhaust fan and hood are clean and free of grease

Fridge

- clean inside and out
- ice cube trays, racks, crisper, etc. should be clean and intact
- leave at medium cold setting with door(s) closed securely
- floor under and walls behind appliances should be cleaned
- cupboards and counter sink and chrome fixtures should be left clean and in good condition
- ensure that taps are not dripping
- wash and wax floor

Schedule "A"

RULES AND REGULATIONS

Safety and Security:

1. For your protection, do not let anyone unknown into the buildings or your apartment. Please be sure the building door locks behind you when you enter or leave. Do not brace open any common doors.
2. Locks or peepholes may not be added or changed without the written authorization of management.
3. If you are locked out, contact the office for assistance. There is a \$5.00 fee for lockouts after office hours. Keys will be signed out only to those who have signed the rental-lease agreement, unless prior written permission is on file. Extra keys may be obtained for your apartment and mailbox at cost.
4. Residents shall not cause or permit anything to be done or kept in the building which would constitute a fire hazard.

Resident Comfort:

5. Occupancy is limited to those named on the application. If a change becomes necessary, please contact the manager promptly.
6. As outlined in your lease, excessive noise which disturbs your neighbours is prohibited. To ensure peaceful enjoyment of their apartments, residents and their guests are prohibited from doing anything that will annoy or disturb or interfere in any way with other residents.
7. Overnight guests are welcome for periods not to exceed two weeks. If special circumstances require an extended visit, please contact the manager to make arrangements.

Property Use:

8. Personal property of residents shall not be placed or left in lobbies, hallways or common areas.
9. Any change, addition, painting or redecorating you wish to undertake in your apartment must have the advance written consent of the management.
10. Anything that alters or disfigures any surface or finish of the property, e.g. masking or adhesive tape, staples, ceiling hooks, is prohibited unless authorized in writing by Rehabitat.
11. Waterbeds are not permitted in buildings without prior written consent of the management. Contact the office for details.

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12. No pets are permitted in the apartment without prior written permission of the management. Pet guidelines are covered under a separate pet agreement attached to the pet owners' lease.
13. Residents shall not interfere with any portion of the plumbing, electrical or mechanical apparatus.
14. Residents shall leave their unit in a clean and orderly condition upon termination of occupancy. A list of move-out responsibilities will be provided by management upon receipt of notice. Any damage caused to the common areas of the building by residents moving in or out, shall be paid for by the resident.
15. Tenants shall allow access to their unit for periodic inspections and repairs.

Other:

16. Rental payments are to be made by post-dated cheques covering a 12-month period, unless directed by management to do otherwise.
17. The tenant agrees to provide Rehabitat with information that may be required under its operating agreement with the New Brunswick Housing Corporation.

Violations of any part of these rules and regulations may result in notice being given.

These Rules and Regulations may be added to or amended from time to time by management and such amendments and additions will become effective immediately and binding on the resident.

The undersigned resident(s) hereby acknowledge receipt of a copy of Schedule "A", Rules and Regulations, and agree to be bound by and observe all parts of it.

DATE: _____

REHABITAT INC.

