



## **RULES & REGULATIONS**

1. Rent is to be paid on or before the first day of the month, not later than 1 pm.
2. Cheques are to be left in box supplied for the same or mailed to PO Box 1820 Creston or delivered to 223-10<sup>th</sup> Avenue North. Post dated cheques will be accepted.
3. Rent must be paid one month in advance. One month's notice must be given when vacating.
4. Tenants are expected to keep reasonable standards of cleanliness.
5. No animals, birds or pets of any kind allowed in apartments.
6. Any complaints re: plumbing, electricity, malfunction of appliances, etc. are to be brought to the attention of the maintenance department.
7. In case of emergency, in the absence of the tenant, the maintenance department may enter an apartment for the purpose of making repairs, after receiving consent from the Executive Director.
8. Tenants must not ask CDSCL or its employees to care for their apartments or water plants during their absence.
9. There will be periodic inspection of apartments—after due notice is given to tenants.
10. For the safety of tenants, there will be periodic fire drills. Each floor will have safety drill captains.
11. Apartments are not to be sublet.
12. Tenants are responsible for anyone whom they let into the apartment building. Any vandalism or bad behaviour reflects directly on the person who has permitted the outsider to enter. Outside keys must not be given out to anyone except the tenant.
13. Children are not allowed to play, roam or make a nuisance of themselves in the halls, elevator, social room, parking lot or other common areas.
14. Replacement of glass must be made within twenty-four hours if at all possible. Call Emergency number as posted immediately.
15. Garbage is to be securely fastened in plastic bags and placed in the bin at the rear of the building.
16. Tenants are requested to conserve electricity as much as possible.
17. Quietness is expected from 11 pm to 8 am. Vocal, instrumental music, use of radio or television, shall be kept at a level so as not to disturb other tenants. No loud or disturbing noise is allowed at any time.
18. Any changes made in the suite must be discussed and approved by the Executive Director before any action is taken.
19. There is to be no harassment of a tenant by another tenant. All legitimate complaints, such as noise etc., must be brought to the Executive Director in writing using the complaint form available in the laundry room.
20. One parking space will be allocated for each apartment. Visitors should park in designated areas.
21. Tenants moving in or out must notify the CDSCL office.
22. Tenants are not permitted to have washing machines in their apartments.
23. Windows and doors must be closed during cold weather and during the use of the air-conditioner. Windows and doors are to be locked when absent from premises.
24. Tenants absent for a period of one month or longer, must notify the CDSCL office.
25. Drapes are to be dry-cleaned—not washed. Cleaning of carpets is the tenant's responsibility while in residence.
26. Should a tenant pass away, no other resident will be permitted to enter the suite. Once receiving consent from the Executive Director it shall be the responsibility of family members to move out the deceased tenant's furniture and belongings. This shall be done under the supervision of CDSCL staff.
27. The Tenant's possessions and furniture shall be moved in or out of the premises and property in a competent manner.
28. The suite should be left clean when vacating. Belongings left by tenants will become the property of CDSCL and will not be kept in storage for the tenant.
29. No smoking is allowed in the laundry room, social room, hallways or any other common area. Smoking is allowed only in the tenant's apartment for tenants who were in residence as of January 21, 2008.
30. Notwithstanding these rules; tenants will abide by the conditions set out in their tenancy agreement.