**Attachment “B” of the Lease Agreement**

**Additional Rules and Regulations**

**Safety and Security**

1. For your protection, do not let anyone unknown into the building or your apartment. Please be sure the building door locks behind you when you enter or leave. **Do not prop open any common doors**.
2. Locks or peepholes may NOT be added or changed without the written authorization of 3D Property Management Inc.
3. If you are locked out, contact 3D Property Management Inc. for assistance. There is a fee for lockout service. Leave a key with a trusted neighbor, friend or family member. 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 (i.e. propane tanks, etc).

# **Resident Comfort**

1. Occupancy is limited to those named on the lease. If a change becomes necessary, please contact 3D Property Management Inc. promptly. The only person allowed to reside in the apartment is  . Any and all long-term visitors and/or roommates must provide contact information.
2. As outlined in your lease, excessive noise that disturbs your neighbor 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. See section 4 of the Residential Tenancies Act Attached.
3. Overnight guests are welcome for periods not to exceed two weeks. If special circumstances require an extended visit, please contact **3D Property Management Inc**. to make arrangements.

# **Property Use**

8) Personal property of residents, including mats, toys, shoes, etc. shall not be placed or left in lobbies, hallways or common areas.

9) Any change, addition, painting or redecorating is not allowed without written authorization of management. This includes satellite dishes.

1. DO NOT allow children to play in hallways, common areas, etc.
2. Anything that alters or disfigures any surface or finish of the property, (i.e. masking or adhesive tape, staples, ceiling hooks) is prohibited unless authorized in writing by 3D Property Management Inc.
3. No waterbeds or other water filled furniture are permitted.
4. 3D Property Management Inc. has a No Pet Policy on some properties. Animals may not be in units at anytime even with visitors or temporarily cared for by residents. Please refer to lease.
5. Residents shall not interfere with any portion of plumbing, electrical or mechanical apparatus.
6. Nothing shall be hung or draped over windows, balconies or railings, nor shall anything be shaken (rugs, mats, etc.) from windows, or on to stairways, landings or other areas.
7. Residents shall have their unit in a clean and orderly condition upon termination of occupancy. 3D Property Management Inc. will provide a list of move-out responsibilities upon receipt of written notice. The resident shall pay for any damage caused to the common areas of the building by residents moving in or out.
8. Residents shall allow access to their unit for periodic inspections and repairs.
9. Residents are responsible for the conduct and actions of children and guests and are held liable for any damage caused by them. Residents are also responsible for the enforcement of these rules and regulations.

# **Other**

1. Rental payments are to be made by post-dated cheques covering a 12-month period, unless directed by 3D Property Management Inc. to do otherwise. If a resident anticipates problems with a cheque clearing, he/she must contact 3D Property Management Inc. immediately. There will be a $25.00 fee for all cheques returned by the bank.
2. The resident agrees to provide 3D Property Management Inc. with information that may be required under its Rent Supplement Agreement.
3. Smoking is NOT permitted anywhere in the building. Smoking outside must be in designated areas only.
4. No satellite dishes are permitted, also no television antennae, cable television connection, clothesline or any other object that can be attached to the premises without written consent of the landlord.
5. Residents are not to place or allow being placed notices, or signs for advertising purposes either inside or outside the premises;
6. DO NOT store garbage outside your unit in garbage bags. All garbage must be properly disposed of using the garbage chutes on each floor.
7. No personal property is to be left unattended outside at any time.
8. Report leaking faucets or running toilets immediately.
9. Residents are required to report any unit damages or required repairs to **3D Property Management Inc.** immediately.
10. Any violations of any part of these rules and regulations may result in a notice of termination being given.
11. As agreed in the lease, the resident is required to give one (1) month written notice to terminate lease and a notice of termination is to be served at least one month before the expiration of any such month to be effective on the last day of that month
12. If a washer and dryer are not supplied with the apartment residents may not install one.
13. Residents are responsible to clean public dryer vents after every use.
14. No feeding of wildlife.
15. Bicycles are to be stored in designated bicycle storage area only.
16. The resident will dispose of cooking grease in the trash or garbage only. This will prevent blockage and damage to the sinks and toilets. If the resident stops up the sewer system with fat, the landlord is not responsible.
17. The resident must notify the landlord when leaving the premises for extended time. The name and information of an emergency contact must be provided in the event of an emergency.
18. All residents are required to carry insurance for personal belongings and their personal legal liability.
19. All motor vehicles parking on the common property must be inspected and insured. No repair work of any kind shall be undertaken on any vehicle on the common property.
20. Parking space may only be used for approved vehicles. Please provide the make, model and license plate number. Unauthorized vehicle(s) are subject to being towed away at the registered vehicle owner’s expense.

|  |  |  |
| --- | --- | --- |
| Make and model |  | Plate No. |

THE UNDERSIGNED resident(s) hereby acknowledge receipt of a copy of Attachment “B” of the Lease Agreement - Additional Rules and Regulations, and agree to be bound by and observe all parts of it.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date |  |  | Date |  |
|  |  |  |
|  |  |  |
| 3D Property Management Inc. (Please Print) |  | Tenant’s Name (Please Print) |
|  |  |  |
| 3D Property Management Inc. (Signature) |  | Tenant’s Signature |
|  |  |  |
|  |  | Tenant’s Name (Please Print) |
|  |  |  |
|  |  | Tenant’s Signature |

4(1) A tenant

1. Shall be responsible for ordinary cleanliness of the premises and any chattels provided therein by the landlond;
2. Shall repair within a reasonable time after its occurrence any damage to the premises or to any chattels provided therein by the landlord caused by the willful or negligent conduct of the tenant or by such conduct of persons who are permitted on the premises by the tenant; and
3. Shall conduct himself and require other persons on the premises with his consent to conduct themselves in a manner that will not cause a disturbance or nuisance.