

Rental Agreement

This Rental Agreement, made in duplicate, this ____th of _____, 2021.

BETWEEN

TIMMINS NATIVE NON PROFIT HOUSING CORPORATION
(hereinafter called "The Landlord")

-and-

(hereinafter called "The Tenant")

1. In consideration of the rents, agreements and obligations stated in this lease, and of facts stated by the Tenant in his application to lease, the Landlord hereby, leases to the Tenant the following premises, hereinafter called the "leased premises":

Timmins, ON

2. This lease runs from month to month in accordance with the terms of this lease and those provisions of the **Residential Tenancies Act, 2006 (Ontario Regulation 516/06)** to which the leased premises are subject. The Residential Tenancies Act, 2006 (Ontario Regulation 516/06) makes these premises exempt from some aspects of the Act. The leased premises are subject to future revisions of the **Residential Tenancies Act, 2006 (Ontario Regulation 516/06)** including the provisions of any legislation which may replace this Act.
3. The Landlord has received income and family composition information from the tenant which allows for subsidized monthly rental calculation in the following amount commencing on the first day of this lease, and remaining in effect until such time that there is a change in the tenant's income or family composition which the Landlord deems requires a change in this geared to income rent, or until the Landlord conducts an income verification/family composition review:

The Tenant shall pay rent to the Landlord on the first day of every month commencing the 1st day of _____ 2021, either by certified cheque or money order at the rate specified by the Landlord in writing in accordance with the Landlord's contractual obligations to Canada Mortgage and Housing Corporation and/or the Ministry of Municipal Affairs and Housing, and its mortgagees. The Landlord will provide the Tenant on demand, with a written statement of the monthly rental, which is determined with a formula dictated by Canada Mortgage and Housing Corporation, and the method of calculation.

4. Upon being accepted to rent a unit from the corporation the Tenant shall pay to the Landlord a deposit of \$ 100.00 which will be used as partial payment towards last month's rent of the

leased premises. The deposit will be held by the Landlord for the Tenant until it is applied against the last month's rent.

The tenant acknowledges that the landlord reserves the right to request a deposit towards last month's rent. The landlord will pay interest on the amount as prescribed by law.

5. In the event that the Tenant furnishes any incorrect or misleading information as to his income or assets in his application for rental of the leased premises or in any subsequent statement furnished pursuant to his lease or any renewal thereof, the rent shall be re-calculated, based upon the corrected information, and re-adjusted accordingly. In the event that such re-calculation indicates that additional rent is owing, the Tenant shall, upon demand by the Landlord, forthwith pay such additional rent. The Tenant acknowledges that intentional misrepresentation of household income is sufficient cause for eviction and that any rental adjustments for any intentional misrepresentation of household income can go as far back as the commencement of your current tenancy.
6. Whenever required by the Landlord, the Tenant shall furnish the Landlord with a statement together with such supporting material as the Landlord may require, showing details of his correct gross income together with the gross income of the other occupants and members of his family who are living with him in the leased premises and the names, ages and relationships of such occupants and family members. The Tenant agrees that the Landlord may verify all such statements and supporting material by contacting the source of income. The Landlord will then advise the Tenant of any revision in either the amount of his monthly rental amount due, or in his rental charge for the following year of his tenancy, arising from any change in the income or family composition in accordance with the Landlord's current rent-to-income calculation procedures for the premises. The Tenant will be required to swear an affidavit confirming the accuracy of the income and family composition materials provided.
7. A) Should the Tenant be or at any time during this lease become, or cease to become, a recipient of financial assistance or of an allowance under applicable federal, provincial or municipal legislation, the Landlord may revise the amount of his rent as a result thereof. The Tenant shall, upon, such occurrence immediately furnish the Landlord with the materials discussed in paragraph six.

B) The Tenant agrees to provide all income verification materials that may be requested by the deadline stipulated in writing by the Landlord. The Tenant also agrees to report all changes in household income and family composition with ten (10) working days of the change(s). Failure to provide the requested income information may result in the Landlord charging the Tenant the maximum possible rent for the leased premises.

8. The Tenant agrees the unless approved by the Landlord in writing only one vehicle owned by the Tenant will be parked on the leased premises for more then fourteen (14) days within a period of six consecutive months. Tenant agrees to provide evidence of ownership and insurance of any vehicle parked on the leased premises to the Landlord for the Tenant's file immediately upon being requested to provide this information and, if applicable, at this time this rental agreement is signed. The Tenant declares that he owns the following vehicles:

Make

Model

Licence Plate Number

The tenant shall notify the Landlord in writing of any change to the above information within ten (10) days of when the change occurs. If any vehicle not belonging to the Tenant is left on the leased premises for longer then the period noted above, or of a vehicle is in unfit operating condition or is not furnished with correct licence plates or insurance, the Landlord may provide the Tenant ten (10) days written notice to remove the vehicle from the property. If the vehicle is not removed, the Landlord may have it removed at the Tenant's cost and sell or otherwise dispose of the vehicle without recourse being had by the Tenant or vehicle's owner. If the Landlord receives any monies for the vehicle's sale or disposal, the proceeds of such sale or disposal will be applied firstly to the costs of removal and sale, secondly to any monies owing to the Landlord by the Tenant, and thirdly to the credit of the Tenant for future rents and/or other obligations. Vehicles must be parked in designation parking areas only.

9. The Tenant warrants that all adults occupying the leased premises are signing parties to this lease and the each understands the rights and obligations hereby created. If the Tenant wants another individual to move into the unit he must first write to the Landlord for approval. This approval shall not be unreasonably withheld.

The Tenant verifies that the individuals listed in the following chart are the only persons who will be living in the rental unit. Also, it is confirmed that full custody and primary residence of the children listed in the following chart is with the tenant:

Tenant's Name	Relationship in Household	Date of Birth

NO additional persons may reside in the leased premises without written consent of the Landlord. No guest shall stay in the leased premises for longer than a combined total of fourteen (14) days within a period of six consecutive months without written consent of the Landlord. Tenants must write to the Landlord to request an extension of the visiting period.
Absolutely no Boarders are permitted in the rented premises.

For the purpose of the Landlord's Section 15.1 National Housing Act Housing units, an adult is to be considered someone 16 years of age or older. For the Landlord's Section 56.1 and Section 95 National Housing Act units, an adult is considered anyone 18 years of age or older.

10. A) if the leased premises become uninhabitable by reason of fire, lightening or tempest, the rent shall cease until such time as the leased premises are restored for habitation. If the Landlord decides not to restore the leased premises, the Tenant shall be given the first opportunity to occupy similar premises belonging to the Landlord when they become vacant. The Landlord is not liable for any delay whatsoever in restoring the leased premises or for providing the Tenants with alternate accommodation.

B) If any legal authority seizes the rental unit to conduct an investigation, the Landlord will not be responsible for providing alternate accommodation to the Tenant for the period of time during which the rental unit is seized.
11. If the Tenant fails to perform his obligations under this lease, the Landlord may without notice perform same on his behalf at his expense. In the event of default by the Tenant in obligations, the Tenant shall pay to the Landlord all liquidated damages and all expenses incurred by the Landlord by reason of that default including, but not limited to, the following:
 - (a) All legal costs for advising the Landlord or proceeding with any action arising from this default;
 - (b) The cost of any repairs or redecorating which the Tenant was liable to perform but which were not performed by him or which were not performed to the satisfaction of the Landlord;
 - (c) The cost to remove all garbage, debris, and old furniture, etc. from the unit not properly disposed of by the tenant;
 - (d) Rent;
12. If the Tenant abandons or permits the leased premises to be vacant for a consecutive period exceeding thirty days, or during the regular heating season, for a consecutive period exceeding forty eight hours, without the prior written consent of the Landlord, the Tenant is liable for any damage thereby occasioned.

13. If any public authority expropriates the leased premises or sufficient portion thereof such that the Tenant's ability to occupy the premises is seriously impaired, this lease shall cease forthwith. The Tenant shall pay rent up to the date of expropriation but not thereafter.
14. The Landlord shall provide the following services and appliances as part of the rent: fridge, stove, heat, hydro and water.

15. TENANT'S OBLIGATIONS

The Tenant agrees to the following responsibilities:

- (a) To keep the leased premises clean and repair or pay for any damage caused by his wilful or negligent conduct or that of persons who are permitted on the leased premises by him. All repairs required under this clause shall meet the health and safety, and other standards, required by law and shall conform in quality, workmanship, and materials, to those which exist generally in the rest of the building. When vacating, he shall leave the leased premises and all equipment and appliances therein belonging to the Landlord in a clean and good condition.
Failure to meet any of the conditions in this section will result in the Tenant being charged for repairs and/or cleaning.
- (b) To inform the Landlord immediately ***in writing*** of any items in need of repair;
- (c) To permit the Landlord and his agents, consultants, representatives or contractors, to inspect the premises under this lease at any time upon providing twenty-four hours written notice. Reason for entry includes, but is not limited to, carrying out an inspection for the purpose of determining whether the unit is in good state of repair, consistent with the Landlord's maintenance obligations as well as those Tenant obligations agreed to by the Tenant under the terms of this rental agreement;
- (d) Not to assign or sublet the leased premises or any part thereof;
- (e) To use and occupy the leased premises only as a private residence;
- (f) Not to keep any flammable liquids or materials within or adjacent to the leased premises, except for small quantities in proper containers of items required for normal household use, nor will the Tenant allow any activity on the leased premises that will create a fire hazard;
- (g) To permit the Landlord after notice of the end of tenancy has been given by either party, to, at all reasonable times, without notice, show the leased premises to any prospective tenants;
- (h) Keep windows and vents closed in the winter except as strictly necessary;

- (i) Keep all sidewalks, stairs and driveways on or in front of the leased premises free of obstruction. In the event that the Tenant fails to perform this task, the Landlord reserves the right to hire whatever help is required to perform the work and bill the Tenant for same;
- (j) To keep up and preserve in good order and condition the lawn, garden and property belonging to and appurtenant to the leased premises. He shall immediately clear the property of all trash and debris. During tenancy he shall also protect all flowers, trees and bushes now growing or henceforth planted on the property, from waste, injury, or destruction. In the event that the Tenant fails to perform these tasks, the Landlord reserves the right to hire whatever help is required to perform the work and bill the Tenant for same;
- (k) To permit the Landlord at anytime to take photos (whether digital, video or otherwise) of the exterior of the leased property. Photos (digital, video or otherwise) may be taken of the interior of the leased premises after access has been gained to the unit in accordance with the terms of this lease;
- (l) Replace any glass which may be broken, cracked or damaged in any way during the period of the tenancy. In the event that there is broken glass about the premises that requires repair at the time at which the Tenant assumes control of the premises, the Tenant will advise the Landlord within 48 hours. Failure to so advise the Landlord may result in the Tenant being conclusively deemed responsible for such damage;
- (m) Not to damage or deface walls, roof or woodwork, and not to, without the written consent of the Landlord apply any wallpaper or paint to walls or ceilings or not to install any carpentry or other flooring without the written consent of the Landlord;
- (n) To protect all water pipes, sinks, bath and accessories from frost damage during the winter and not to use them for any other purpose other than that for which they were constructed;
- (o) To comply with the Tenant Handbook which is attached as Schedule "A" forming part of this lease, as well as any reasonable change to same that the Landlord may note and communicate to the Tenant. The Tenant will ensure that the same are also observed by members of his family and by his visitors;
- (p) To pay the Landlord at least a sum of \$35 in the event that the Tenant misplaces or loses the keys for the unit and the Landlord is required to unlock the door to the residence at the request of the Tenant. This fee will be more if the Landlord is not able to attend and a contractor is

called to unlock the door – in such cases the Tenant is responsible to pay the entire cost to attend for the service call. The Tenant is also responsible for reimbursing the Landlord for the cost of new keys for the apartment, and the cost of new locks if the original keys can not be found by the Tenant or if the Tenant wants the locks changed.

- (q) To allow the Landlord and his agents, consultants, representatives or contractors, upon at least twenty-four hours written notice, access to the premises for the purposes of performing all repairs and renovations deemed necessary by the Landlord. This clause does not prohibit entry in cases where the Landlord deems an emergency situation to be present and immediate access without notice is required to rectify the situation.
- (r) To permit the Landlord to release his name, address and phone number to the Landlord's agents, consultants, representatives or contractors of contractors' agent responsible for carrying out repairs or inspections as indicated in sections 15 (c) and (q) above.

16. LANDLORD'S OBLIGATIONS

The Landlord agrees to the following responsibilities;

- (a) To allow the Tenant quiet enjoyment of the leased premises;
- (b) To provide the appliances and services listed in Clause 14 on page 5, to the Tenant and to keep such appliances in proper working order, except where damaged by the wilful or negligent act of the Tenant, his family or visitors, in which case responsibility for repairs will rest with the Tenant;
- (c) To provide heat to the leased premises up to a reasonable temperature except during a breakdown or other circumstances beyond the Landlord's control;
- (d) To maintain the leased premises and the entrances, halls and passageways giving access thereto in a good state of repair and fit for habitation during tenancy and to comply with health and safety standards including any housing standards required by law. The Tenant shall notify the Landlord immediately of any required repairs within a reasonable period of time. The Landlord shall not be held responsible for damages or personal discomfort resulting either from a breakdown of the electrical, mechanical, plumbing, structural or heating systems or from any other matter which the Landlord, in exercising reasonable diligence, could have not known about or expected, or the cause for which is outside his control;

- (e) To allow the Tenant to remove his fixtures from the leased premises at or prior to the termination of the lease, provided that he can do so without damaging the walls, woodwork or other parts of the leased premises;
17. All provisions of the **Residential Tenancies Act, 2006 (Ontario Regulation 516/06)** and amendments thereto shall apply to this lease, save to the extent that the Landlord is exempt from same by law. The Tenant acknowledges that this lease may not be subject to rent control legislation.
18. The Tenant shall not alter or cause to be altered the locking systems on any door except by consent of the Landlord.
19. Should the Tenant fail to take possession or vacate, or should he abandon the leased premises without having given proper notice to the Landlord, the Landlord may at any time thereafter without notice or demand re-enter and re-let the leased premises to any other persons as he may see fit without prejudice to his right to claim damages against the Tenant for unpaid rent or other losses or damage suffered by the Landlord. Any abandoned furniture and personal affects found in the leased premises may be removed and disposed of as the Landlord sees fits. The cost to remove items left in the unit will be charged to the Tenant.
20. Should the Tenant, or wither of them, become bankrupt or insolvent, up to the immediately following three months rent shall become due and payable and this lease may also at the option of the Landlord be immediately terminated.
21. The Landlord and Tenant may each terminate this lease as prescribed by law. Any notices required by statute on this lease may be delivered as prescribed by the **Residential Tenancies Act, 2006 (Ontario Regulation 516/06)**. If the Tenant is not present in the leased premises, any notice required to be given to him may be effected by leaving it with any adult person within the leased premises, or by any other method allowed by the **Residential Tenancies Act, 2006 (Ontario Regulation 516/06)**.
22. Should either the Landlord or the Tenant be in breach of any covenant or agreement in this lease (excepting the covenant to pay rent), then the other party shall, prior to taking any other action, notify the defaulting party in writing of the breach requiring him to remedy it. If the offending party fails to remedy the breach within a reasonable time, the other party may take steps to terminate the lease and/or obtain such other relief or redress as is authorized by the law. It is understood, however, that such prior written notice shall no be required before instituting legal proceedings for breach of the covenant to pay rent.

23. Any incorrect information given by the Tenant in the application signed by him or in any subsequent statement signed by him may, at the option of the Landlord, result in immediate termination of this lease.
24. No representations other than those contained in this lease shall be binding upon the parties, and no agreements hereafter made shall be effective to change this Agreement in whole or in part unless such agreement is in writing and signed by the party against whom an enforcement of the change is sought.
25. The Landlord shall not in any event be responsible or liable in any way for:
- (a) Any personal injury or death that may be suffered or sustained by the Tenant or any employee of the Tenant, or any member of the Tenant's family, his agents or guests, or any other person who may be upon the premises;
 - (b) Any loss of or damage or injury to any property belonging to the Tenant or any other person while that property is on the leased premises without limiting the generality of the foregoing, this provision applies to damage caused by steam, water, rain or snow which may leak into, or flow from any part of the leased premises or from the water, steam or drainage pipes or plumbing works of the same or from any other place or quarter;
 - (c) Any damaged caused by or attributable to the condition or arrangement of any electrical or other wiring; or
 - (d) Any damaged caused by anything done or omitted to be done by any Tenant of the Landlord, unless such damage, injury, or death a direct result of the Landlord's negligence;
26. The Tenant shall upon termination of tenancy, surrender the premises in like condition as at the commencement of the tenancy, normal wear and tear only accepted. Damages deemed by the Landlord to be of a negligent nature will be charged to the tenant.
27. The Tenant will not do or permit to be done, any act by which a fire hazard may be created or through negligence fail to avoid or remove fire hazards on the premises. The Landlord may from time to time, and at all reasonable times, by his authorized agent or agents inspect the leased premises for the purpose of discovering any condition on the premises which in the opinion of the Landlord, his agent or agents, constitutes a fire hazard. If the Tenant shall fail to remove such fire hazards to the satisfaction of the Landlord, his agent or agents, requiring removal thereof, the Landlord shall without further notice be entitled to enter upon the premises and remove such fire hazards at the expense of the Tenant.

28. Except as otherwise provided in the lease, the references herein to the Landlord shall be deemed to include its successors and assignees, and the references herein to the Tenant shall be deemed to include the executors, administrators, legal representatives, legatees, distributors and assignees of the Tenant. The covenants herein contained shall apply to bind and enure to the benefit of the Landlord and its successors and assignees and to the Tenant and his executors, administrators, legal representatives, legatees, distributors and assignees.
29. Whenever in this lease, reference is made to the Tenant, such reference shall be deemed to include the feminine as well as the masculine gender and the heirs, executors and administrators of the Tenant as the case may be, and if there be more than one Tenant named, the word "Tenant" shall be deemed to include each of such Tenants and their respective heirs, executors and administrators, and all rights and obligations in this lease shall be construed as being both joint and several.
30. Any waiver or failure to act by either the Landlord or Tenant upon any breach of agreement or regulation shall not be considered to be a waiver of such agreement or regulation generally or of any subsequent breach of any agreement or regulation.
31. For the purpose of this lease, the address of the Landlord shall be **U145-38 Pine Street North, Timmins, Ontario, P4N 6K6** unless notice of a different address shall be given by the Landlord to the Tenant.
32. In the event of a change of size or composition of the Tenant's family, the Landlord reserves the right at his discretion to transfer from his leased premises to a housing unit judged by the Landlord to be more appropriate given the nature of the change. All moving costs associated with any such transfer will be borne entirely by the Tenant.
- If at any time of the change in size or family composition the Landlord does not have, or does not anticipate having in the immediate future, any vacancies for an appropriately-size unit within its portfolio, the Landlord may serve the Tenant with a notice to vacate the premises due to no longer qualifying for subsized housing. This may be done without offering a transfer to another unit within the Landlord's portfolio.
33. In the event that a unit is occupied by two or more tenants and one of the tenants wishes to depart, the departing tenant, or remaining tenant, shall provide one full month's written notice prior to the commencement of the next rental period if the remaining tenant wishes a rental adjustment due to change in household income. Failing to provide notice, the tenants (both departing and remaining) shall be required to pay the rent for the month after the departure

based on both incomes unless they can establish to the Landlord's Board of Directors that in considering all the circumstances, the rent should be recalculated upon the income of the remaining tenant only.

34. The Tenant agrees to ensure that the smoke detectors located in the rented premises are kept in proper operating condition at all times and to never disconnect the smoke detectors from their power sources or otherwise render them inoperable. In addition, the cover on each smoke detector must always be kept on. The Tenant agrees to test every smoke detector at least once a week by using the test button. If a detector fails to sound upon testing, the Tenant agrees to immediately contact the Landlord for repairs or replacement of the smoke detector.

The Tenant will notify the landlord immediately whenever the low battery signal sounds on a battery operated smoke detector model so that the Landlord can install a new battery. Similarly, the Tenant will notify the Landlord of the "power on" indicator light goes out on an electronically wired smoke alarm so that appropriate repairs may be made. If the smoke detector becomes damaged in any way whatsoever the Tenant agrees to immediately notify the Landlord so that repairs or replacement of the detector can be made.

35. If the rental unit is heated by natural gas or oil heat, the Tenant agrees to ensure that the carbon monoxide detectors located in the rented premises are kept in proper operating condition at all times and to never disconnect the carbon monoxide detectors from their power source or otherwise render them inoperable. In addition, the cover on each carbon monoxide detector must always be kept on. The Tenant agrees to test every carbon monoxide detector at least once each week by using the test button.

The Tenant will immediately call the local Fire Department whenever the signal sounds on a carbon monoxide detector so that the premises can be checked for potentially dangerous levels of carbon monoxide. The Tenant and the Tenant's family must vacate the unit if the signal sounds. Immediately after such an occurrence the Tenant will contact the Landlord to report the findings of the Fire Department and to arrange for any necessary repairs. Similarly, the Tenant will notify the Landlord if the "power on" indicator light goes out on an electronically wired carbon monoxide detector or if any detector fails to sound upon testing. If the carbon monoxide detector becomes damaged in any way whatsoever the Tenant agrees to immediately notify the Landlord so that repairs or replacement of the detector can be made.

36. In the event that the Tenant does not live up to the provisions of this agreement, the Tenant will be legally responsible for any consequent damages.

37. The Tenant acknowledges receipt of a copy of this lease.

IN WITNESS WHEREOF the parties have signed this lease at Timmins on the th day of 2019..

WITNESS

**Jennifer Fry, Operations Coordinator
Timmins Native Non Profit Housing Corp.**

WITNESS

, Tenant

, Tenant

, Tenant

See Guidelines and Rules and Regulations for Tenants on the pages which follow...

SCHEDULE "A"

Timmins Native NP Housing Corporation – Guidelines, Rules and Regulations For Tenants (Schedule “A”)

Welcome Home!

Welcome to Timmins Native NP Housing Corporation. We are happy that you've chosen to make us your home.

This handbook contains helpful information about living here and to provide a good insight on Timmins Native Non-Profit Housing Corporation's rules and regulations. We encourage you to read it carefully and to ask staff members if you have any questions.

About Timmins Native NP Housing Corp

- ✚ Timmins Native NP Housing Corp. is funded by the Government of Canada through the Canada Mortgage and Housing Corporation (CMHC).
- ✚ Approximately 65% of our revenue is subsidized and 35% in rental income. All 36 units owned by Timmins Native NP Housing Corp. are rent geared to income.
- ✚ Timmins Native NP Housing Corp. has an operating agreement with CMHC which defines the housing roles, responsibilities and rules under which the housing is expected to operate.
- ✚ Timmins Native NP Housing Corp. is overseen by a volunteer Board of Directors and managed by a staff of two — Operations Coordinator and Administrative Clerk.
- ✚ Timmins Native NP Housing Corp. currently manages 36 housing units made up of two, three and four bedroom units. There are 20 individual and semi-detached units spread out all over Timmins and 16 row housing units located on Mountjoy Street North.

Our History

- ✚ Timmins Native NP Housing Corp. was originally incorporated as a non-profit under the name of Wakeynagun Native Non-Profit Homes Inc. in 1986.
- ✚ In 2000, the housing went through a name change to Moose Cree Housing Authority when it amalgamated with Moose Cree First Nation in Moose Factory.
- ✚ In 2005 the company changed its name to Timmins Native NP Housing Corp and separated from Moose Cree First Nation to form its own Board of Directors in Timmins.

Our Mission

The mission of Timmins Native NP Housing Corp. is to provide good quality, affordable housing to families of Native ancestry in Timmins.

Who is Eligible?

In order to qualify for housing with Timmins Native NP Housing Corp you must meet the following criteria:

- ✚ At least 50% of all family members occupying a unit must be of Native ancestry. Proof is required

- ✚ Families must contain at least one dependent child and consist of either couples both of whom must be aged 18 years or more or single parents aged 18 years or more. A dependent child is a person under 18 years of age.
- ✚ Meet the Housing Suitability and the National Occupancy Standards developed by CMHC at all times
- ✚ All applicants must meet CMHC income guidelines
- ✚ All applicants must have an address in Timmins and have been a resident of Timmins for the previous six months
- ✚ Applicants who have outstanding arrears with Timmins Native NP Housing Corp. or any other social housing provider will not be accepted unless the outstanding arrears are paid in full.

The Landlord reserves the right to do reference checks with your previous landlords as well as a credit check. This includes permission to run credit check reports and obtain all the information necessary to complete the application for service requested and continued services.

If and once you are granted a unit with Timmins Native NP Housing Corp. the criteria above must still be followed in order to remain qualified for a unit. Should you fail to meet any one of these criteria's while you are a tenant with TNNPHC, you can be evicted for no longer qualifying for housing.

Office Hours

Timmins Native NP Housing Corp.'s administrative office is located at U145-38 Pine St North, 101 Business Complex on the 2nd floor and is open between 8:30 a.m. and 4:30 p.m. from Monday to Friday. Please keep in mind that these office hours can fluctuate depending on whether there are hearings, meetings, etc. to attend. Always best to call the office first and make an appointment to see someone.

Important Numbers

Office	1-705-268-0222
24-hour Emergency Answering Service	1-705-268-2391
Landlord and Tenant Board	1 888 332-3234
Fire, Police & Ambulance	911
Assaulted Women's Helpline	1-866-863-0511
Mental Health Helpline	1-866-531-2600
Tele-health Ontario	1-866-797-0000
Ontario Poison Center	1-800-268-9017
Kids Help Phone	1-800-668-6868

Locks and Keys

Before you move in, Timmins Native NP Housing Corp. will install a new lock on your door. You will receive a key for your unit. If you lose your key, Timmins Native NP Housing Corp. will charge \$5.00 for replacement. You can make copies of your key but please be cautious about who you give your copies too.

Leaving a spare key with a trusted neighbour or friend/family member is the best way to avoid being locked out of your home.

In the event that the Tenant misplaces or loses the keys for the unit and the Landlord is required to unlock the door to the residence at the request of the Tenant, the Tenant will be required to pay the Landlord the sum of \$35.00 for this service. This fee will be more if the Landlord is not able to attend and a contractor is called to unlock the door — in such cases the Tenant is responsible to pay the entire cost to attend for the service call. The Tenant is also responsible for reimbursing the Landlord for the cost of new keys for the apartment, and the cost of new locks if the original keys cannot be found by the Tenant or if the Tenant wants the locks changed.

If you ever need to change your lock, you will have to call the office and put in a request for this to be done along with a reason. Depending on the circumstances, Timmins Native NP Housing Corp. will reserve the right to charge you for the cost of the lock change. Never change the locks on your own. That could be grounds for eviction.

Tenant Insurance

Timmins Native NP Housing Corp. is not responsible for your personal property. All property placed in the leased premises shall be at the risk of the sole owner of such property. Our insurance covers our property only. Timmins Native NP Housing Corp. is only responsible for damage to your personal property if it is proven to be caused by negligence on our part. Timmins Native NP Housing Corp. strongly recommends that you purchase tenant's contents

insurance to protect your belongings against theft, fire, or other damage. Insurance typically costs between \$15 and \$35 per month, depending on the area you live in and the number of occupants in your home.

Utilities

The cost of utilities is included in your monthly rent. To keep the building's costs down, Timmins Native NP Housing Corp. suggests reducing your electricity consumption whenever possible.

Telephone, Cable & Satellite Dishes

Your rent does not include basic cable TV service, it will be your responsibility as a tenant to obtain this service if you so require it.

The tenant must obtain written permission from the landlord before installing a satellite dish at the rental premises. If permission is granted, the tenant must ensure that the satellite dish is installed at a location pre-determined by the landlord in writing. The tenant is responsible for all installation and removal costs associated with the satellite dish. The tenant is also responsible for all damages caused to the rental premises by the installation or removal of the satellite dish.

If a satellite dish is installed without first obtaining written permission from the landlord, the tenant will immediately remove it from the premises upon being served notice to do so by the landlord. If the

satellite dish is not removed within the time frame given in writing by the landlord, the landlord may remove the dish and charge the tenant for all costs (including but not limited to labour and damages caused to the rental premises) associated with its removal. The tenant assumes full responsibility for the cost of the satellite dish even if it must be removed by the landlord as described above.

Each unit has at least one telephone jack. You must call your telephone service provider to hook up your own telephone service.

Paying Your Rent

There is only one type of rent with Timmins Native Non-Profit Housing Corp. Tenants pay "rent geared-to-income", also called RGI. Some tenants might be required to pay market rent should they become non-compliant with the rules of TNNPHC.

Rent Geared-to-Income

Rent-geared-to-income (RGI) is subsidized rent. A tenant paying rent-geared-to-income will normally pay rent equal to 25% of the combined gross income of everyone living in the home, plus a small utility fee depending on the size of unit required. There are special set amounts for people who receive benefits from Ontario Works or Ontario Disability Support Program. CMHC sets the rules for how RGI is calculated.

How Your Tenant Rent Is Calculated

As an RGI tenant, your rent will change when your household income changes. This may be more frequently than once a year. You need to report all changes in income. Even if your household income does not change, we will do a review of your household income and household size each year. We will ask you to provide updated proof of household income and a list of who is living with you at that time. Timmins Native NP Housing Corp. will ask for all this to be handed in by Mid-April of every year so that rental charges can be adjusted by June 1st of every year.

If you have any questions about how your rent is calculated, please speak with the Administrative Clerk.

Last Month's Rent Deposit

Prior to be given the keys to a unit, Timmins Native NP Housing Corp. requires a last month's rent deposit of \$ 100.00 from you. This deposit will be applied to last month's rent. Interest on the deposit is earned. Deposit will be returned to tenant at move-out time providing all rent is paid.

Annual Review Process

Once a year, you will be asked to submit proof of your income (T4 slips, cheque stubs, Ontario Works stubs, etc.) as well as a list of everyone who is living in your unit. This information will be used to confirm and/or reassess your rent contribution for the next year.

Changes in Income and Family — What to Report

You must let us know immediately if there is any change in your income or household members because of birth, death, marriage (including common-law), separation or divorce, and/or when your children move out. These changes can affect your rent as well as the size of unit your household is eligible for.

New government rules, under the Housing Services Act, 2011, require all RGI tenants to report any change in household income or household size to Timmins Native NP Housing Corp. within 10 business days. If an RGI household fails to report within the designated time, they may lose their eligibility for rent-geared-to-income. Failure to provide evidence of household income, in the time frame established, will result in the household having to pay the high-end market rent, which is set at \$ 2,000.00/month.

How to Pay Your Rent

Your rent must be paid by the first day of every month.

You may pay your rent by certified cheque or money order. Please do not pay by cash.

Please make certified cheques or money orders payable to: Timmins Native NP Housing Corp. and print your name and address on the front.






You may mail or hand deliver your certified cheque or money order to our office. For afterhours drop off, use the mail slot located just outside the office.

Rights and Responsibilities

Privacy Policy

In accordance with its obligations under the Personal Information Protection and Electronic Documents Act (PIPEDA), the Housing Services Act (HSA) Regulation 367/11, and the Occupational Health and Safety Act (OHSA), Timmins Native NP Housing Corp. will protect the privacy and confidentiality of the applicants, tenants, employees, board members, volunteers, and other stakeholders by ensuring the appropriate treatment of their personal information.

Personal information will be collected only for the following purposes:

-  To approve tenancy and determine appropriate unit type and size
-  To determine income and assets for rent calculation
-  To demonstrate compliance with funding requirements
-  To protect the health and safety of the tenant
-  To ascertain service levels required in special needs housing

All staff, board members, volunteers, and any other individuals who may have access to applicant, tenant or employee files will be required to sign a confidentiality agreement. Timmins Native NP Housing Corp. will never disclose your personal information to other individuals or public bodies except as authorized by legislation, or through your consent.

Access to records containing personal information will be granted only if access is required in order to fulfil a staff member's duties.

Timmins Native NP Housing Corp. is required to keep records for a minimum of 7 years but will destroy personal records after the 7 years and when they are no longer needed.

To obtain access to your records and/or to request a correction, you must make a written request to Timmins Native NP Housing Corp.'s office.





Household Size

When you are granted a unit with Timmins Native NP Housing Corp., the unit is only granted to the people who are listed on your application for housing. Prior to anyone else moving into the unit, you must write a letter to the Board of Directors requesting permission for the move-in. In the letter you will also be required to provide the full name, date of birth and social insurance number of the person you are asking permission for to move in. The Board of Directors will in turn decide if the move in is appropriate (following the National Occupancy Standards) and inform you of their decision.




The Residential Tenancies Act

The Residential Tenancies Act is the law that governs rental housing and establishes responsibilities between landlords and tenants. The Landlord and Tenant Board is the judicial body that hears complaints and makes rulings.

Under the act, Timmins Native NP Housing Corp. is required to:

-  provide all new tenants with written information on their rights and obligations upon entering into a tenancy agreement
-  take reasonable steps to ensure quiet enjoyment
-  maintain the unit and complex in a state of good repair and compliant with municipal standards
-  respect the tenant's privacy with limited entry into the rental unit

Timmins Native NP Housing Corp. staff members can enter a rental unit, if written notice of entry is given at least 24 hours before entering, for one of the following reasons:

-  Work, repairs or replacements in the unit
-  To inspect, if the inspection is reasonable and for the purpose of determining the state of repair and compliance with maintenance standards
-  For any other reasonable reason specified in the tenancy agreement


In the case of an emergency, Timmins Native NP Housing Corp. staff members may enter your unit without notice.

Eviction

Eviction is always a last resort. Your apartment or townhouse is your home. Our goal is to help you keep your home. If you have a problem paying your rent on time, please let us know right away and the staff will try to assist you.

The Residential Tenancies Act provides the following grounds for eviction:

You may be evicted if you:

-  Do not pay your rent.

- ✚ Frequently pay your rent late
- ✚ Have more people living in the unit than health, safety or housing standards allow.
- ✚ Give false information about your income or the income of other family members living in a rent-geared-to-income unit.

You may be evicted if you or your guests:

- ✚ Cause serious damage to your unit or the building.
- ✚ Make noise or act in a way that seriously bothers any other tenant or the landlord.
- ✚ Threaten the safety of another tenant.
- ✚ Break the law on Timmins Native Non-Profit Housing Corporation's property
- ✚ No longer meet the requirements in order to qualify for housing with TNNPHC.

You may be evicted if you keep a pet that:

- ✚ Injures someone.
- ✚ Causes damage and you fail to pay the cost of repair when asked to do so.
- ✚ Makes an unreasonable amount of noise or is an unreasonable nuisance.
- ✚ Disturbs the reasonable enjoyment of the other tenants (i.e., not picking up after your pet)

Pets

You are allowed to have a pet as long as it does not disturb other tenants and/or damage the unit. Should the pet become a disturbance and/or has created damaged to the unit and/or property this could be means for eviction.

The Tenant is responsible for all noise and/or damages caused by any pet kept on or visiting the premises. The Tenant will ensure that the pet stops creating a disturbance immediately upon receiving a complaint about noise. The tenant will also immediately pay for all damages caused by the pet.

Please ensure that you do pick up after your animals (poop and scoop). This is especially important as this could make it exceedingly difficult for yard maintenance. It is also not a pleasant sight if it is not looked after. If this becomes a problem, Timmins Native NP Housing Corp. will first warn you with regards to the situation. If not resolved, Timmins Native NP Housing Corp. will then hire someone to pick up after the animal and you will be held responsible for the cost and also keeping in mind that this could be grounds for eviction.

No pets deemed dangerous to other tenants or to the public may be kept on the premises. Pets must be leashed and/or muzzled when required by law.

City by-laws may require that you register your animal with the City, which helps police and animal control officers reunite you with your dog or cat if they become lost. You can register your dog or cat at city hall for a small fee. City by-laws also restrict the number of animals you can keep in your home.

Care of Your Unit

Appliances

Refrigerator: regular cleaning and defrosting will keep your refrigerator in good shape and save energy. Use mild, soapy water to clean the inside of your refrigerator.

Oven: use mild, soapy water to clean the stovetop. A paste made of baking soda and water is good for removing grease and dirt. Do not use rough cleansers because these will damage the surface of the appliance. Use a commercial oven cleaner for the inside of your oven.

Sinks: Please do not pour grease down the sink. It coats the inside of the pipe and eventually plugs it up completely. Metal coffee cans make good alternate storage for grease. Hair, stray food, and coffee grounds can also harm a drain system.

To keep drains in good working order, clean once a month by pouring one cup of salt, followed by one cup of baking soda, one cup of vinegar and eight cups of water down the drain.

Windows: Tenants are not to place black or green garbage bags or plastic on windows to act as curtains. The heat generated by these bags when they absorb sunlight causes window seals to fail, damaging the windows. In the event that a tenant places black or green garbage bags or plastic on windows and this causes damages to those windows, the tenant shall pay all costs associated with replacing and repairing the damaged window.

Window screens shall not be removed by the tenant except for cleaning purposes and shall be replaced immediately thereafter. Should the screens not put replaced immediately after cleaning or become torn; the tenant shall pay all costs associated with replacing and repairing the window screens.

The tenant shall be held strictly responsible for any loss or damage to the leased premises or to other dwelling accommodation in the building resulting from overflow of water or from windows being left open in the leased premises.

Basements and Storage Areas

If you have a basement, please do not use any part of it for sleeping. Most basements do not have proper fire exits or ventilation and using the basement as a bedroom is against a City bylaw.

Beds are permitted only in rooms designated by the landlord as bedrooms. No beds are permitted in recreation or in basement areas unless the landlord designates a room in the basement as being a bedroom.

Electrical

- ✚ Never overload electrical circuits. No additional electrical wiring shall be ever installed by the tenant and electrical equipment shall not be used for any purpose other than those for which they were constructed.

- ✚ Ensure all extension cords and electrical devices are in good condition. Check regularly for loose connections and frayed or exposed wire and discard defective cords.
- ✚ Insert plugs fully into outlets. Poor contact may cause overheating or electrical shock.
- ✚ To avoid overheating, do not coil or bunch an extension cord while in use.
- ✚ Never use extension cords under carpets or rugs, across doorways or any place where they will be stepped on or rubbed.
- ✚ Make sure you follow the recommended wattage noted on your light fixtures. Do not use bulbs that exceed the amount.
- ✚ Use light bulb protectors with older style halogen lights.

Yards

Timmins Native NP Housing Corp will cut and weed the grass. It is your responsibility to keep the yard as neat and tidy as possible, so nothing interferes with the grass cutting. Timmins Native NP Housing Corp will also provide snow removal from the walks/driveways of your unit within 12-24 hours of a snowfall. Tenants are not permitted to install an ice or skating rink on the premises. Rinks consume large quantities of water and cause damage to the lawns. Tenants are also not permitted to have any source of a fire pit in their yard.

If a fire pit is installed, the tenant will immediately remove it from the premises upon being served notice to do so by the landlord. If fire pit is not removed within the time frame given in writing by the landlord, the landlord may remove the fire pit and charge the tenant for all costs (including but not limited to labour and damages caused to the rental premises) associated with its removal. FIRES AND FIREPITS ARE ABSOLUTELY NOT ALLOWED.

Household Garbage and Recycling

If you are granted a unit on Mountjoy, make sure the garbage you put in the green garbage bins provided outside your unit is in bags and not loose garbage. Make sure garbage bags are tied securely. Any loose garbage in your green garbage bins may result in your garbage not being picked up and you will be responsible for the cost of having to remove that garbage. It is your responsibility to have your garbage out in time for the weekly pickup.

If you are granted one of the units that are scattered around town, make sure you put your garbage out for the regular street pick-up on garbage day. It will be your responsibility to find out from the City of Timmins when your garbage day is. You are also responsible to follow the city's rule for garbage pickup.





As a tenant, you will be granted 1 garbage run a year of large items at no cost to you. You will be required to call the office to schedule this garbage pick-up. You will be expected to have everything outside and ready for pick-up. Additional garbage runs can be granted to you at a cost of \$50.00 per garbage run.

If you are granted one of the units scattered around town, the City of Timmins also has spring clean-up that they offer to residents, which allows you to get rid of larger items that are for disposal. It will be

your responsibility to find out from the City when spring clean occurs in your area. It will also be your responsibility to have your items outside and ready for pick-up for that time.

If you are granted a unit on Mountjoy, because the City of Timmins does not do a spring cleanup at that location, Timmins Native NP Housing Corp. will schedule a week and give notice to the tenants as to when spring clean-up will occur. It will be your responsibility to have your items outside and ready for pick-up for that time.

Keeping your home and property in good order

-  For your safety, avoid storing or piling too many items in your home, especially around entrances, in hallways and basements. (Piles of items can be a fire hazard and they may get damaged if there is a sewer backup or flooding.)
-  All tenants are encouraged to recycle as much garbage as possible.
-  Put your garbage in plastic bags, tie them securely and place them in the containers provided. (Don't use toilets, sinks or sewer drains to dispose of garbage.)
-  Clean up any trash, junk, or derelict cars on your property, including the parking area.

Renovations and Alterations

Before you start any decorating, such as painting and/or applying wallpaper, you must get permission from the Board of Directors of Timmins Native NP Housing Corp. They may ask to see colour swatches and may have recommendations for the type of paint. Wallpaper will not be allowable.

Drapes

Please make sure that your drapes or curtains fall at least three inches above the electric heat registers. Ceiling Fans, Air Conditioners and Heating System.

Any installation of ceiling fans, or other electrical fixtures or wired-in appliances must be approved by Timmins Native NP Housing Corp.'s Operations Coordinator first and are not to be done by tenants. Any installation of air conditioners must also be approved by the Operations Coordinator prior to installation. No additional heating units shall be installed in the leased premises except with the approval in writing of the landlord.

Snow Removal

Timmins Native NP Housing Corp will provide snow removal from the walks/driveways of your unit within 12-24 hours of a snowfall. It is your responsibility at a tenant to ensure that no vehicles and such are interfering with the snow removal.

Housekeeping

It is Timmins Native NP Housing Corp.'s responsibility to maintain the buildings and keep them safe and secure. It is your responsibility to keep the inside of your home clean and safe. Most tenants take pride in their homes and try to keep their unit and grounds clean and tidy too.

The tenant agrees to not allow any activity or permit any condition to exist in the rental unit and/or common areas or exterior of the property that may create a health or safety hazard. Such activities include, but not limited to the following: collecting and storing large number of possessions which results in cluttering the rental unit and/or common area or exterior of the property and in doing so prevents those areas from being used for their original purposes.

Guests

All tenants living in Timmins Native NP Housing Corp. units are permitted to have guests and visitors for a 2-week maximum period at a time. Anyone staying longer than a 2-week period will be considered living in the unit and their income will have to be used in order to calculate the monthly rent for the unit. Failure to provide their income could result in you having to pay the high-end market rent.

Smoking

Smoking must be limited to your individual unit although TNNPHC does not encourage it and cannot interfere with your neighbour's enjoyment of their homes. Never smoke in bed. Avoid careless smoking. Always use proper ashtrays that do not tip. Dispose of smoking materials such as cigarette butts and the contents of ashtrays with caution. Never empty ashtrays into combustible containers such as garbage cans or refuse containers.

Pest Control

All furniture (including but not limited to mattresses, beds, couches, chairs, etc.), furnishings, and personal effects brought into leased premises by the Tenant or the Tenant's guest shall be in clean, sanitary condition, and free of all insects. If these items require cleaning, and/or professional treatment to eliminate insects, this shall be done at the Tenant's expense before the items are moved into the leased premises. If it is determined that the rental unit became infested with insects because of items brought into the unit by the Tenant or the Tenant's guest, the Tenant will be solely responsible for the cost of treating the unit to eliminate the infestation.

In the event that the rental unit requires treatment for an infestation of insects, or treatment is required as a preventative measure to help alleviate the possibility of an infestation, the Tenant agrees to comply with all pest control treatment preparation instructions. Depending on the severity of the infestation, these instructions could include, but not limited to, moving furniture and personal items, discarding personal items found to be infested with insects and vacating the unit if necessary.

Mice

Keeping your home clean will help keep pests away. To control mice, keep garbage and food in tightly closed hard containers, block any holes in porches or foundations and keep basement drains covered.

Please contact Timmins Native NP Housing Corp. immediately if you have mice or rats.

Cockroaches and insects

If you see cockroaches or other pests, such as silverfish, or centipedes, please call Timmins Native NP Housing Corp. immediately. Depending on the type and frequency of pest, the

Operations Coordinator may have traps set up and/or arrange for your unit to be treated. Boric acid, available in drug stores, is an effective treatment for cockroaches. Sprinkle powder under kitchen cabinets, stoves, and refrigerators. Keep away from food, children, and pets. Insecticides and bait traps, available from hardware stores, can also be used.

Bedbugs

To prevent the spread of bedbugs, avoid bringing home furniture and/or soft household items from second-hand stores, curbs and dumpsters. When using outside laundry facilities, use a hot setting to wash and dry clothing. You should consider purchasing a plastic zippered cover to prevent bed bugs from entering your mattress.

If you have bedbugs, call the Operations Coordinator immediately. An inspection will be arranged.

You should wash all your bedding, linens, stuffed animals, clothing, mattress covers, etc. in hot water (at least 120°F) to kill bedbugs. Anything that cannot be washed should be sealed in a plastic bag. Vacuum carpets, mattresses, couches, chairs, etc., paying close attention to corners, joins and seams. Dispose of the vacuum contents in a sealed trash bag.

Annual Inspections

We inspect all our units each year. From the inspection reports we work out our maintenance plans for the next year and prepare our annual maintenance budget. We will send out notices of the inspection schedule before we come into your unit. An average inspection takes 45 minutes.

Maintenance and Repairs

For all maintenance requests, other than emergencies, please fill out a Maintenance Request Form, which can be obtained from the office, on our website and/or use the ones that are mailed out to you from time to time, to inform the office of your specific maintenance issue. This form can be handed into the office physically, mailed to use and/or you can use the format of the form and email the issue to use. ALL maintenance request/issue MUST BE IN WRITING. A work order will then be put out for the maintenance to be done. ALL maintenance issues must be oversighted by the office prior to any work being done therefore you must ensure that you report the issue to the office, not a maintenance contractor hired by TNNPHC.

We take our responsibility for doing repairs and maintenance very seriously. If we are not able to make the repair within three working days, we will contact you and explain why. Delays may occur if we must call in a contractor, or if we do not have the supplies we need in stock.

Please report water stains that appear on the walls and ceiling. Also please report any water leaks immediately to the office.

There is no charge for repair due to normal wear and tear. However, any damage you, your visitors, and/or your children cause will be charged to you.

The Operations Coordinator and the Board of Directors are responsible for preparing and authorizing the charge for any repair of damage. If you have any questions about a charged repair, you should discuss them with the Operations Coordinator and/or write a letter to the Board of Directors.

After-Hours Maintenance Emergencies

After working hours and on weekends, there is an emergency maintenance number you can phone 1-705-268-2391.

Call this number only in a serious emergency, such as flood or major water leak, power failure to the whole apartment, and/or no heat in your unit. If there is a medical or criminal emergency, call 911.

Transfers

Timmins Native NP Housing Corp. for the reasons of cost and strict budgeting purposes normally will not transfer tenants from one unit to another.

Timmins Native NP Housing Corp. will consider special circumstances for a transfer, in which if you feel you require, will have to write a letter to the Board of Directors explaining your full situation and why you are requesting a transfer. The Board of Directors will carefully review your request and let you know of their decision based on all the information you have provided.

In the event of a change of size of the Tenant's family, the Landlord reserves the right at his discretion to transfer from his leased premises to a housing unit judged by the Landlord to be more appropriate given the nature of the change and only if there is a unit available upon approval. The National Occupancy Standards must also be followed. All moving costs associated with any such transfer will be borne entirely by the Tenant.

Drug-Free Policy

Timmins Native NP Housing Corp. is committed to creating and maintaining a safe environment for families in our buildings. This means taking a hard stand against drug use and drug trafficking. The tenant shall not carry on any business or commercial enterprise in the leased premises, nor shall he use the same for any illegal purposes. The use and possession of illegal substances is prohibited on the leased premises.

Neither we nor the police can control illegal drug activity without your help. You can assist us by reporting any information concerning drugs or by calling Crime Stoppers. When calling this service, you do not need to identify yourself and the confidentiality of any information you supply is guaranteed. Residents found directly involved in illegal drug activity, or permitting illegal activity to occur in their homes, will face eviction proceedings.

Code of Conduct

We have a code of conduct for staff to help ensure high standards of service and conduct. Staff may not:

- ✚ accept tips, money, or gifts from tenants sell items or services to tenants buy or take property or personal belongings from tenants, their families, or their estates; nor use it for personal gain

accept gifts or other items from tenants in return for service borrow money or anything else from tenants witness a will, oath, or affidavit for a tenant, or act as the executor of a tenant's will be on the job in an unfit condition due to using alcohol or drugs abuse tenants, staff members, service agency representatives or anyone else in the work place, either verbally or physically.

Privacy and Noise

Residents are reminded to respect neighbours' right to privacy and enjoyment of their homes by keeping noise at a low level. Excessive noise is contrary to the terms of your tenancy agreement.

The tenant, his family and visitors shall not make or allow any excessive noise or disturbances to be made in the leased premises or do anything which interferes in any way with the comfort of other tenants or neighbours in the area and shall not persist in making such noise or disturbances after request to discontinue has been made by the landlord.

If you are faced with what you feel is an unreasonable noise situation, discuss the matter with the Operations Coordinator. Keep a written record of the time and nature of the disturbances. Continued problems should be directed to the attention of the Operations Coordinator in writing. This will result in action to remedy the problem. Excessive noise may be cause for eviction, if there have been repeated offences.

If You Have a Complaint

All complaints must be sent to us in writing and brought to the office and put to the attention of the Board of Directors. This includes complaints about other tenants and Timmins Native NP Housing Corp staff and/or even repairs that have been done in your unit. All written complaints will be followed up.

Moving Out



60-day Notice Period

When you decide to move out, you must give at least sixty days' notice with your last day falling on the last day of the month.

To give notice, you should use a Form N9, Tenant's Notice to Terminate the Tenancy, which can be picked up from Timmins Native NP Housing Corp.'s office and/or can also be found on the Landlord and Tenant Board website.

Please note: To avoid losing any personal property when you move out, arrange to have all your property moved from the housing unit, on or before, your moving day. If you need to leave something behind, contact Timmins Native NP Housing Corp. immediately with your new contact information and the date you would like to pick up your items.

What are you responsible for?

-  Paying the rent on time
-  Keeping the place clean

- ✚ Repairing any damage you, your guests, your children or your pets cause as soon as possible. This does not include reasonable wear and tear. You must tell the landlord of any needed repairs or problems.
- ✚ Not disturb other people in the neighbouring property and not letting your guests do so.
- ✚ Supply timely income verification and income tax assessment so that you do not lose your subsidy.
- ✚ Reporting all the incomes in your household, especially when there is a change of income. Follow all rules and regulations set out in this lease agreement.