

RULES FOR SHAWINIGAN STUDENT RESIDENCES

Please note that the regulations in this guide may be modified from time to time, for the safety of occupants and for tranquility of the place. If significant changes must be made, all tenants will receive a notice to this effect, accompanied by the new version of the regulation.

1. ELIGIBILITY

Room rentals in the residence are offered to students in regular vocational, college or university education.

To be eligible, a student must submit an admission letter from their school to the residence administration by email.

They will also need to have proof of \$2 million in liability insurance for the term of the lease and minimum insurance for property and furniture.

2. LEASE AND RENTAL CONDITIONS

2.1. Signing the lease

The lease must be signed by the tenant and the administration of the Residence.

For rental units that can accommodate more than one bed, the administration determines the maximum number of occupants. The signatory of the lease is the sole occupant of the room assigned to him/her. The size of some rooms allows two tenants to live together. In these cases, the occupants of the same room are co-signatories of the lease.

The first month's rental must be paid as soon as the lease is signed.

2.2. Duration of the lease

The lease is governed by the Law of Administrative Housing Tribunal.

Leases can be for 12 months or 10 months. The 12-month lease usually starts on August 1 and ends on July 31 of the following year, and the 10-month lease starts on August 1 and ends on May 31 of the following year. Exceptionally, agreements may be made with the administration for leases of different durations. Priority is given to 12-month leases.

Tenants who wish to change the term of their lease must submit a request to this effect upon receipt of their renewal notice. A new lease will need to be signed to validate the change over time.

2.3. Expiry of the lease

The lease ends at the end of the lease.

The lease also ends automatically when the tenant completes his or her studies. The student must then notify us in writing one month in advance of the end of his studies to terminate the remaining months of his lease free of charge.

2.4. Termination of the lease

A lease is a contract and must be respected until its end. In certain exceptional circumstances, it is possible to terminate your lease.

- **Cancellation of the lease**

A tenant can cancel their lease up to one month before the start of that lease. For example, for a lease that begins on August 1, the student who wishes to cancel it has until June 30 of the current year to cancel it at the latest. The booking deposit is non-refundable if the contract is cancelled after this date.

- **Student who stops studying**

Students who drop out of school during the year remain bound to their lease, which they must pay, and can continue to live in their rent. However, he will not be able to renew his lease when it expires because he will no longer be in school. They may also decide to terminate their lease with written notice given one month in advance and will have to pay a one-month penalty.

- **Internship outside of Shawinigan**

Tenants who wish to terminate their lease to complete a study internship must provide written notice thirty (30) days prior to their departure and written proof from the internship supervisor of the educational institution where they are enrolled. A penalty of one month's rent is required.

- **Immediate Termination**

The tenant has a personal right to remain in his room. The tenant can only be evicted in certain cases provided for by law, including: termination of the lease by the landlord for the tenant's failure to perform his obligations; Termination of the lease if the tenant completes his studies or is no longer enrolled in studies.

2.5. Change of rental unit

During the lease, any request for a voluntary change of rental unit must be submitted in writing to the administration of the residence. An administrative fee will be charged in the event that the change request is accepted.

2.6. Rent payment

The tenant must pay the first monthly rent as soon as the lease is signed and the other rent amounts must be paid on the 1st day of each month. Pre-authorized payment is preferred.

No refund is given to renters who do not live in the rented premises during holidays, upgrade weeks or any other absence.

If a payment is declined or is late, the tenant will be charged an administrative fee. See Appendix A at the end of the regulations.

If the delay exceeds three (3) weeks or in the event of repeated delays, the residence may obtain the termination of the lease and the eviction of the tenant.

2.7. Inventory

On the date scheduled for the delivery of the room, the landlord must deliver it in a good state of habitability, i.e. in a good state of repair, as well as in a good state of health and safety.

Upon taking possession of their room, the tenant must complete and submit a room inventory form within five (5) days of arriving at the residence. Failure to submit this form may result in the tenant being held liable for any breakage, defect or anomaly that the landlord finds during the term of the lease or following the tenant's departure.

The tenant, for his part, must leave the room at the end of the lease by handing over his keys, no grace period being provided for by law. When he leaves the room, he must remove any furniture or object other than that belonging to the landlord and the rented premises must be returned to the same condition as when they were entrusted to him, except for changes resulting from aging, normal wear and tear or force majeure. Otherwise, the tenant will be required to pay the costs incurred by the Shawinigan Student Residences for the restoration of the room, including those related to cleaning, decontamination or repairs.

3. RESIDENCY LIABILITY

It is the landlord's responsibility to provide a clean unit or room in good condition and to provide all tenants with the peaceful enjoyment of the unit.

All rental units have free access to WIFI

Most rental units offer:

- Sink,
- Refrigerator,
- Microwave

The inclusions of each rental unit are specified on the lease and units that do not offer one of the inclusions offer a nearby alternative.

Basic furnishings come with rent; either a bed, chair or armchair, a work desk or table and a storage cabinet in rooms where there is no closet. The tenant is free to use or not to use this furniture. If the tenant does not wish to use the furniture provided, he or she must notify the landlord when signing the lease and furnish himself or herself at his or her own expense. He will also have to take care of the transport of the furniture and its arrangement in the rent.

Other accessories (lamp, bedside table, crockery and others) can be provided on request depending on availability in the inventory.

The tenant will have access to a communal kitchen on the 1st floor which is equipped with:

- 14 stove rings,
- Ovens
- A commercial hood with a large work counter,
- Large sinks with hand showers,
- Commercial refrigerators and freezers,
- Microwave
- Commercial toasters (in the cafeteria),
- A locker reserved for each tenant who does not have access to a stove in their suite or rental unit, to store their non-perishable food.

Among the other services offered with the lease, the tenant will have access to:

- An elevator,
- A place to store your bike,
- A living room/study room,
- A dining room,
- A laundry room with washers and dryers, a large folding table, drying racks, and 2 large sinks (an additional washer and dryer are available in the shared bathroom on the 3rd floor).
- A landscaped outdoor lot with wooded garden.
- In addition, there are some optional services for a fee:
- Access to a vending machine (chocolate, crisps, etc.),
- A coffee machine,
- A reserved outdoor parking space at \$20/month,
- A storage locker for \$10/month or a half locker for \$5/month.

Other responsibilities of the landlord:

A working smoke alarm in the rental unit is an integral part of the equipment. The landlord ensures that it is maintained normally. However, if the renter breaks or disconnects it, they will be responsible for repairing or restoring it to functional condition and will be responsible for the repair and administrative costs.

The landlord is responsible for providing daily and general maintenance services for the common areas. He takes care of repairs, security, heating, electricity and internet (WIFI) costs and makes sure to make the necessary repairs in the rooms and apartments within a reasonable time.

For income tax purposes, we will issue to all tenants present on December 31, and who paid the rent for the month of December, before the last day of February of each year, an RL-31 slip for the application for the solidarity tax credit (if you are eligible).

In addition, it assumes no liability to the tenant or any other person for losses caused by theft, or for damages suffered or caused by the fault of the tenant or a third party who is in the rented premises or by the material property that the said tenant has in his custody.

In the context of an epidemic or pandemic, various socio-health measures relating to public health could be taken to ensure the safety of tenants and reduce the spread of a virus. Some of these measures, such as room occupancy, physical distancing, number of visitors, wearing masks, access to and use of premises, cleaning, disinfection and service restrictions, may exceptionally modify the terms, policies and regulations that are an integral part of the lease.

We ask that you provide us with the email address that you visit regularly. Throughout the year, we will communicate with you by email.

4. RESPONSIBILITIES OF THE TENANT

4.1. Cohabitation

The tenant may not allow anyone else to occupy his room, whether in his presence or not. Cohabitation is strictly prohibited.

4.2. Behaviour in residence

From 8:00 p.m., everyone must behave in such a way as to provide tenants with an atmosphere conducive to studying. In order to preserve the peace and quiet of the tenants, no noise will be tolerated between 22:00 and 7:00.

The tenant is responsible for damage caused by his negligence e.g. window left open, object thrown in the toilet, etc.

Nor can they sublet their home or assign their lease.

They must conduct themselves in such a way as not to disturb other tenants in the normal enjoyment of the premises and must cooperate with staff by identifying themselves if asked.

It is forbidden to engage in any solicitation or activity of a commercial or sales nature. All kinds of trading, solicitation and gambling are prohibited in the residence.

4.3. Guests

The tenant can receive a maximum of 2 guests at a time inside the residence;

The time slot for guests is from 7 a.m. to 10 p.m.

Only the tenant can let their guests in and they must be accompanied by the tenant at all times. In the event that the tenant is absent, the guest will either have to leave the premises or wait for the arrival of

the visited tenant outside. The tenant is responsible for the behavior of their guests. Any visitor who disturbs the tenants or contravenes these rules shall be immediately expelled from the residence.

4.4. Maintenance of the apartment

The tenant must inform the administration of any breakage, defect or faulty workmanship that may be affected by the rental unit in which he or she is moving in, within five (5) days of taking possession of the premises by filling out the welcome form.

In the event of an odour or insect complaint, and in the event of an emergency: water damage, intermittent noise, presence of smoke, etc., the residence managers are authorized to enter the rental units without having to give notice.

For the duration of the lease, the tenant must promptly report any breakage, water damage, heating problems and the presence of insects in order to limit the deterioration of the building.

The tenant undertakes not to attach anything to the walls and doors without permission.

The tenant is responsible for maintaining their accommodation, room and common areas they use.

They must:

- Regularly dispose of garbage bags and recycling in the designated areas;
- Handle furniture with care;
- Keep the hallways and stairs of the residence free at all times;
- Agree to lock your home, close your bedroom windows, turn off the tap and turn off the lights before leaving or leaving your room;
- Close and lock exterior doors when leaving the building;
- Make sure that you do not store property in the rental unit that hinders access to your home;
- Make sure you don't obstruct access to another tenant's unit or impede the safe flow of goods (furniture, tires, bicycles, etc.).
- Send a request to the administration for the storage of a bicycle in your room.

4.5. Security

For security reasons, it is recommended that tenants keep the door of their rental unit locked at all times when they are away. The residence is not responsible for any loss or damage to property belonging to the tenant or their guests.

It is forbidden to use cooking appliances such as air fryers, deep fryers and stoves in the apartments. Cooking appliances such as gas grills or briquette grills (barbecue) inside or outside the residence are also prohibited, as well as candles, incense or other objects of this type that require a flame. Personal air conditioners or auxiliary heaters are also prohibited. Residents with special needs are encouraged to speak to the administration.

The use of frying is also forbidden in communal kitchens (fryers and pots full of oil).

The installation of natural Christmas trees or their branches to decorate is also prohibited.

The smoke alarm and fire extinguisher of the rented property must not be tampered with in any way. It is forbidden to sound the fire alarm or to use fire extinguishers or other fire prevention equipment

unnecessarily. In the event of a fire alarm, it is everyone's responsibility to leave the residence promptly.

4.6. Alcohol, cigarettes and drugs

Drug The possession of cannabis or illicit drugs, the consumption or trafficking of drugs, in any form, is strictly prohibited in the residence. A tenant who contravenes this rule is liable to penalties up to and including termination of the lease.

Alcohol Alcohol consumption is permitted only within rental units, except in special cases where a liquor licence has been obtained, and only for the location indicated on the licence.

The student residence, like the schools, is a smoke-free establishment. It is forbidden to smoke or vape any substance, inside or on the grounds of the residence within 9 meters of the doors.

5. TENANT'S LIFE CODE

5.1. Obligations of the tenant

The tenant undertakes to:

- Behave in a respectful manner, thus allowing other tenants to study or enjoy the premises in peace;
- Do not disturb the peace;
- Respect the peace and quiet in the residence and on the grounds;
- To preserve the common areas of the residence in good condition;
- To respect the rules of use and attendance of common rooms;
- Properly manage perishable food in your home or refrigerator, especially when you have to be away for several days;
- Closing the windows, turning off the lights and his alarm clock when he is away from his home.
- Be decently dressed when leaving their rental unit. In addition, it is forbidden to be shirtless or barefoot inside the residence.

5.2. Prohibitions

At all times, the tenant and his guests may not have in their possession inside the residence or on its property:

- Animals

- Products that pose a fire hazard;
- Illegal substances and prohibited products;
- Cannabis;
- Weapons of all kinds.

5.2.1. It is strictly forbidden to:

- Install an auxiliary heater and other elements deemed unsafe (see section 4.5 of the regulation);
- Use a bicycle, scooter, in-line skates, skateboard or any other sports equipment inside the residence;
- Move furniture in common areas;
- Paint or wallpaper the walls of your home or bedroom;
- Engaging in games of chance involving sums of money;
- Open the main entrance door of the residence to an unknown person;
- Exiting through emergency exit doors for no good reason;
- Smoking in the residence, any tobacco product or consuming cannabis;
- Hold parties or other gatherings in or near the building

5.2.2. Sexism, racism and other discrimination

The tenant acknowledges that everyone has the right to respect for their dignity, honour and reputation, regardless of their gender, age, ethnic origin, social status, beliefs and sexual orientation. The tenant undertakes to respect the dignity, honour and reputation of any other resident or member of the staff of the student residence through his or her actions and words (verbal, written, web).

5.2.3. Violence and expulsion

No form of violence (verbal or non-verbal) towards other tenants, guests and employees of the residence will be tolerated.

The tenant must comply with the provisions of the policy to prevent and combat sexual violence.

5.2.4. Cleanliness and Sanitation

The tenant is responsible for cleanliness and order in his rental unit;

Cleaning and proper waste management should be done regularly;

The tenant must notify the landlord as soon as he suspects the presence of a pest;

If a tenant negligently introduces or allows insects, fungi, rodents or other pests to grow, they may be charged a fee to cover the costs of the work done by the pest control specialist. To this end, the specialist may be required to produce a report demonstrating the tenant's liability.

When returning from a trip, the renter must check their suitcases and other items brought on the trip, in particular to avoid introducing bed bugs. If necessary, they will properly clean their clothes and suitcases when they return. If they suspect the presence of bedbugs, they should immediately contact the administration to find out the procedure to follow for a high-temperature treatment of their clothes.

5.2.5. Cleanliness of common areas

- **Housekeeping:**

Housekeeping of common areas (dusting and periodic washing of toilets, showers and floors) is managed by the residence.

This is the responsibility of the tenant :

- Leave counters and tables clear after use;
- Clean kitchen and bathroom countertops after use;
- Ensure cleanliness and clean stoves, microwaves, washing machines and other appliances when in use.

- **Sinks and washbasins:**

Keep sinks in common areas clear at all times so that everyone can use them. The sinks in the rooms are not designed for washing dishes. It must be washed in the designated areas of the common areas.

- **Cooker:**

If you have placed something on a stovetop or in the oven, you should not leave the kitchen, nor leave the cooking unattended. Frying food with a pot full of oil or a deep fryer is prohibited. Don't forget to turn off the oven and the used rings after use and before leaving the room.

- **Dishes, pots and pans and other kitchen items:**

You should wash dishes and other kitchen items immediately after use. You should not use metal tools or steel wool with pans and pots and pans that have a non-stick coating.

- **How to use the microwave:**

You should read the instructions for using the microwave and to know the proper cooking time. You should not put any metal objects in the device. You should cover the food (with the protective lid or cloche) while cooking/reheating. You should wash the inside of the microwave if soiled.

- **Bathroom:**

You should put the curtain in the tub before using the shower. Recycling is not a garbage can, you must summarily clean up the items that go in the recycling bin and leave no organic waste such as table scraps and meal soils.

5.2.6. Rules of Internet use

The residence offers a wireless network. We will provide you with the network password. In the event of a problem with the internet, our technicians can check the operation of our network, but we are not responsible for repairs or configuration of your personal computers.

5.2.7. Camera Surveillance

In order to ensure the safety of the occupants and the premises, surveillance cameras are installed in several places in the common areas in accordance with respect for privacy.

5.2.8. Keys and Locks

A tenant cannot change, add or modify the locks on their rental unit. If they do so, they will have to assume the cost of replacing the lock(s) including labour.

On the day of departure, the tenant must hand over to the administration or the caretaker the keys to his rental unit (front door of the building and door of the rental unit). If the renter fails to do so, the cost of replacing the lock and other items will be charged. It is strictly forbidden for the tenant to lend his keys or to have them reproduced. Loss of keys during or at the end of the lease will incur a replacement fee.

If the tenant forgets their keys in their room or elsewhere, it is possible to have the door unlocked by contacting the person in charge of the residence (caretaker, caretaker or administration). Identification will be required.

6. PENALTY

6.1. Violence and expulsion

Any person who contravenes any provision of this Regulation shall be liable to a penalty proportionate to the seriousness of his act. This may include a verbal warning, a written reprimand, the imposition of an administrative fee, reparation of damage caused, termination of one's lease, and eviction from the residence.

No form of violence (verbal or non-verbal) towards other tenants, guests and employees of the residence will be tolerated. The staff of the residence may expel or have evicted from the residence and its grounds, any person with violent behavior and any person who disturbs the peace or who harms the tranquility of the tenants.

7. Emergency and support for residents

 911	HEALTH INFO 811
AMBULANCE 819-538-2223	HOSPITAL CENTER 819-536-7500
POLICE 819-539-6262 POLICE TRAVELING 819-310-4141	AMBULATORY CLINIC GRAND-MÈRE 819-533-2500
FIRE DEPARTMENT 819-536-7200	HYDRO QUÉBEC 1-800-790-2424
CITY of SHAWINIGAN 819-536-7200	POISON CONTROL CENTER 1-800-463-5060 (URGENCE 24 HEURES SUR 24, 7 JOURS SUR 7)

CALACS Centre-de-la-Mauricie/Mékinac

phone : 819-538-4554

Mail : info@calacs-entraide.ca

Adresss : 2092, rue Lavergne, Shawinigan, secteur Grand-Mère (Québec) G9T 5K7

Description : Helps sexually assaulted women, adolescents and children. Support, meetings, support group, activities for prevention and awareness, telephone support service.

Multi-clientele support center Aux Rayons du Soleil

Phone : 819-533-4829

Mail : cears@cgocable.ca

Address : 268, 6^e Avenue, Shawinigan, secteur Grand-Mère (Québec) G9T 2G7

Description : People with alcoholism, drug addiction or gambling problems. Support and listening.

Centre de femmes de Shawinigan Inc.

Phone : 819-537-4277

Mail : femshawi@cgocable.ca

Address : 465, 5^e Rue, bureau 203, Shawinigan (Québec) G9N 1E5

Description : Pour les femmes vivant de l'isolement social, violence conjugale, psychologique et économique. Activités éducatives, cuisines collectives.

La Séjournelle

Phone : 819-537-3453 (Admi.)/ 819-537-8348 (Urg./mess)/ 819-537-4181 (Serv. 24/7)

Mail : lasejournelle@cgocable.ca

Address : C.P. 91, Shawinigan (Québec) G9N 6T8

Description : For women experiencing social isolation, domestic, psychological and economic violence.

APPENDIX A – IMPORTANT INFORMATION

Services not included in the monthly rent 2024

(Subject to change without notice)

Monthly rental of a parking space	20,00 \$
Monthly rental of a storage unit (small)	5,00 \$
Monthly rental of a storage unit (large)	10,00 \$

Deposits required 2024

There are only two deposits required:

- The amount of the first month's rental when signing the lease.
- A \$20 deposit when handing over the keys to the student. This deposit will be given to him upon his departure from the residence

Penalties and fees 2024

(Subject to change without notice)

Apartment key replacement	20,00 \$
Replacement of building entrance door key	20,00 \$
Post office locker key replacement	20,00 \$
Replacement of any other key that may be given to the student	20,00 \$
Refused rent payment	45,00 \$
Room change request	125,00 \$

Demande de changement de chambre

Tenant identification

First and last name : _____

Room number : _____

Phone number : _____

Reasons for request :

Signature of tenant(s) : _____

Date : _____

Certificate of receipt of the Shawinigan Student Residence Regulations

(Landlord's copy)

I received a copy of the Shawinigan Student Residences regulations document. I understand that the conditions, policies and rules described in this document are subject to change without notice at any time.

The management of Shawinigan Student Residences may request an additional signature during any modification, to indicate that I have read the new policy or rules and that I understand them.

I understand that my signature below indicates that I have read and understood all the points of the Shawinigan Student Residence Regulations and that I will respect their content.

We hope that this document will facilitate your integration into Shawinigan Student Residences and we thank you for your interest.

Name of resident: _____ Signature of resident : _____

Name of resident: _____ Signature of resident : _____

Jean-René Philibert, Director

Signature of director or agent: _____

Date : _____

Certificate of receipt of the Shawinigan Student Residence Regulations

(Tenant's copy)

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Date : _____