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1616 Champlain Drive, Peterborough ON K9L 1N6

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## Tenant and Apartment Information

### Garbage and Recycling

Uncooperative tenants please note: city by-law charges will be used at our discretion.

- Garbage day is (call office and record here) \_\_\_\_\_
- Garbage is only put on curb in black/green garbage bags (2 per unit max) the night prior only
- Any furniture or large items requires tag from city or you will be charged for removal, no dumping of garbage or large items
- Garbage is to be kept inside or in a provided for garbage bin if available, do not keep garbage outside unless on private balcony and it must be in a garbage container with secured lid. You may not leave plastic garbage bags outside. Please do NOT put your garbage out any earlier than 7pm the evening before
- The city will only pick up garbage in green or black garbage bags.
- Please do not put garbage anywhere except to the curb.
- Recycling is to be kept inside apartment until day before collection and blue box collected after it is emptied within 24hrs—please refer to local municipal recycle policies
- Blue boxes can be obtained from the facility on 400 Pido road in Ptbo.
- Must bring your recycling bin back from the curb within 24 hrs of being emptied.

### Contact Info

- Bick Properties office (705-740-1992) or email at [inquiries@bickproperties.com](mailto:inquiries@bickproperties.com)
- Superintendent (call office and record here) \_\_\_\_\_
- P.U.C.: 705-749-6900
- Enbridge: 1-877-ENBRIDGE
- Direct Energy: 1-800-266-3939
- Cogeco Cable: 1-800-267-9000
- Bell: 310-BELL

### Tenant Termination Notice

- Legally you must give 2 full months notice given on or before the 1<sup>st</sup> of the month in writing regardless of whether you have a fixed lease term. For example: *If Lucy gives notice to her Landlord on March 10th, then legally a clear 60 days notice would make*

*the termination date May 31st. If Lucy gave her notice to her Landlord Feb 25th then the termination date would be April 30th.*

- Termination Notice via email will be accepted or you can go to the form on this website to complete
- If you break your lease the penalty is a half months rent
- Last month's rent is applied to the very last month you are in the unit after giving the legal 60 day notice
- All keys are to be returned to office on or before last day of possession
- All belongings/garbage/furniture to be removed from apartment on or before last day of possession
- Apartment to be left clean and damage free/any painting done by tenant and not suitable for next tenant to be repainted by tenant with Bick Properties standard colour as per lease agreement
- Furniture and belongings not to be left on curb but to be disposed of properly and at tenants cost
- For "Pet Friendly" buildings, those with pets must fulfill contract and have all carpets professionally steam cleaned with either proof of purchase or paying us to have it done when you leave.

#### **Lock/Key info**

- Lockout fee will be \$20 cash at time of unlocking door
- Locks are the property of Landlord and not to be changed or added by tenant(s)
- LOST KEYS – tenants will be charged \$15 per key to replace any lost or stolen keys
- No additional locks or bolts shall be placed upon any door of the building without express consent of Bick Properties

#### **Apartment Info**

- Main water shutoff (if applicable) is (call office and record here) \_\_\_\_\_
- If absent from apartment/unit for any significant duration, main water is to be shut off and heat left on at a minimum to avoid potential damage, tenant(s) will be responsible if they fail to do so and damage occurs
- Water is not to be left running when not in use, as some locations the landlord pays for metered water
- Toilet shut off behind toilet and it is the tenant(s) responsibility to shut off in the event of toilet leaking/overflowing
- Nothing shall be disposed of (waste and toilet paper) in the toilet that does not belong in it for example: grease, plastic, sanitary products
- Any damage resulting from misuse or from unusual or unreasonable use shall be borne by the tenant(s) who or whose family, guests, visitors cause it.
- Fuse panel is (call office and record here) \_\_\_\_\_
- In multi-residential units it is our policy not to allow dishwashers or apartment size washers due to mixing valves within
- NO SATELLITE DISHES TO BE ERECTED ON ANY OF OUR BUILDINGS

- Tenants are responsible for replacing glass fuses, light bulbs. Assistance will be given case by case to those who need it.

### **Air Conditioners**

- Air conditioner **fee is \$50 per month** and is to be pre-paid before the AC unit is installed for the season or it may be removed by the Landlord
- the fee commences from the day it is installed in the window until the day it is removed
- Air conditioner unit is to be removed from window before this date SEPTEMBER 30<sup>th</sup>
- AC units must be installed properly so as not to damage the windows or ledges, no nails are to be used, etc.
- The landlord reserved the right to remove the unit if it is improperly installed and/or help install the unit properly

### **Pet Info (pet-friendly buildings only)**

- Any and all damage caused by a pet is the direct responsibility of the owner/renter
- Any pet owners must sign a pet agreement and are responsible for steam cleaning any carpet before vacating and providing proof of completion.
- should the Landlord discover you have a pet after signing a no pet lease, measures will be taken to evict

### **Fee Policies**

- LATE FEES – tenants will be charged a \$25 late fee for any rent paid after the 5<sup>th</sup> of each month. Please keep in mind your rent is due on the first of each month. Tenants who pay consistently late may be evicted without notice.
- BOUNCED CHEQUES – tenants will be charged a \$25 NSF fee for any bounced cheques. In some circumstances a administration fee will also apply.
- If your cheque bounces, reimbursement of the \$25 fee and the rent **MUST** be paid in cash/certified funds or email transfer only.
- Should a tenant bounce more than 3 personal cheques in one year, that tenant will be put on probation and have to pay rent in cash/certified funds for 6 consecutive months.

### **Tenant and General Info**

- do not leave windows or doors open to allow rain or snow to enter or heat to escape. Any damage caused to the property as a result of direct neglect on the tenants part will be the tenants cost
- 24 Hr Noise by-law in Peterborough will be upheld, be respectful of neighbours at all times
- All new telephone/cable/internet connections are to be installed with direction from Landlord
- Must keep premises in good condition and inform Landlord immediately of any damage or maintenance concerns (see Maintenance Request Form)
- No painting, no wallpaper, no awnings, no clotheslines, no fences to be erected. No fixtures shall be removed or changed without express permission from the Landlord.

- No dishwashers, washing machines or dryers allowed without express permission from the Landlord

### **Christmas Info**

- Inquire at the office as to whether your building is allowed real Christmas trees.
- for real Christmas trees please cover any floor air vents to prevent needles from getting into the duct work
- Do not leave Christmas lights on when you are not home
- Christmas lights & decorations **must be removed from outside by January 31st.**

### **Common Areas and Exterior Info**

- No personal items, boots, shoe racks, garbage, bikes, strollers etc to be kept in common hallways or outside your apartment door (fire hazard)
- If you have a garage door, it is to be kept closed except for when in use only.
- No indoor furniture is allowed outside either at the back or front porch/balcony or yard. You may have a BBQ and proper, seasonal outdoor furniture only
- No sign, advertisement or notice shall be erected over and outside of the windows
- All tenant(s) must observe strict care not to allow their windows to remain open so as to allow rain or snow inside. Tenants will be responsible for any damage so caused
- Nothing shall be placed on the outside of the window sills, balcony railings or brick work
- Do not block the driveways, parking lots, walkways and stairways used in common by the tenants.
- If applicable, no bicycle or stroller shall be admitted or carried into the building through the main public entrance, walkways or in the elevators or the main halls of the apartment building.

### **Parking Info**

- Only licensed and operable vehicles are allowed onsite
- No mechanical work will be done to vehicles while onsite
- If parking space is included in the lease or rental agreement, such automobile shall be kept or stored therein at the risk of the tenant. It is also understood that under no circumstances are the parking place or driveways to be used for washing or repairing cars. Should the tenant(s) at any time dispose of his car or for any other reason not require parking accommodations, it is understood and agreed that the tenant(s) shall not sub-let the space or receive any allowance for same
- Tenant(s) parking cars in unauthorized areas without the payment of rent or without a formal written agreement with the landlord shall be subject to being charged with trespassing

### **Interior Info**

- The washrooms and other water apparatus shall not be used for any purpose other than these for which they are constructed. Any damage resulting to them from misuse will be the responsibility of the tenant(s)

- No tenant shall do or permit anything to be done in the leased premises or bring on anything therein which will in any way increase the risk of fire or the rate of fire insurance on the building or on the property kept therein, or obstruct or interfere with rights of other tenants or in any way injure or annoy them, or conflict with the laws relating to fires or with the regulations of the Fire Department or with any insurance policy upon the building or any part thereof, or conflict with any of the rules of ordinance of the Board of Health or with any statute or municipal by-laws
- Water shall not be left running unless in actual use. Large spikes, hooks, screws or nails shall not be put into the walls or woodwork of the building. Small nails for picture hanging is allowed, any damage will be the tenant's responsibility
- All glass, window screens, locks and trimmings in or upon the doors and windows of the leased premises be kept whole, and whenever any part thereof shall become lost or broken the same shall be immediately replaced or repaired under the direction and to the satisfaction of the landlord or his agents, such replacement and repairs shall be paid for by the tenants
- No garbage or refuse to be kept in any common area, no open garbage on balconies/porches/backyard. If garbage is kept outside it MUST be kept in proper garbage container and not a plastic bag.
- Tenant(s), their families, guest and visitors shall not make or permit any improprieties in the building or do anything that will annoy or disturb or interfere in any way with other tenants or those having business with them
- Tenant(s) shall not install on the leased premises additional heating units or additional electrical circuits and shall not overload existing electrical circuits
- No stores of any combustibles or offensive goods, provisions or materials shall be kept on the leased premises
- Tenant(s) will be held responsible for any damage to the leased premises and common area caused by moving furniture in or out of the leased premises
- Leased premises must be left clean and in good condition at expiration of term. Any damages will be tenants cost
- Storage: If storage is provided or included in the rent, it is agreed between the parties that the Landlord shall not be liable for any loss, damage or theft to any the Tenant's goods stored in any storage space provided by the Landlord