

LEGACY PROPERTIES
182 Bedford Highway, Halifax, NS B3M 0A4
House Rules and Regulations (Schedule "C")

Bldg/Unit Number:

1. Moving

- 1.1. Moves must be scheduled with the Property Manager in advance & must occur between 7:00am and 9:00pm. Tenants are required to clean up between entry points after move in/out is complete. Tenants are responsible to ensure security doors are kept closed when not in use during moves.

2. Inspections

- 2.1. Inspections should be completed before your move in and at the end of tenancy once the unit is empty. If any claims are being made as per the provisions of the Residential Tenancies Act, a form will be completed and copies provided to the tenant. If you do not sign/send a move in report within 3 days of occupancy, you accept the unit is deficiency free (other than average wear/tear).

3. Decor

- 3.1. Laminate/wood flooring should be cleaned with appropriate cleaners (do not use harsh cleaning agents). Use of any product to create a shine or coating (i.e. mop and glow or waxy product) is strictly prohibited.
- 3.2. Tenants are NOT permitted to change any of the interior decoration (including paint, fixtures and showerheads) without explicit permission of the company prior to commencement. If changes are permitted, the tenant is responsible to return the unit to original state upon vacancy except permanent installations (such as light fixtures, ceiling fans, cabinets, heat pumps, etc.) which must remain in place.
- 3.3. Nothing is to be placed on the floor in front of your door.
- 3.4. Windows must be covered with proper drapes, curtains or blinds. Flags, blankets or non-appropriate window coverings may not be used. Tenants must ensure they do not put holes in window trim or baseboards.
- 3.5. Window fit air conditioners are not permitted (may use portable style).
- 3.6. Only artificial Christmas trees are permitted inside or out.

4. Patio

- 4.1. Only proper patio furniture is permitted on the patio.
- 4.2. No hanging flags, stickers, etc. on the patio.
- 4.3. Charcoal or portable BBQ's not permitted (must have a drip mat under BBQ).
- 4.4. Hanging of clothes on the patio is not permitted (on racks or lines).
- 4.5. Satellite dishes are not permitted unless permission is granted by the company prior to installation.
- 4.6. Certified holiday lights are permitted but must be removed after the holiday.
- 4.7. Tenants are responsible to keep their patio clean.
- 4.8. Tenants must clean up any mess caused by spills, barbeque usage, etc.
- 4.9. Tenants must not drop garbage or cigarette butts from their patio (violation may result in \$100 charge).

5. Access Cards/Keys

Duplication of keys must be requested to the company. Any lost keys, access cards or remote controls must be reported immediately. A deposit is required for access cards and tenants are responsible for replacement costs at the discretion of the company. Chain locks are not permitted.

6. Cleanliness/Garbage

- 6.1. Tenants must use garbage receptacles provided in a proper and prescribed manner. Adherence to recycling rules will apply if provided. Tenants must ensure garbage is not leaking when carrying throughout the building and are accountable for any clean up in a case one does. No disposal of large items or electronics.
- 6.2. Tenants are responsible to clean directly in front of their doors.
- 6.3. Tenants are encouraged to help keep the building clean by knocking soil from footwear before tracking through the building, etc., and not leaving refuse lying around.
- 6.4. Tenants are encouraged to report spills etc. when possible so our cleaners can handle it immediately.
- 6.5. Bicycles are not to be used inside the building.
- 6.6. Tenants are responsible to clean up the common room after use.

7. Noise

- 7.1. Noise should never reach a point where it is disruptive to other tenants. If a tenant violates acceptable noise levels, the police may be authorized to take appropriate action and the company reserves the right to terminate a tenant lease if issues persist. This policy encompasses the entire facility.
- 7.2. Children are not permitted to run or play in the hallways, common areas, garage, outside parking areas, in front of patios or flower beds.

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8. Parking/Garage

- 8.1. A parking spot is provided to tenants with a vehicle (inside or outside pending availability)
- 8.2. A fee may be charged for parking or for additional vehicles
- 8.3. Larger vehicles may not be accommodated (vehicle completely within lines)
- 8.4. Reassignments may be made if required by the company
- 8.5. Tenants are responsible to keep their parking spot clean
- 8.6. Any item stored behind vehicles it is at your own liability
- 8.7. Combustible material/garbage is not permitted in the garage or any storage areas
- 8.8. Vehicle repairs are not permitted in the garage or outside parking area
- 8.9. Non-operational vehicles not permitted on the property, violators may be ticketed/towed at owners expense
- 8.10. Visitors must park only in designated areas, violators may be ticketed & towed at owner's expense

9. Security

- 9.1. Tenants must not permit access to anyone with the exception of their visitors. All access should be by the tenant via the intercom/access systems. Long term visitors (10+days) must be reported to the Property Manager.
- 9.2. Tenants are solely responsible for visitors parking in assigned visitor parking, while in the common areas and in their apartments. Removal of and/or damage to the company property by a tenant or visitor will be dealt with by legal recourse. Accidents happen and mediations will always be the first recourse.
- 9.3. Tenants should report matters of emergency, security and/or property damage immediately to the Property Manager.
- 9.4. The company is not liable for injury, loss of personal items or damages to vehicles anywhere on the property.
- 9.5. Tenants and visitors must not exceed 20 km/hr on our property.
- 9.6. Tenants vacating their apartment for 30 days or more must report this to the Property Manager.
- 9.7. Only persons listed on the lease are permitted to reside in the rental property.

10. Pets

- 10.1. We allow an indoor cat which must be spayed or neutered (no other pets or visitors permitted)
- 10.2. A door sweep should be installed to prevent hair entering the corridors
- 10.3. At no time should odors be present in or outside of your apartment and litter must be disposed of properly

11. Facilities (Tenant use only and proper behavior is expected)

- 11.1. Common Room/Fitness Area
- 11.2. Pre-booking may be necessary
- 11.3. Keep noise to reasonable levels
- 11.4. Clean up when finished

12. Appliance Usage & Care (if applicable to your unit)

- 12.1. **Range**
 - 12.1.1. Do not use abrasive cleansers/pads to clean the stove tops (cerambrite or similar recommended)
 - 12.1.2. Recommended use of aluminum drip tray in oven
 - 12.1.3. Consistent cleaning to ensure range remains in good condition
- 12.2. **Dishwasher**
 - 12.2.1. Ensure dishes are free of any debris prior to placing them inside
- 12.3. **Laundry**
 - 12.3.1. Ensure the door is left open when not in use to prevent odor & mildew buildup inside
 - 12.3.2. Regular cleaning Afresh (or similar) to ensure longevity
 - 12.3.3. Remove dryer lint after each use including the secondary trap (if applicable)
 - 12.3.4. Only HE detergent should be used
- 12.4. **Air Exchanger**
 - 12.4.1. If equipped, use of the HRV is mandatory
 - 12.4.2. Filters must be cleaned every 60-90 days by vacuuming/soaking in warm water
 - 12.4.3. Core filter should be cleaned annually in warm water
 - 12.4.4. Do not use air exchanger without filters in place

These guidelines will help keep appliances in good condition. Tenants are responsible if damages occur due to negligence. Please report any abnormalities immediately to the Property Manager.

13. Other

- 13.1. Secure, harmonious and comfortable living is our objective and the same is encouraged of all tenants
- 13.2. If the Fire alarm sounds, you must vacate immediately using stairs. If unable, remain inside & dial 911
- 13.3. Batteries should be changed in your smoke detector every year
- 13.4. Our facility is smoke free (including individual apartments)

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- 13.5. Do not leave garbage around the property inside or outside including cigarette butts
 - 13.6. Alcohol is not permitted in the common areas
 - 13.7. Illegal drug use (including medical marijuana) is not permitted inside the facility or on patios
 - 13.8. Liability insurance is mandatory (\$1,000,000). Policy may be requested at any time
 - 13.9. In the event of mediation or legal recourse, the Residential Tenancies Act will take precedence.
 - 13.10. Violation to our policies constitutes the company to seek termination of lease. Tenants could remain financially responsible for the remainder of their lease in such a case or until their unit is re-leased.
 - 13.11. The company reserves the right to revise the House Rules in the best interest of the company and/or tenants and by signing below, you are in agreement to such amendments.
14. **Vacating** (Apartments must be in move-in condition)
- 14.1. Large holes filled & sanded, wipe fingerprints off doors/walls
 - 14.2. Clean all cabinets (inside, outside & top)
 - 14.3. Light fixtures, windows & frames (ensuring light bulbs are installed)
 - 14.4. Appliances cleaned inside, outside and moved to clean behind (inc'd detergent tray & lint traps)
 - 14.5. Bathrooms cleaned including mirrors & exhaust fan
 - 14.6. Air exchange vents & filters (if applicable) must be cleaned
 - 14.7. Patio cleaned including any grime from BBQ use
 - 14.8. Floors & baseboards cleaned
 - 14.9. Tenants changing apartments are subject to a \$100 admin fee
15. Failure to comply will result in the following charges deducted from the security deposit:
- | | |
|------------------------------------------|----------|
| 15.1. Carpets cleaned (if applicable) | \$100.00 |
| 15.2. Appliances cleaned (one or all) | \$100.00 |
| 15.3. Violation of smoke free clause | \$200.00 |
| 15.4. All other cleaning billed per hour | \$ 20.00 |

I acknowledge having read and understood the preceding House Rules and Regulations of Legacy Apartments and agree to observe them during my tenancy.