



RULES AND REGULATIONS

Revised on March 9th, 2022

The purpose of the rules and regulations is not only to have a certain standard of living accommodations for each individual tenant but to make the entire building a beautiful, safe and peaceful living environment. The following rules and regulations are to be observed and complied with by all tenants, occupants, and guests of OM residential units ("UNITS"). These rules and regulations form an integral part of the lease for each apartment unit.

(Numerical order for ease of review by tenant)

- 1. ACCESS:** Management reserves the right to enter into any units at all times in case of emergency. Upon giving notice of vacancy, Tenant agrees to maintain the apartment in a clean and accessible manner to show prospective tenant. At least a Twenty-four (24) hour notice will be given to Tenant beforehand unless Tenant agrees otherwise.
- 2. KEYPAD ACCESS TO UNIT:** The Tenant will receive an access code for keypad entry to the unit. This code can be changed at all times. There will not be a conventional key for the door.
- 3. ROOF ACCESS:** Tenants, occupants or guests are not permitted on the roof of the building at any time.
- 4. COMMERCIAL ACTIVITIES:** OM is a residential complex and no commercial activity involving high-volume of clients and or delivery of merchandise is permitted in the unit.
- 5. COMMON AREA:** All common areas should not be altered, personalized, vandalized, damaged, or destroyed in any way by the Tenant, occupant or guests. If this is violated, Tenant will incur charges for undue labor and materials to restore the area in its original condition plus a 15% administration charge and said amount owing will become due immediately. Nothing can be left in the common area that could obstruct the passageway, hallway or mailroom (i.e. large, bulky items). No shoes or winter boots or welcome carpets will be allowed in front of any unit door.

Mechanical, electrical, cabling room, equipment room, building management storage room, are for Management's exclusive usage. Tenants cannot have access at any time.

6. LANDSCAPING: The upkeep of the landscaping will be done by the administration. Tenant modifications are not permitted, and such action may result in penalty costs.

7. INTERIOR SPOTLIGHTS: Ceiling spotlight bulbs in the units are to be replaced by Management at Management's expense.

8. PETS: The Tenant shall not have or allow any pets to enter the unit or the building area at any time. A penalty of \$150 plus taxes will be charged to any tenants allowing unauthorized pets on the property. Pet shall include dog, cat, bird, reptile, fish or pet of any kind. Emotional support animals will be considered as pets and will not be allowed under any circumstances.

9. SATELLITE DISHES: Satellite dishes are not permitted. Also, no antennas or outside wires shall be installed.

10. FIREARM: Management should be informed if the Tenant owns any type of firearm. Firearms must be stored in a secure way.

11. INSURANCE: The Tenant must obtain proper insurance for his personal belonging as well as a mandatory liability insurance of \$2 M. Tenant must provide the Landlord with a proof of insurance and annual renewal at the anniversary of the policy. Tenant may not use his private unit in a manner that could lead to the cancellation of the Landlord or Tenant's policy.

12. BIKE WORKSHOP: Tenant can use the bike workshop to repair or maintain bikes.

13. NOTICES TO THE LANDLORD: All notices to the Management must only be done through the building management notification system and no verbal notices should be given to any staff directly.

14. BALCONIES: The only permitted items on the balconies are patio furniture (tables and chairs) except for umbrella and very light plastic furniture that may take off with forceful winds. Furthermore, no clothing, no clothing rack, no towels, nor rugs, no privacy screens, etc. shall be hung outside of any ledge or balcony railing. Tenants are also not allowed to hit rugs off of the balconies to clean them off.

Flower boxes and plants are tolerated as long as they are not directly on the balcony floor to avoid humidity accumulation and damage to the balcony floor. Flower boxes are not permitted on the railing. Nothing can hang from the window ledge.

Balconies must be kept clean and clear of any debris. Balconies cannot be used as a storage area. Tenants are responsible to remove the snow on their own balconies.

15. BARBECUES: No fires or barbecues of any kind shall be allowed in any apartment unit, balcony or anywhere on the property.

16. NOISE: The Tenant must keep noise level down especially after dark. Tenant shall not make or allow any disturbing noises in or around the apartment by Tenant, family, or guests. All television sets, stereos, radios, etc are to be played at a volume which will not annoy or disturb other Tenants. The activities and conduct of all Tenants and guests inside or outside the unit, on the common grounds, parking areas, or any other areas must always be reasonable and not annoy or disturb other Tenants. Quiet time is from 10 pm to 8 am daily.

Tenants will not be allowed to hold any events in the unit that may disturb other tenants.

If such events are held, Management shall have the right to put an end to it and the tenant agrees to respect Management's decision.

17. MANAGEMENT OFFICE: Hours will be posted on the door.

18. CAMERA SYSTEM: Tenant recognizes that all common areas and entrance hallway are monitored by a camera surveillance system for the resident's protection.

19. CAPACITY: Apartment unit capacity are as follows:

1 bedroom: Maximum 2 individuals

2 bedrooms: Maximum 3 individuals

3 bedrooms: Maximum 4 individuals

4 bedrooms: Maximum 5 individuals

Landlord's written approval must be obtained if unit capacity is different that what is authorized.

20. MAILBOX: Tenant will be provided with One (1) key to the unit's mailbox. Tenant is solely responsible to file the appropriate change of address prior to moving in or vacating the unit. Tenant must understand that all mail received after his move will be returned to the post office with a "return to sender" note.

21. HEATING: The Tenant shall ensure that the unit remains heated to such an extent as is necessary to prevent it from becoming damaged by frost or freezing and ensure that heat is not unreasonably lost from the apartment unit through open doors or windows during the cold weather. Thermostat must be kept at a minimum of 15 degrees Celsius and should not exceed 24 degrees Celsius to avoid overheating.

22. KEY FOBS: Key fobs are required to enter the building. Management will provide two key fobs per unit. Extra key fobs are available at a cost of Twenty-five dollars (\$25). Should a Tenant loose his key fob, he must inform management immediately so that the key fob may be cancelled and replaced promptly. There is a Twenty-five dollars (\$25) fee to replace any lost or damaged key fob. Said fee may increase from time to time.

23. COMMUNICATION: Tenant shall provide contact information such as cellular and email address to obtain all regular communication from management. Communication by Tenant to management shall be done only through the building communication system (precise procedure to be communicated separately).

24. BEHAVIOR: Drunken, belligerent, or threatening conduct toward other tenants, visitors or management will not be tolerated and may cause the lease to be terminated. Use of illicit drugs or selling of same is grounds for immediate eviction.

25. COUNTERTOP: Countertop are made of quartz. Tenant must avoid putting extremely hot pans directly on the surface. Only use a mild dish soap and soft rag to clean the surface. Use of abrasive may damage the surface.

Tenant will be responsible for damage repairs or for countertop replacement should it be damaged beyond repairs plus a 15% administration charge and said rental owing total amount will become due immediately.

26. GARBAGE/RECYCLING/FOOD WASTE (if applicable): Tenants shall sort all garbage, recycling and food waste (if applicable) and deposit them into the proper bins identified for such purpose by the Landlord. Tenant shall not otherwise place garbage, recycling items or food waste outside the apartment unit, in the corridor or the garbage chute room, or in or about the building.

Cartons and large boxes should be broken down before being placed in the recycling bin. Large items (furniture or other) cannot be disposed in the garbage/recycling area. Tenant must make its own arrangements to dispose of any large items.

All items can be discarded only from 9 am and 9 pm as not to disturb tenants living near the garbage room.

27. MOVING IN OR OUT / MOVING OF LARGE ITEMS: Tenant must inform the Landlord in writing 48 hours prior to move date or from receiving any large items in order for the Superintendent to install liners in the elevator. All moves must be done in a lined elevator. Moving hours are between 9 am and 9 pm.

Every move will be supervised by a Management's representative to ensure that the building is not damaged or abused in any way. A nominal fee of \$150 plus taxes will be charged as additional rent to cover a portion of the cost incurred by the building.

28. SNOW REMOVAL: Each Tenant is responsible to remove the snow accumulated on their balcony unit. Special care should be given not to hurt anyone or damage anything below.

29. FIRE DETECTOR: Throughout the Term of the Lease, the Tenant is responsible to ensure that the fire detector is in good working condition. Should the fire detector be damaged for whatever reason, the Tenant must inform management immediately.

30. DAMAGES: Damages to any part of the property by Tenant, occupants or guests of the Tenant will be the financial responsibility of the Tenant.

31. APPLIANCES: All 7 appliances are provided in each unit: fridge, oven, glass cook top, dishwasher, washer/dryer and microwave. The Tenant shall not use any appliance in addition to those supplied by the Landlord, including but not limited to, space heater, air-conditioner, electrical clothes dryer racks, refuse compactor, etc. without first obtaining the written consent of the Landlord. Tenant shall take good care of all appliances and shall notify the Landlord if any such appliance require repair. Tenant is responsible for any repair cost to

appliance as the result of miss use, negligence or accidental damages.

32. KIDS: Kids must refrain from playing or running in the corridors to minimize any disruption to other tenants.

33. SIGNAGE: No signs or advertisement shall be installed, exposed or placed on any door, window or within any common area of the building.

34. MAINTENANCE: The Tenant must keep the unit clean, sanitary, and free from objectionable odors. Tenant must also keep the corridor, balcony and common area clean and free of any debris.

Tenant shall advise Management through the management notification system of any items requiring repairs except in case of emergency. In case of emergency, please call the Superintendent. Repairs due to the negligence of the Tenant shall be assumed by the Tenant plus a 15% administration charge, and said rental owing total amount will become due immediately.

No alterations or improvements to the unit, no matter how minor they are, shall be made by the Tenant without Management's consent. Any article attached to the woodwork, walls, floors or ceiling shall be the sole responsibility of the Tenant. Tenant shall be liable for any repairs necessary during or after Tenancy to restore premises to the original condition, normal wear and tear.

No adhesive products or self-adhesive products shall be used in the premises including but not limited to: self-adhesive picture hangers, clothes hooks, refrigerator decorations, bathroom decals and floor tiles without the prior written consent by Management.

Should any alterations or improvements be permitted, they shall be done by a contractor that has been preapproved by Management and only on weekdays, between 8 am and 5 pm, to avoid disturbing other tenants.

35. WEIGHTS OR OTHER ATHLETIC EQUIPMENT: The Tenant will not be permitted to use any athletic equipment of any kind or heavy weights within the unit. All activities should be done in the Fitness Studio according to the specifications outlined within.

36. EXTERMINATION: Non-applicable.

37. FIRE EXTINGUISHERS: Management recommends that each Tenant always keeps a fire extinguisher in the unit for its own personal protection.

38. WINDOWS AND DOORS: Windows and doors must be closed during rainstorm or extreme cold weather to prevent damages to the unit. Nothing can be placed, nailed, screwed or glued to the window or door frames to prevent damages.

39. WATER SHUT OFF SYSTEM: To prevent water damages, tenant recognizes that each unit has an automatic water shut off system. There are leak sensors lozenges placed strategically on the bathroom floors, near the dishwasher and washer/dryer area. If water touches any of these leak sensors (i.e. when mopping the floor or

dropping water on the floor inadvertently), the water valve will be shut itself off automatically. You must call Superintendent to start back the water inflow.

Should any of these leak sensors be damaged, lost or thrown away, tenant must replace them at his own cost. At the expiry of the lease, all leak sensors must be accounted for.

40. EXTERIOR LIGHT FIXTURES: Tenant shall not be allowed to tamper with exterior light fixtures whether the item be removed, or unscrewing the light bulb, as both are considered a violation.

41. MUSICAL INSTRUMENTS: Piano or any other musical instruments are not permitted in the units at any time.

42. SMOKING: Smoking is strictly prohibited in any units, common areas, balconies or anywhere on the property. This includes, but is not limited to, cigarettes, vapor and cannabis.

43. INTERNET & CABLE & TELEPHONE: Videotron and Bell are the two providers of services in the building. Tenant is responsible to contact either one of them to set up an account. Landlord has no responsibility towards either of these service providers.

44. GUESTS: Tenant must notify Management in writing if they plan to have guests staying longer than Fourteen (14) nights. Management reserves the right to limit the number of guests in the apartment. All occupants residing in the apartment must be registered with the management office for security and control purposes.

Any guests staying longer than Fourteen (14) nights must be informed of the present rules and regulations and agree to abide by them. Tenants assume full responsibility for the actions of their guests and agree to assume all financial responsibility for damage to the premises or the building.

45. NEWSPAPERS: Newspapers cannot be delivered at the unit door. Only in the designated area.

46. WINDOW WASHING: Landlord will be responsible for the exterior window washing. Tenant must clean all interior windows once a year.

47. WATER BEDS: No water beds shall be allowed or permitted in any apartment unit.

48. DELIVERIES: All deliveries including food shall be done only in the mail room or front door of the building. All large items not picked-up within 7 days will automatically be returned to sender. No delivery person will be allowed past the front entrance unless the administration has given written consent.

49. PACKAGE DELIVERY: All package deliveries will be done via the Snail delivery system.
<https://snaillockers.com>

50. WINDOW SCREENS: Tenant are prohibited from removing screens from windows. Tenant is responsible for any damage caused by removal or misuse of the window screens.

51. LOST AND FOUND: If an item is found, please deliver it to the Superintendent office. If an item is lost, just write a note describing the item to the management, through its notification system, and provide your coordinates. If found, we will contact you.

52. VALET CARTS: The building will provide valet carts to help tenants bring items to their units. Said carts are to be returned to its designated area in the underground parking immediately after being used. Tenants are to take the appropriate care to avoid damaging the walls and / or other common areas of the building.

53. RENTAL PAYMENT: Rental payment should be made by electronic transfer or pre-authorized automatic withdrawal on the first day of each month as per management's instructions.

54. PAINTING: Tenant shall not be permitted to paint any portion of his unit unless:

- a) It is done with one of the administration's approved contractor.
- b) Only one single color is permitted from the administration's standard list.
- c) All cost associated with such work will be at the Tenant's complete expense.
- d) Doors and frame and all window frames cannot be painted.

55. GLASS COOK TOP: Read the maintenance manual. Daily cleaning care must be given to the glass cook top. There are special cleaning products on the market that prevents scratches or damages to the glass cook top. Do not use any abrasive, cast iron cook top, scouring tools or ammonia to name a few. Tenant will be responsible for damage repairs or for glass cook top replacement should it be damaged beyond repairs plus a 15% administration charge and said rental owing total amount will become due immediately.

56. DOORS & WINDOW FRAMES: Unit doors must remain in its current state and condition throughout the term of the lease and cannot be decorated in anyway by adding a knocker or bell.

57. EMERGENCY PROCEDURES: Emergency procedures are outlined on Annex A.

58. DANGEROUS PRODUCTS: The Tenant must not keep inflammable liquids such as gaz, oil lamp, naphte or benzine or other explosives or any other items considered dangerous for the occupants of the building.

59. STORAGE: A tenant who leases a storage locker may not store any toxic substances, paint, odorous products or any inflammable liquid. The storage locker agreement is a separate written agreement between landlord and tenant.

60. BIKE STORAGE: Bike secure storage room is available to all tenants, free of charge. However, due to limited capacity, Management reserves the right to charge a fee. Bikes are not permitted in the apartments, elevators or common areas.

61. WINDOW COVERING: Each unit is provided with standard rolling blinds. Should the Tenant want to decorate with more coverings, they must obtain the Management's approval. Curtain rod installation by Tenant is strictly prohibited. Upon written request, Tenant may pay a fee per window to have Management install curtain rod. Violation of this rule will result in a \$100 plus taxes charge per window.

62. FITNESS STUDIO: Registered Tenants only (18 years and older) may use the various equipment and

exercise area provided in the Fitness Studio during opening hours only. Usage of the equipment in the Fitness Studio is on a first come first serve basis. Tenant must observe sanitary rules posted on the wall. Guests and Private trainers are not permitted to use the facility.

63. SAFETY AND SECURITY: In order to ensure the maintenance of the security system the Tenant shall not admit visitors to the building without first ascertaining their identity. When leaving for an extended stay, Tenant shall notify Management in writing by completing a temporary vacancy form. All suspicious activities are to be reported to Management as soon as possible. Tenant should reduce the number of access cards to a minimum to avoid unwanted access.

64. DOOR LOCK: Tenant cannot add any lock to the door.

65. CAR SHARING SERVICE (COMMUNAUTO): The service is available and will be governed by a separate written contract.

66. SOLICITATION: Door to door solicitation is not permitted.

67. EXITING UNIT: Tenant must ensure that all doors, windows, and opening are closed when leaving the apartment to avoid any damages by storms, rain fall or frost. When Tenant leaves for an extended absence, he must advise the management office before departure.

68. EMERGENCY DOORS: Emergency doors are to remain locked at all times. Tenant cannot place any object to keep the door open, even temporarily.

69. SUB-LEASING OR ASSIGNMENT OF LEASE: The Tenant cannot sub-lease or assign the unit without the prior written consent of the Management. All assignment or sub-lease proposals are subject to a \$500 fee to be paid to management plus refund of all third-party cost (credit check). Air B&B or any form of short-term rental of unit is strictly prohibited.

70. ELECTRICAL CAR CHARGING STATION: This service will be the subject of a separate written agreement.

71. PARKING: The rental of an interior parking space will be part of a separate written agreement between landlord and tenant.

72. HEAT PUMP AREA: The heat pump is stored in a unit closet. Tenant must refrain from storing items in this closet. The heat pump must be easily accessible to the superintendent or heating technician should there be an issue with the heating system.

73. TV: The Tenant is not allowed to install any TV wall mount support of any kind in the unit. However, the administration will provide and install same upon request for an nominal fee. The wall mount support will remain the property of the building and cannot be removed or dismantled.

74. VISITORS: Visitors, guests and service providers must abide by these rules and regulations.

The management shall have the right, at any time, to add or amend these rules and regulations as may be desirable, in the sole opinion of the management for the safety, care, cleanliness, operation and maintenance of the OM Property. The management shall be responsible to deliver to each Tenant with the updated version of the rules and regulations, and all such new rules and regulations shall be faithfully observed and performed by the tenants, occupants, or guests.

Non-compliance of the present rules and regulations may lead to appropriate measures to rectify the situation and, if not adhere to, will results in the opening of a file with the Tribunal administratif du logement.

ANNEX A EMERGENCY PROCEDURES

IN CASE OF FIRE

- Stay calm
- Pull the fire alarm
- Evacuate by the nearest emergency exit
- Do not use the elevators
- Contact the fire department via 911
- Meet at the assembly point indicated on the floor plan next to the staircase

