



RULES AND REGULATIONS

Revised on December 20, 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.

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.

APPLIANCES: All seven 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 misuse, negligence or accidental damages.

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 the 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.

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

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.

BIKE STORAGE: A secure bike 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, on the balcony, elevators or common areas.

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

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

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.

CAR SHARING SERVICE (COMMUNAUTO): The service is available and will be governed by a separate written contract with Communauto. [Communauto car-sharing membership procedures](#)

CHILDREN: Children must refrain from playing or running in the corridors to minimize any disruption to other tenants.

COMMERCIAL ACTIVITES: OM is a residential complex and no commercial activity involving high-volume of clients and or delivery of merchandise is permitted in the unit.

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.

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).

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.

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

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

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.

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

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.

ELECTRICAL CAR CHARGING STATION: This service will be subject to a user fee based on electrical consumption.

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

EMERGENCY PROCEDURES: Emergency procedures are outlined on Annex A.

EXITING UNIT: Tenant must ensure that all doors and windows 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.

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.

EXTERMINATION: Non-applicable.

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

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.

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

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.

GARBAGE/RECYCLING: Tenants shall sort all garbage and recycling in plastic garbage bags and deposit them into the proper bins identified for such purpose by the Management. Tenant shall not otherwise place garbage and recycling items outside the apartment unit, in the corridor or the garbage chute room, or in or about the building.

As per city regulations, food waste is not available in this building.

Cartons and large boxes should be broken down before being placed in the recycling bin. For large items such as furniture, computer equipment etc., we suggest you open a ticket on Building Stack to arrange proper disposal of your items.

All items can be discarded only from 7:30 am until 10:00 pm so as not to disturb tenants living near the garbage room. Garbage must be discarded in a bag. No loose garbage can be thrown in the garbage chute.

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.

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.

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.

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.

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.

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

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.

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 lose 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.

KEYPAD ACCESS TO UNIT: Each unit is accessed by an electronic keypad with a default access code of 1234 that should be changed by the tenant upon occupation of the unit.. This code can be changed at all times. There will not be a conventional key for the door.

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.

LOST AND FOUND: If an item is lost or found, please notify the Management through the notification system.

MAILBOX: Tenant will be provided with two (2) keys 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.

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 +1514.400.8012 x 0. 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.

MANAGEMENT OFFICE: Hours will be posted on the door.

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.

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

NEWSPAPERS: Newspapers cannot be delivered at the unit door, only in the designated mailing area.

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.

NOTICES TO THE MANAGEMENT: 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.

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

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, door frames and all window frames cannot be painted.

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

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.

RENTAL PAYMENT: Rental payment should be made by online payment through the Building Stack platform.

ROOF ACCESS: Tenants, occupants or guests are not permitted on the roof of the building at any time.

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 through the notification system. 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.

Tenant should contact Outremont's Public Security at 514-495-6241 if tenant sees any possible infraction on Place Alice Girard. Note that Place Alice Girard closes at 11 pm so no presence is to be tolerated after closing time.

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

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

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

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. Tenant may hire Nicoval at his own cost to do the work.

SOLICITATION: Door to door solicitation is not permitted.

STORAGE: A tenant who leases a storage locker may not store any toxic substances, paint, odorous products or any flammable liquid.

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.

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

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.

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

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

WATER SHUT OFF SYSTEM: To prevent water damages, tenant recognizes that each unit has an automatic water shut off system. There are leak sensor disks 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. Following a water leak detection, the Nowa water shut off system automatically closes the valve. Identify the leak and contact the Management for repair if needed. It could be a slow leak, sometimes hard to identify. To open the valve after water leaks, make sure to dry the wet sensors.

For additional information on the Nowa system see 'Nowa instructions' in the documents tab on the Building Stack platform. 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.

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.

WINDOW COVERING: Each unit is provided with standard rolling blinds. Should the Tenant want to decorate with more coverings, or curtain rods, they must obtain the Management's approval. The curtain liner, or any part of the window covering, that is visible to the outside of the building, must be in the white color family. Tenant shall be liable for any repairs necessary during or after Tenancy to restore premises to the original condition, normal wear and tear.

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.

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.

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. Tenant is responsible to clean the window screens by vacuum or a light duster.

WINDOW WASHING: Management will be responsible for the exterior window washing, except for windows with a screen, which will be the tenant's responsibility. Tenant must clean all interior windows once a year.

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 logem.

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

