

1. This building regulation forms an integral part of the lease.**2. TENANT-LESSOR RELATIONS**

Any and all individuals, tenants, employees or suppliers are entitled to respect and must be respectful in return.

3. COMMERCIAL ACTIVITY

The leased premises may not be used for any commercial activity of any kind.

4. COMMON AREAS**4.1. ALCOHOLIC BEVERAGES**

Tenants are not allowed to consume alcoholic beverages in community spaces, both indoors and outdoors, without the prior written consent of the lessor.

4.2. SMOKING AND VAPING: TOBACCO, CANNABIS AND OTHER PRODUCTS

Under the Tobacco Control Act, the smoking and vaping of any substance is strictly prohibited in indoor common areas of the apartment buildings.

Smoking and vaping near the building (entrances, façades, etc.) and on community balconies is prohibited, regardless of the device used and the type of substance. The tenant may smoke in his unit and on his private balcony or at a distance of 5 meters from the building.

4.3. CLUTTERING

It is forbidden to clutter the rented premises and common areas (balconies, hallways, staircases, lawn, yard, parking), both indoors and outdoors, with any object whatsoever (cardboard, boxes, furniture, bicycles, baby strollers, sleds, carpets in the hallway, tires or others). After a warning, the lessor will remove any object that clutters the area at the tenant's expense.

Private and community balconies may never be cluttered as they constitute a refuge area in case of emergency.

4.4. LOITERING AND PLAYING

It is forbidden to play in hallways, staircases and entrances. Any loitering is prohibited in both indoor and outdoor common areas of the buildings.

5. CANNABIS CULTIVATION

Cannabis cultivation is prohibited in the leased premises.

6. PUBLIC POSTING

Tenants, recognized tenant committees and building spokespersons may post information at the locations provided by the lessor. The policy concerning the posting of information on bulletin boards can be found on each bulletin board along with its rules and regulations.

7. BALCONIES AND ACCESSORY BUILDINGS**7.1. MAINTENANCE**

Tenants are responsible for their balcony's maintenance and snow removal in order to keep it safe and in good condition.

7.2. PAINTING BALCONIES

It is forbidden to paint the balconies and their wooden or wrought iron guards, as well as the interior or exterior brick walls. It is forbidden to install any type of glued coating surface and carpet on the balcony floor.

7.3. BUILDINGS AND ACCESSORY INSTALLATION

Tenants may not install a shelter, garage, tent, canvas, curtain, shed, carport or accessory building on yards and balconies.

Umbrellas as well as canvas between the bars of the balcony are tolerated. The space between the balcony handrail and ceiling must be clear to allow identification in case of emergency.

Planters and other objects on balconies must be safely secured inside the balcony.

The lessor reserves the right to have any installation compromising the safety or integrity of the building removed.

No extension cord can be used between the unit or the balcony and indoor or outdoor common areas.

No object (e.g., flags, canvas, etc.) displaying hateful or degrading messages will be tolerated and the lessor will require the tenant to remove them.

8. COMMUNITY BALCONIES

The presence of chairs will only be tolerated on community balconies where buildings have no private balcony. The lessor will not be liable for damage, breakage or theft. The lessor cannot guarantee exclusive use of the tenant's chair.

Chairs should be set up in a safe manner and not limit circulation or access to the premises. The lessor reserves the right to require tenants to remove any personal property from the common areas.

9. FENCE, PATIO AND PERMANENT FACILITIES

It is forbidden to install a fence or a gazebo, or build a patio or any other permanent facility without the prior written consent of the lessor. The lessor reserves the right to request certain specifications related to the plans and materials to be used.

10. BARBECUE APPLIANCES

Barbecues using charcoal briquettes are not allowed on balconies and in the yards of townhouses.

Community barbecues may be tolerated on community balconies where buildings do not have private balconies. If such is the case, barbecues must then be installed and used safely and accessible for use by all tenants. However, the lessor cannot be held liable for damage or breakage.

11. ANTENNAS, SATELLITE DISHES, CAMERAS

A tenant may not install a satellite dish, a radio and/or CB antenna, a camera or any similar object on the property and buildings administered by the lessor as well as on the private part of the unit (including the balcony) and on building façades.

12. STORAGE LOCKERS

Smoking is prohibited inside the storage locker area.

No change of locker is allowed without the lessor's written permission.

The tenant must use a lock on his locker. The lessor cannot be held liable for theft, breakage or other damage to the stored property.

13. STORAGE

It is forbidden to store a motor vehicle in the unit and locker or any hazardous material including propane gas tanks, gasoline, etc.

14. POOL - TRAMPOLINE

It is forbidden to install a pool, wading pool and/or trampoline on the premises administered by the lessor, including the yards of townhouses.

15. OPEN FIRES

It is forbidden to make open fires on the premises administered by the lessor and on balconies.

16. KEYS, MAGNETIC CARDS AND REMOTE CONTROLS

The tenant is responsible for any key loss and/or theft and must assume all costs associated with the mandatory lock change that will follow.

No lock may be added, altered or changed.

Tenants with a parking space located in an indoor parking that requires a magnetic card for access must make a deposit to the lessor to receive said card, which will be refunded upon return of the card.

Tenants with reduced mobility who wish to use a remote control to automatically open the front door of their building, where facilities are available, must apply to the lessor and make a deposit in the amount of the required fees, which will be refunded upon return of the remote control.

17. AIR CONDITIONERS

Tenants may use an air conditioning unit, where facilities are available. Tenants must make a request to the lessor, pay any and all costs related to its installation and use, and comply with the instructions

provided by the lessor. Tenants must declare in writing to the lessor each air conditioning unit installed and pay any and all additional fees provided for in the *By-law respecting the conditions for the leasing of dwellings in low-rental housing*.

The installation must be safe and approved by Building Services after inspection. It is forbidden to drill holes in window frames. No modification to existing electrical circuits and wiring is allowed. If the air conditioner is installed in a window, it must be closed with a Plexiglass. No other material will be tolerated.

Certain types of windows cannot accommodate a conventional air conditioning unit and require a portable air conditioner.

The window air conditioner cannot be installed permanently throughout the year. The unit cannot be installed before May 1 and must be removed no later than the first week of October.

18. HOUSEHOLD PETS

It is strictly forbidden to keep an animal in the leased premises, temporarily or permanently.

19. WILD ANIMALS

It is forbidden to feed, keep or attract pigeons, seagulls, squirrels, racoons and other wild animals that could represent a nuisance for the properties managed by the lessor.

20. SMOKE DETECTORS AND OTHER SAFETY FEATURES

Tenants must maintain all smoke detectors in perfect working condition as well as any other safety features. They must immediately notify the lessor if a smoke detector or any other safety feature is broken or defective.

Sprinklers must be clear at all times. It is forbidden to paint or suspend an object on them.

21. GENERAL MAINTENANCE

Tenants agree to properly maintain their dwelling and return it to its original state when leaving.

22. PAINT AND WALL COVERINGS

22.1. PAINT

Tenants may not paint, varnish, dye, hang wallpaper or modify the wooden columns and ceilings of their dwelling. It is also forbidden to do this work on shelves, window frames, cabinets, or on moldings and heaters.

Tenants are responsible for painting their dwelling or for having it painted by someone else. The material used (paint, brushes, rollers, etc.) and related expenses are at their own cost. The lessor may provide white paint to a new tenant or to a tenant that is relocated.

22.2. COLOR PAINT

Tenants who paint their dwelling walls in a color other than white must apply one or several coats of white paint on the walls before their departure.

22.3. WALL COVERING (TAPESTRY-WALLPAPER OR OTHER COVERING)

Tenants who apply wall covering in their dwelling must remove it before leaving and make sure that no glue residue is left on the walls. The same applies for any other wall covering installation (paneling, ceramic, decals, etc.)

23. DOORS AND WINDOWS

23.1. INSTALLATION OF CURTAINS AND BLINDS

Tenants who wish to install blinds or curtains on their windows may do so. However, it is forbidden to drill or make holes in the PVC or aluminum window frames.

23.2. ALUMINUM DOORS

It is strictly forbidden to drill or make a hole in an aluminum door. Tenants who wish to install curtains or blinds on an aluminum door must use a magnetic pole.

23.3. APARTMENT DOORS

Tenants must keep their apartment doors closed at all times in order to respect everyone's privacy, ensure their safety, and prevent the propagation of fire and odors.

23.4. DOORS AND WINDOWS

Tenants agree not to leave doors or windows open, which can lead to damage to the property. Negligent tenants may be held responsible for any damage done to the lessor's property or to other tenants' personal belongings.

24. REPAIRS

The tenant agrees to pay the repair costs of any damage done to his dwelling as well as to indoor and outdoor common areas, which is not the result of normal wear and tear of the premises.

The *Pricing Policy for Billable Services and Damage Caused* is updated annually, distributed to tenants and apply to all. Once the Pricing Policy has been updated, it is forwarded to the tenants and posted on the SMHB website.

25. BREAKAGE REPORTS

The tenant must report to the lessor, without undue delay, any defect or breakage observed in the leased premises that requires repair.

26. MANDATORY NOTIFICATION AND TREATMENT OF PESTS

A tenant who notices the presence of cockroaches, bed bugs or rodents such as mice in his home must immediately notify the lessor so that he can carry out the necessary inspections and proceed with treatments at no cost. Collaboration for preparation of the dwelling and treatment is mandatory. The company mandated by the lessor may contact the tenant and must be able to access the dwelling according to the terms agreed upon.

27. ADDITIONAL INSTALLATION

The tenant may not install other heating units or electrical conduits in the leased premises. The tenant may not install additional piping (plumbing) either.

28. DISHWASHER

A dishwasher may only be installed in units where the plumbing and cabinet boxes allow for it, and in buildings where facilities to that end exist.

The plumbing may not be modified. The installation of a dishwasher must be performed by a professional at the tenant's expense. The tenant will be held responsible for any damage caused to the unit or building following the installation or use of the appliance. When the tenant moves out of the unit, the facilities will have to be changed back to their original state.

The use of portable dishwashers is prohibited as they cause premature wear of the faucets for which repairs would be charged to the tenant.

29. WASHER – DRYER

It is forbidden to use a washer, dryer or any portable (or mini) appliance in the leased premises where there are no facilities provided for this purpose as they cause premature wear of the faucets for which repairs would be charged to the tenant.

Where there are facilities for the installation of a washer and dryer in the dwelling, the tenant will be held responsible for any damage caused to the unit or building following the installation or use of the appliances. The tenant must ensure that the appliances and components (e.g., hoses) are in good working order.

30. CHANGES TO THE DWELLING

The tenant may not make changes, additions or improvements to the leased premises.

31. TOWNHOUSES

The tenant of a townhouse must maintain the gardens, lawn, courtyards, sheds, sidewalks or balconies adjacent to his dwelling.

32. HOUSEHOLD GARBAGE AND LARGE WASTE

It is forbidden to leave garbage on balconies or in hallways, entrances, common areas, courtyards, parking lots or next to the waste containers. Garbage may only be disposed of in the containers provided for this purpose.

Large waste must be disposed of in accordance with the waste collection procedure set out by the City of Sherbrooke. The tenant must bear any and all costs related to the collection of his own waste, where applicable. In the event that wastes are found in the yards or in the buildings' inside common areas, the tenant responsible will be charged by the lessor for the costs incurred to remove them.

33. RENT PAYMENT

The lessor does not collect rent directly at the tenant's dwelling. The lessor offers several modes of payment. The lessor suggests that tenants pay their rent using pre-authorized payments or post-dated checks to avoid going to the bank and waiting in line.

34. FEES FOR NSF CHECKS OR PRE-AUTHORIZED PAYMENTS

The fees set out in the *Pricing Policy for Billable Services and Damage Caused* are payable by the tenant, without prior notification, for any not sufficient funds (NSF) check or pre-authorized payment.

35. TENANT COMMITTEE AND BUILDING SPOKE WIDTHSPERSONS

The tenant recognizes that a tenant committee or a building spokesperson may be elected democratically in order to organize activities and represent tenants in the Tenant Association (CCR).

36. RESPONSIBILITY

The tenant must make sure that all household members as well as guests to whom access is given comply with this Building Regulation. The tenant is responsible for damage that any of these individuals may cause as well as for related repair costs. The tenant is strongly encouraged to purchase a home insurance policy.

37. PARKING

Any tenant who wishes to use a parking space must make a written request to the landlord and pay the additional charges provided for in the *By-law respecting the conditions for the leasing of dwellings in low-rental housing*. The tenant agrees to comply with the *Parking Rules and Regulations* set out in Appendix A, which forms an integral part of the lease.

38. ROOF

Access to building roofs is prohibited at all times.

39. ELECTRIC MOBILITY SCOOTERS

A tenant who wishes to use a three-wheeled or four-wheeled electric mobility scooter in buildings where facilities are available must apply for a permit. The tenant agrees to comply with the terms of use and storage of electric mobility scooters set out in Appendix B.

Appendix A**Parking Rules and Regulations**

The leased premises do not include a parking space. The tenant must rent a space from the lessor to park his vehicle. Rental conditions are set out in the *By-law respecting the conditions for the leasing of dwellings in low-rental housing*. Rented spaces may also be limited depending on availability.

1. REGISTRATION CERTIFICATE

Upon lease renewal and each time there is a change of vehicle, the tenant must provide a copy of a valid registration certificate in the name of a household member for each vehicle for which a parking permit has been requested. The vehicle must be used by a household member.

2. PARKING SPACE

The lessor must assign a numbered parking space to the tenant and reserves the right to change its location. Priority will be given to first parking applications.

3. STICKER: PARKING PERMIT

All authorized vehicles must have a parking sticker for the current year issued by the lessor. A valid sticker represents the parking permit and must be displayed prominently on the windshield. Otherwise, the vehicle may be towed at the owner's expense without any further notice.

4. PLAYING

It is forbidden to play (e.g., ball, bicycle, hockey, etc.) in parking lots.

5. VEHICLE REPAIRS

It is forbidden to proceed to repairs or to an oil change on any vehicle or other heavy equipment in parking spaces or on the lessor's property.

6. VEHICLES LEAKING OIL OR GASOLINE

It is forbidden to park a vehicle leaking oil or gasoline on the lessor's property. Said vehicle could have its parking permit revoked and will be towed at the owner's expense without notice.

7. PARKING

Vehicles must be parked between the painted lines, without encroaching on a neighbor's parking space. There can be only one vehicle per parking space unless a written authorization has been provided by the lessor.

If a snowplow is attached to a vehicle, it must not exceed in width the parking space provided for the vehicle. The same applies for any object that is in or on a vehicle.

8. PROHIBITED PARKING AREAS

The tenant and his guests may not park in prohibited areas, namely in front of containers, on the lawn and in the driveway leading to the building entrance. Otherwise, the vehicle will be towed at the owner's expense without notice.

9. ADDITIONAL PARKING SPACE

The tenant must make a request to the lessor for an additional parking space, which rates are established by the *Société d'habitation du Québec* (Québec Housing Corporation). However, the lessor does not undertake to provide parking spaces for additional vehicles. Exchanging or subletting a parking space is not permitted without the lessor's written consent. Any parking space used without authorization will be charged retroactively to the tenant who allowed such use.

10. VEHICLE IN WORKING ORDER

It is prohibited to park a vehicle that is not in good working order in any parking space or on the lessor's property. Said vehicles will be towed at the owner's expense.

11. FORBIDDEN VEHICLES

Parking is prohibited on the lessor's property for the following types of vehicles, including driveways and parking areas: trailers, house trailers, boats, rowboats, canoes, unregistered vehicles not in good working order. Said vehicles will be towed at the owner's expense.

12. REGISTERED VEHICLES

It is prohibited to park a vehicle that is not registered for the current year in any parking space or on the lessor's property. Said vehicles will be towed at the owner's expense.

13. ELECTRIC BICYCLES

Subject to the presence in a building of an indoor storage room for three-wheeled or four-wheeled electric mobility scooters, and space available, electric bicycles may be stored in this location with the prior authorization of the lessor. Please refer to Appendix B. Priority given to three-wheeled or four-wheeled electric mobility scooters.

14. GUESTS

The tenant must make sure that guests use the visitor parking spaces, failing which their vehicles will be towed at the owner's expense. The tenant and any other household member may not use visitor parking spaces. In the event that there are no visitor parking spaces available, guests must park on the street in accordance with municipal by-laws.

If a guest's vehicle remains more than 24 hours in a visitor parking space, the lessor must be notified otherwise the vehicle may be towed at the owner's expense.

SNOW REMOVAL

15. The cooperation of each tenant is required for clearing all parking areas. The tenant must comply with the *Snow Removal Policy* provided at the beginning of the winter season. Automated calls will be made by the lessor in the event of a change. Automated calls are generated by a server located in Québec, the number appearing on your caller ID will be from the 418 area code.

16. If there is no cooperation on the tenant's part, the lessor may have the vehicle towed at the owner's expense without further notice.

CHARGING STATION FOR ELECTRIC CARS

17. An area intended for charging purposes only is available in housing complexes fitted with an electric car charging station. Any vehicle parked in this area for purposes other than charging or for a duration exceeding this purpose will be towed without notice. **This is not a parking space.**

18. In the event that the charging station in a housing complex has been installed in a parking space, the lessor could allow that this space be used for parking purposes. In the event that a tenant purchases an electric car, the lessor will have to use that space for charging purposes and it will no longer be possible to park in that space. A tenant who loses a parking space for that reason will be assigned a new one if available.

19. The charging station is for the exclusive use of tenants of this housing complex who own an electric car registered in their name. No visitor may use it.

20. Any tenant using the charging station for his own electric car will have to pay the service fees for the charge, and for any card or application, if applicable.

END OF ENGINE BLOCK HEATER SERVICE

21. Due to work that will be carried out in all parking areas in order to remove engine block heater outlets, there will no longer be parking spaces fitted with such outlets. Fees charged for these spaces will be reduced. The effective date of this change is the 2020-2021 lease renewal period for each housing complex, with the exception of buildings with a lease ending on October 31, 2020 for which the effective date of this change has already been provided in 2019.

Appendix B

Electric Mobility Scooter (EMS) Terms of Use and Storage Conditions

A tenant who wishes to use an electric mobility scooter (EMS) must comply with the following conditions:

1. **Circulation:** EMS are allowed at main entrance level and on the floors specified at the time of delivery of the permit (sticker) to be affixed on the scooter and the key giving access to the storage room for buildings where facilities exist. A contract must be signed.
2. **Permit:** A tenant who owns an EMS must apply for a permit to be allowed to circulate in the building.
3. **Building Types:** The tenant's dwelling must be located in a building that allows for the safe use and storage of EMS.
 EMS permitted with storage inside the apartment EMS permitted with storage in a location intended for that purpose EMS not allowed-non-compliant building
4. **Priority:** In the event where the tenant owns more than one EMS, the lessor reserves the right to revoke the permit for the second vehicle if there is not sufficient storage space to grant the request of a tenant who already owns an EMS.
5. **Storage:** The tenant must store his EMS in the location provided by the lessor. No EMS will be tolerated in staircases and hallways. A tenant who stores his EMS inside his apartment must seek prior authorization from the lessor and ensure that the EMS is at least 1.83 meter (6 feet) away from the stove, and does not obstruct access to the hallway or an exterior exit.
6. **EMS Maximum Size:** EMS should not exceed 66 cm (26 inches) in width and their turning radius should be no greater than 1,32 meter (52 inches).
7. **Safety:** A tenant who uses his EMS in the building must do so safely and follow the speed limits prescribed.

**Adopted by the Board of Directors, 2019.
 For more information, please contact us at 819-566-7868.**

I have received a copy of the Building Regulation including Appendices A, B and C. I understand that this Regulation is an integral part of the lease.

Signature of the tenant: _____

Date: _____

Signature of the tenant: _____

Date: _____