

LOW-RENTAL HOUSING (HLM) BUILDING REGULATIONS

1. General conditions

Building regulations form are an integral part of the lease.

A copy of the regulations is given to each tenant before the signature of the lease; it is then part of the lease and its provisions have the same values as the clauses of the lease.

Building regulations are automatically renewed at the time of renewal of the lease. The modifications made must be served on the tenants according to the same time and conditions as the notice of modification of the conditions of the lease.

2. Payment of rent

The rent is payable in advance on the first day of each month without the OMHL being required to make the request. Rent is to be paid at the office of the OMHL or at any other locations determined by the OMHL.

The OMHL favours the following methods of rent payment:

- a) Pre-authorized payment (PPA). To postpone or cancel a pre-authorized payment, the OMHL must be notified at least five (5) business days in advance;
- b) The delivery of post-dated cheques, dated the first day of the month only. To withdraw a cheque from the deposit, the OMHL must be notified at least five (5) business days in advance.

Non-sufficient funds cheque (NSF) must be immediately replaced by the tenant concerned and all costs incurred must be reimbursed by the latter. The amount due will be considered and treated as arrears until reimbursed. If this situation is repeated, the OMHL may require the tenant to pay his rent by certified cheque or money order.

3. Solidarity

When the lease is signed by more than one tenant, it is understood that payment of the rent constitutes an indivisible and solidary obligation. Each signatory is therefore jointly held liable for full payment of the rent without any further formalities on the part of the OMHL.

4. Departure notice

The tenant is required to provide written notice at least three (3) months before the date of departure.

In the case of a death or an accommodation in a nursing home, the notice will be two (2) months.

5. Lease transfer

The tenant will not be able to assign his dwelling.



6. Use of rented premises

The tenant agrees to occupy and use the premises rented for housing and residence only, for himself, and if applicable, for members of his household declared on the lease.

No commercial activity is allowed in the dwelling.

a) **Modifications**

Any modification, alteration or transformation to the rented premises is prohibited without the written authorization of the OMHL.

The application of paint on exterior doors and exterior walls including the sides and floors of balconies is prohibited.

The installation or fixing of objects or devices on the exterior cladding of the building or on the balconies is also prohibited (i.e.: clothesline).

b) **Negligence**

The tenant must use the rented property with caution and diligence. The tenant who neglects to observe this rule will be held responsible for any damage caused to the building, to the property of other tenants or to the rented premises.

c) **Sprinklers**

For your security and that of others, and to avoid water damage, all objects must be placed at a distance of 40 cm (16 in.) from a nozzle. It is strictly forbidden to paint the sprinkler heads. Should this happen, the tenant will have to pay the replacement cost.

d) **Smoke detector**

The tenant must replace worn-out batteries in the smoke detectors installed in the dwelling.

e) **Paint**

The paint applied to interior walls and ceilings of rented premises must be light-colored.

f) **Coating of interior walls**

Wallpaper, as well as any other form of interior wall covering (i.e.. "stucco") is prohibited.

g) **Piping**

The tenant will maintain in good working order the water pipes, sinks, bath and plumbing fixtures.



h) Washing machines, laundry dryers, dishwasher or portable machines

The presence and use of standard size washing machines, dryers and dishwashers are prohibited in the rented premises, with the exception of accommodation fitted with specific installations for this purpose.

The use of portable laundry dryer is prohibited.

The use of portable washing machine is authorized under the following conditions: the installation by the OMHL of an anti-backflow valve is mandatory for the use of portable washing machine or dishwasher, at the expense of the tenant according to the current pricing policy.

h) Auxiliary heating

It is forbidden to install in the rented premises any additional heater or other electrical conduits without the written consent of the OMHL.

i) Antenna

The outdoor installation of a television antenna or a receiving or transmitting antenna (in particular "C.B." type, "amateur radio") is prohibited at all times.

The installation of a satellite dish must be verified and authorized by the OMHL. The satellite dish must be installed in the private part of the accommodation (balcony, patio) or attached to the balcony or patio railing.

The satellite dish must not be fixed or anchored in any way on the exterior cladding or roof of the building.

The tenant will have to remove at his own expense the satellite dish whose installation has not been accepted by the OMHL and will also have to pay the costs to repair the damage caused to the building.

j) Inside wiring (telephony, television and internet services)

The tenant is responsible for the installation and/or repair of wiring and sockets for telephony, television and internet services he uses for his dwelling. The OMHL will not incur any costs related to the installation, repair and maintenance of wiring and telephone sockets.

k) Appearance and Clutter

The tenant must not encumber the exterior or the inside of the rented premises or public or common areas (i.e. corridors, common entrance, staircases, balconies, garage, parking space, etc.) of cardboard, boxes, furniture, bicycles, scooters, grocery cart, baby carriages or any other objects including temporary or permanent shed on balconies or on the ground. No carpets, objects or shoes will be tolerated in the corridors or in front of the doors. The OMHL will have the right to remove, at the expense of the tenant, anything that will constitute congestion or danger.



Flower boxes are permitted, but must be installed and securely fastened to the inside of the balcony and are the tenant's responsibility. It is forbidden to hang clothes or other objects on the railing.

All decorations related to an event (Valentine's Day, Halloween, etc.) must be installed no earlier than one (1) month before the event and must be removed no later than one month after the event.

Christmas items can be installed from November 1st, but can only be turned on one month before and one month after Christmas.

7. Peaceful enjoyment of the premises

In order to promote good understanding between them, tenants must show tolerance and respect:

- a) At all times, tenants must be careful not to make excessive noise inside and outside the building. A noise is considered excessive from the moment it causes harm to the neighbours as to their peaceful enjoyment of the premises (too loud conversations, noisy games, etc.).
- b) At all times, tenants must maintain the volume of any electronic device or musical instrument (radio, television, etc.), at a reasonable level.
- c) The peaceful enjoyment of the place is not limited only to noise, but to anything that would disturb the neighborhood. The tenant is required to behave in such a way as not to disturb the normal enjoyment of the other tenants.
- d) The renter must inform his visitors that they must comply with the regulations.

8. Common areas

a) Loitering

The tenant must not stroll through the communal area. The lobby and corridors are traffic areas.

b) Bicycle

No one is allowed to ride in the building with their bicycle.

c) Outfit and attire

The tenant and his visitors must circulate in the common areas with appropriate clothing.

d) Community Halls

Community halls are available to all tenants until 11 h pm. However, we ask you to coordinate with the Tenants Association of your building and not hold activities that may disturb the tranquility of other tenants.



9. Domestic Waste, organic waste and Recycling

The tenant must deposit his waste, organic waste and recyclable materials in the places provided for this purpose. The waste must be put in closed plastic bags. Before disposal, recyclables must be rinsed. No bottles or glass containers should be thrown into the waste chute.

Large waste items must be dropped on the street according to the city's schedule.

10. Air conditioner

a. All low-income housing except the buildings on 3600-3650-3700 Evariste-Leblanc street

Installation of the air conditioner is the responsibility of the tenant and must be authorized in writing by the OMHL. Installation must be safe and in accordance to the manufacturer's requirement. It must be placed so that the water escapes to the outside without falling on the exterior cladding of the building and in the windows of the dwellings on the lower floors.

To obstruct the aforementioned section, only the plexiglass or corrugated plastic (Coroplast) with a thickness of at least 10 mm are authorized by the OMHL.

b. Buildings on 3600-3650-3700 Evariste-Leblanc street

The installation of an air conditioner in an opening (door or window) is prohibited. The use of a mobile or portable air conditioner placed on the ground is permitted and must be authorized in writing by the OMHL. The use of a mobile or portable air conditioner placed on the ground is the responsibility of the tenant, it must be safe and comply with the manufacturer's requirements.

At no time can the water produced by the mobile or portable air conditioner be evacuated onto the floor or outside the building, whether through a door, window, hole made in a wall or through any other opening.

11. Swimming pool and wading pool

Swimming pool and wading pool are prohibited on the OMHL grounds and on balconies.

12. Locks and Safety Devices

For security reasons, all entrance doors leading to the building must be locked at all times.

In no time and in any case, a tenant must open to an unknown person either at the main entrance door of the building or any other secondary doors.

The tenant must not obstruct the closing mechanism of the doors of the building.

The access door to the dwelling that faces a common corridor must be closed at all times.

The tenant must make sure to close the doors of the building after passing.

You should never block an elevator door without the permission of the responsible person.



The OMHL has a duplicate of the keys of each dwelling for emergencies only.

To obtain additional keys, please contact the OMHL. All additional keys will be billed to you according to the current pricing policy at the time of the order.

The head of the household as well as the other adult responsible for the family (if applicable), will receive an electronic key for the main entrance door of the building. The head of the household will be responsible for all the keys and will have to notify the Office immediately in the event of breakage or loss or theft.

A tenant cannot install or change the locks of his dwelling.

You are responsible of your keys or your access card to the building. If you happen to forget your keys or access card inside your home or if you have lost them, please contact the maintenance department of the OMHL.

13. Laundry room

The use of washers and dryers in the laundry rooms is for the exclusive use of tenants.

The tenant agrees to respect the instructions related to the use of the appliances as well as the schedule posted in the laundry rooms. The OMHL is not responsible for any item lost or stolen in the laundry facilities available to tenants. The tenant must immediately report to the OMHL any defective devices or any abnormal situation.

14. Alcoholic Beverages, Tobacco and any Other Smoked Products¹

a) Consumption of alcohol, cannabis and its by-products

The consumption of alcoholic beverages, cannabis and its by-products is allowed inside the dwelling as well as on the balconies and the terraces of the dwellings but prohibited on the ground, in the community halls or in any common and public part of the OMHL.

In addition, it is strictly forbidden to cultivate cannabis plants in housing, storage, on the ground, in community gardens or in a place belonging to the OMHL.

b) Tobacco and other smoked products

The use of any smoked product (cigarette, cigar, electronic cigarette or its by-products) is allowed inside the dwelling and on the balconies and terraces of the dwelling.

The use of any smoked product is prohibited, outdoors, within nine (9) meters of any access door to the building. However, if this radius or part of this radius exceeds the limit of the ground, the prohibition of smoking applies only up to this limit.

¹ Articles 14c) and 14d) apply to the following smoke-free buildings:

- 3600, Evariste-Leblanc Street
- 1865, 1867 et 1869, Albert-Duquesne Street
- 3285, Des Châteaux Street



The use of any smoked product is prohibited in the common areas of the building, such as the lobby, laundry rooms, corridors, staircases, elevators, community halls, storage rooms, the terrace of the dining room / community, etc.

c) Consumption of alcohol, cannabis and its by-products (smoke-free buildings)

Consumption of alcoholic beverages and cannabis (not smoked) is allowed inside the dwelling, but prohibited on balconies and terraces of dwellings, in the field, in community halls or in any common and public part of the building of the OMHL.

Moreover, it is strictly forbidden to cultivate cannabis plants in the building, in the locker, on the ground, in the community gardens or any place belonging to the OMHL.

d) Tobacco and other smoked products (smoke-free buildings)

The use of any smoked product (cigarette, cigar, electronic cigarette or its by-products) is forbidden inside the dwelling and on the balconies and terraces of the dwelling, on the ground, in community halls or in any common and public area of the building of the OMHL.

15. Hazardous material

It is forbidden to store inside or outside the dwelling any inflammable, toxic or inherently dangerous material that is foreign to any normal domestic use.

16. Lawns and Green Space

Outdoor spaces are common areas. All tenants have access and must ensure the cleanliness of the premises and the safety of all its users. All tenants have the right to use the installation in the common areas. The tenant must ensure not to damage the lawn, the trees and any other plantation.

Tenants may receive guests, but they must comply with building regulations.

No garden accessories (swing, table or other) can be installed in outdoor areas without the agreement of the OMHL. No vehicles are allowed. Tenants must not leave behind cumbersome objects: garbage, tires, bicycles and more. The use of an outdoor fireplace is prohibited.

Music is prohibited on the space grounds unless a special permission is given by the OMHL.

17. Barbecue stoves

It is allowed to use a propane barbecue on the balcony or the terrace of the tenant. It is forbidden to use and store the propane tank inside.

18. Repair, parasitic infestation or mould

The tenant has the responsibility to report to the OMHL any situation of breakage, parasitic infestation (i.e. bed bugs) or mould, either in his dwelling or in a common area.

For any repair request under the responsibility of the OMHL, you must call 450 688.0184, from Monday to Friday during opening hours.



For repairs that are not the result of normal use of the premises or for problems that are your responsibility (i.e. clogged up toilets, lost keys, etc.), you must pay the costs, according to the policy in force.

Outside opening hours and only for urgent problems (i.e. gas leak, water infiltration problem, fire, lack of heating, etc.) the OMHL provides a service at 450 688.0184.

In addition, if a representative of the OMHL must travel outside of regular working hours for a problem that is not the responsibility of the OMHL or for a non-urgent repair (i.e. dripping faucet, etc.), the tenant will have to assume the expenses according to the policy in force.

19. Parking

A parking space can only be rented to tenants who own a vehicle. If the situation allows, the OMHL will ensure that at least one vehicle per dwelling can have parking. The renter must provide his car registration in his name and in force. Any change of vehicle during the lease must be reported to the OMHL.

The cost of the parking space is indicated on the lease.

Only one sticker per parking space will be given to the tenant. This removable sticker must be attached to the rear-view mirror of the vehicle. The holder of a sticker must use the parking area reserved for him and whose number appears on the sticker.

Motorcycle parking is allowed for two (2) motorcycles per parking space.

Any vehicle parked outside the designated area may be towed without notice at the expense of the renter.

It is understood that the parking space is granted for a passenger motor vehicle. The OMHL is not required to allocate parking space for any other type of vehicle.

No repairs or maintenance to vehicles are permitted in the parking area. Car washing is permitted if facilities are provided for this purpose.

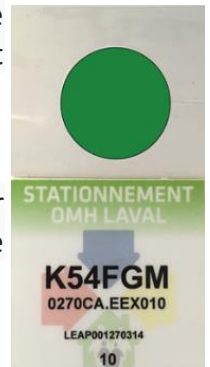
Any tenant is responsible for the costs incurred for cleaning or repairing his parking lot if he is the cause.

It is forbidden to connect a block heater or any other electrical equipment of a motor vehicle to an electrical circuit of the dwelling or the building.

Bulky items are not allowed on parking areas, garages or any other place on the OMHL's property.

Any vehicle parked in one of the areas managed by the OMHL must be in good working order and able to drive. The parking of one of the following vehicles is prohibited even if it has a valid sticker:

- a) Vehicles without plate number (art. 6 of the Highway safety codes);
- b) Vehicles with a licence plate bearing the words "storage";
- c) Damaged vehicles or unable to drive;
- d) Vehicles losing oil or gasoline.





Every vehicle must be parked in such a way that it does not harm other vehicles and does not obstruct a traffic lane.

The OMHL is not liable for damage sustained or caused by vehicles on its grounds.

In winter, the renter must move his vehicle to facilitate snow removal according to the instructions given. If this is not possible, the tenant must remove the snow from his parking space that the contractor was unable to remove due to the presence of his vehicle. If there is no cooperation from a tenant, the OMHL reserves the right to have the vehicle towed at the expense of the vehicle owner.

The renter must remind his visitors to park in the street if all the visitors' spaces are occupied. The tenant cannot use a visitor's space.

Charges for a parking permit may apply according to the current pricing policy.

20. Snow removal

The tenant must keep his balcony free from any accumulation of snow. When cleaning your balcony, make sure there is no one underneath.

21. Animals

- a) The only domestic animals allowed under this regulation are dogs, cats, birds and fish. Exotic animals and animals normally found in the wild or on the farm are therefore excluded;
- b) One dog or one cat is allowed per dwelling;
- c) Large dogs are prohibited. At maturity, the dog must not be more than 38 cm (15 in.) tall nor weigh more than 11 kilos (25 pounds) except for animals serving the disabled (assistance dog recognized by one of the organizations of the city of Laval);
- d) The owner of the animal must meet all provincial or municipal requirements for vaccination, licensing, hygiene, noise suppression and waste disposal;
- e) Only one bird cage is allowed and the bird must be kept in the cage at all times;
- f) The presence of animals is prohibited, at all times, in places of service or amenities open to all tenants, such as recreation areas, floor living rooms, dining room, laundry rooms as well as lawns with the exception of animals serving the disabled;
- g) Animals should never be left free in indoor and outdoor common areas, they should always be kept on a leash or kept in a cage;
- h) It is forbidden for a visitor to be accompanied by his domestic animal;
- i) It is forbidden to let an animal do its natural needs on properties administered by the OMHL. Should this happen, it is the responsibility of the keeper of the animal or its owner to collect the excrement immediately;
- j) It is forbidden to let an animal do its natural needs on the balconies;



- k) The tenant must immediately get rid of any animal carrying or infected with a contagious or serious infectious disease;
- l) In the event that an animal has fleas and the OMHL needs the services of an extermination professional to avoid the infestation of the dwelling or building, the costs incurred would be the charge of the tenant having custody of the animal;
- m) Notwithstanding the provisions of Article A, it is forbidden to keep in or on the rented premises a fighting or tamed dog for attack or protection, an aggressive or dangerous dog and any animal whose behaviour or presence is likely to threaten the safety of those with access to the building, regardless of the size or breed of the animal;
- n) Notwithstanding the provisions of Article A, it is forbidden to keep in or on the rented premises any animal whose behaviour, scream or barking may cause both the building and the rented premises damage, affect the property or sanitation or interfere with the peaceful enjoyment of the premises of other tenants of the building, regardless of the size or breed of the animal;
- o) All damage caused by an animal in the care of a tenant, will be at the expense of the tenant;
- p) The tenant must ensure that the OMHL staff can enter their home safely in an emergency. The OMHL cannot be held responsible for the escape of an animal to the outside of the accommodation;
- q) It is strictly forbidden to feed pigeons, gulls, squirrels or other wild animals that are a nuisance on properties managed by the OMHL;
- r) The tenant having received written notices for the non-respect of this article, may have to dispose of all his animals at the next violation of the rules.

22. Use of a motorized mobility assistance vehicle

A tenant who uses an electric wheelchair, a scooter or a four-wheeled scooter must ensure that it is used with care and respect for people and the building.

For this purpose, the tenant must make sure that the way he drives does not endanger the safety of others (i.e. speed too high inside the building). The speed considered acceptable for trips by motorized vehicle is equivalent to walking speed.

On rainy days and during winter, a tenant who uses a motorized vehicle outside, must, every time he enters the building, take the time to dry the wheels of the vehicle to keep the corridor floor dry, clean and safe.

No electric wheelchair, scooter or four-wheeled scooter shall be stored elsewhere than in the dwelling or in the spaces provided for that purpose.

23. Insurance

It is strongly recommended to take a liability insurance policy and a property protection insurance policy.



24. Responsibility

The tenant will be held personally liable for damage caused to the property by himself or by members of his household as well as by his visitors. The tenant will be held responsible for damages and will have to pay the costs of a refund or repair.

The OMHL is not responsible for tenant property both inside and outside the leased premises.

25. Notices and instructions

The tenant agrees to respect the notices and instructions issued by the OMHL if necessary.

I acknowledge that I have received a copy of the Building By-Laws which form an integral part of the lease in accordance with article 1894 of the Civil Code of Québec and I undertake to respect them.

Tenant's signature (1) _____

Date _____

dd/mm/yyyy

Tenant's signature (2) _____

Date _____

dd/mm/yyyy

Adopted by the CCR: Autumn 2020

Adopted by the the Board of Directors: January 29th, 2021 – RES. OMHL-2021-009

Revisions of September 30th, 2021 presented and adopted by the CCR: December 3th, 2021

Revisions of January 14th, 2022 presented and adopted by the CCR Executive Committee: January 17th, 2022

Revisions (September 30th, 2021 and January 14th, 2022) adopted by the Board of Directors:

January 28th, 2022 – RES. OMHL-2022-017