

Welcome to the VGC Residence hosted by GEC, we hope you have a great time staying with us. Below is some extra information to help make your stay as enjoyable as possible. Please remember that this is a student residence, so you and your housemates are expected to keep the rooms and common areas in good condition by yourselves.

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## IN YOUR APARTMENT

- **Single room:** Single bed, desk, chair, wardrobe and door with a lock.
- **Shared room:** Two single beds (side by side or a bunk bed), 2 desks, 2 chairs, wardrobe and door with a lock.
- Common areas (living room, kitchen and bathroom) are shared with male and female VGC students.
- Bed linens and one roll of toilet paper provided upon arrival.
- Kitchen includes: Oven, cooking utensils, pots and pans, microwave, coffee maker, kettle, toaster, plates, cups and cutlery. • Washer and dryer
- 1 Hairdryer per bathroom
- Water, heating, electricity and Wi-Fi included
- Fitness centre open to all residents
- Weekly cleaning of common areas

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## YOUR RESPONSIBILITIES

- Follow the policies and regulations below

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## WHAT TO BRING OR BUY

- Hand soap and laundry detergent
  - Toiletries and toiletry bag
  - Headphones for making calls/watching movies /listening to music after 11 PM
  - Flip-flops for the shower
  - Extra toilet paper
  - Towels
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## VGC POLICIES

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### 1. Cancellation Before Moving In:

#### Notice Given More Than 60 Days Before Commencement Date

- The Amenities Fee will not be refunded. The Security Deposit and any rent paid will be refunded. Cancellation will be processed with no charge.

#### Notice Given Less Than 60 Days Before Commencement Date

- Deposit and amenities fee will not be refunded. Any rent paid will be refunded.

### 2. Cancellation After Moving In:

- A written notice is required.
- Subject to a cancellation fee of \$500.00 (a cancellation fee is a charge that is applied when a student decides to cancel their leasing contract before the agreed-upon end date).
- Amenities fee and security deposit will not be refunded.
- Rent will be required until the last day of the second month after the notice effective start date (the "Notice Period") or the originally agreed end of their lease, whichever is sooner.
- If the tenant cancels before the end of the lease, any discount applied to rent will be adjusted to the amount noted within the lease for the actual length of stay including the Notice Period.

### 3. Extensions:

- Extensions are not guaranteed, so please submit extension requests as soon as possible.

### 4. Evictions:

- Students must follow the rules and regulations of the residence. Non-compliance and depending on the severity of the violation, may result to student being evicted from the residence without a refund.

# RESIDENCE REGULATIONS

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Choosing to live in a VGC Residence hosted by GEC means you fully agree and adhere to all of the GEC House Rules.

The GEC Manager has adopted the following House Rules (or “Rules”) on the Property to protect the community’s comfort, safety, and enjoyment. The GEC Manager reserves the right to make changes or add additional rules. GEC welcomes your feedback during your stay at the Property.

Failure to comply with the Rules may constitute a material breach of your Residence Agreement. Violations will be reviewed on a case-by- case basis. Violations, particularly if repeated, can result in penalty and/or eviction without financial reimbursement.

## 1. PERSONAL CONDUCT AND NOISE

1.1 Tenants and guests are expected to conduct themselves in a respectable manner at all times.

1.2 The Tenant is entitled to quiet enjoyment, reasonable privacy, and freedom from unreasonable disturbance. Tenants and guests may not disturb the quiet enjoyment of any other tenant in the building or surrounding neighbours by creating excessive noise. Loud playing of radios, televisions, stereo, or other audio equipment or musical instruments is prohibited. Audio equipment may not be played if the sound, particularly the bass (low frequency sound), can be heard outside of your Unit.

1.3 The Tenant is responsible for adhering to the Property’s quiet hours. Quiet hours are from 11 pm to 9 am every day. Please use headphones to play audio during the quiet hours.

## 2. GUESTS AND OCCUPANTS

2.1 The Tenant is permitted to bring guests to the Property, subject to the following:

a) You must inform your guests of the Rules and ensure that they do not interfere with the quiet enjoyment and privacy of other tenants on the Property. You are responsible for your guests’ behavior, whether or not you participated in, condoned, or were aware of the guests’ behaviour, as well as any damage to the Property and/or Unit caused by your guest;

b) You must be personally present as the host of your guests at all times. Failure to be present does not mitigate or relieve your responsibility for your guests’ behaviour;

c) All guests must be accompanied by a Tenant and no Tenant is allowed more than 2 guests at a time. Parties are not allowed on the Property except with prior written approval from the Manager. Guests cannot enter a shared Unit without the consent of the other occupant(s); and

d) Tenants must not stay in another tenant’s Unit past 11 pm. Guests, including those who are tenants in other properties that are managed by the Manager, must leave the Building by 11 pm. Guests are not allowed to stay overnight on the Property except with prior written approval from the Manager.

2.2 Anyone who you invite, accompany, accept, or admit to the Property is deemed to be your guest. If you facilitate the access (e.g. opening a locked door) of a stranger or an “unhosted” person to the Property, you will be deemed to be the host of that person and will be held responsible for that person’s behaviour as if that person was your invited guest.

2.3 You are not permitted to add additional occupants to your Unit without prior written approval from the Manager.

2.4 Due to the COVID-19 pandemic, the Manager may temporarily restrict or limit guests from entering the Property at the guidance of public health authorities. The Manager will inform you of such changes as soon as possible.

## 3. ALCOHOL, DRUGS, SMOKING, AND CANNABIS

3.1 Except as described in Section 3.2, no non-prescription drugs or illegal substances are allowed on the Property at any time. If you are suspected of using, sending, delivering, distributing, or offering to do anything related to the possession, use, or trafficking of any drugs or illegal substances on the Property, you will automatically subject yourself and your Unit and property to a search. Your property may be seized as evidence and handed over to appropriate authorities. In this case, the Manager will contact the proper personnel to witness the search. Violation may result in immediate eviction without financial reimbursement.

3.2 Cannabis products and equipment (e.g. bong, vaporizers, scales, grinders, etc.) must be stored:

- a) In your private space in your Unit. They cannot be stored in a shared refrigerator, freezer, or cupboard that any other occupant has access;
- b) With labels clearly indicating that they contain cannabis and/or is used to prepare or consume cannabis; and
- c) Sealed in a container such that any smell is undetectable outside of the space in which they are stored.

Violation may result in immediate eviction without financial reimbursement.

3.3 The possession or cultivation of cannabis plants in your Unit or anywhere on the Property is prohibited. Violation may result in immediate eviction without financial reimbursement.

3.4 Minors (anyone under 19) are not permitted to consume or possess alcohol and/or cannabis on the Property. If you are a minor and are suspected of consuming or possessing alcohol and/or cannabis on the Property, you will automatically subject yourself and your Unit and property to a search. Any alcohol and/or cannabis found will be seized and discarded. In this case, the Manager will contact the proper personnel to witness the search. Violation may result in immediate eviction without financial reimbursement.

3.5 All types of smoking through means of inhalation, including the smoking of cannabis, are prohibited on the Property and within 6 metres of any door or window that opens or air intake, as required by municipal bylaws. Violation is subject to a cleaning fee of minimum \$250 and any additional damage claims as necessary.

## 4. WEAPONS AND VIOLENCE

4.1 No firearms, weapons, or any instrument whose primary use is to cause bodily harm are allowed on the Property. A Tenant found to be in possession of any of the aforementioned may be evicted without any financial reimbursement.

4.2 Anyone engaging violent behaviour, threats, sexual harassment, or sexual assault on the Property will be evicted and referred to police at the discretion of the Manager.

## 5. LANDLORD ENTRY

5.1 The Manager may enter a Unit if:

- a) The Manager gives the Tenant a notice which states the purpose for entering and the date and the time of the entry at least 24 hours and not more than 30 days before the entry;
- b) There is an emergency and the entry is necessary to protect life or property;
- c) The Tenant gives the Manager permission to enter at the time of entry or not more than 30 days before the entry;
- d) The Tenant has abandoned the Unit; or
- e) The Manager is providing housekeeping, maintenance, or related services and the entry is for that purpose and at a reasonable time.

5.2 The Manager may regularly inspect the Unit up to once a month.

## 6. UNIT TRANSFERS AND CLEANING FEES

6.1 The Manager reserves the right to transfer you to an equivalent Unit Type on the Property during the term of your Agreement if circumstances warrant. The Manager will inform you of such transfers as soon as possible.

6.2 A Cleaning Fee of \$150 will be charged for a Tenant who requests a unit transfer.

## 7. INSURANCE AND SECURITY

7.1 The Manager does not provide tenant insurance. You are advised to obtain all appropriate insurance to cover your personal possessions, liability, and displacement. Neither the Manager, the Landlord, the owner of the Property, nor anyone for who they are legally liable, is liable for loss, theft, or damage to your personal property.

7.2 You are strongly advised to lock your Unit at all times and store all valuables in a safe, locked personal compartment. You are responsible for taking reasonable precautions to safeguard your Unit and the Property from a breach of security. This includes, but is not limited to, locking your doors and windows, not forcing or propping open Property entrance doors, not permitting unknown persons into the Property, and immediately reporting strangers or security concerns to the Manager.

## 8. LOCKS AND KEYS

8.1 The Property and Units are accessed with a private key, an access card, or a personal ID code. You are responsible for your keys or access cards at all times. If your keys and/or access cards are misplaced, damaged, or stolen, you will be required to pay a non-refundable replacement fee for the keys and/or locks. The replacement fee is \$250.00 per lock and key set.

8.2 You are not allowed to share the keys, access cards, or ID codes with any persons. You are not permitted to copy any keys or change locks. Keys and access cards must be returned at the end of the Agreement and if they are not returned, the replacement fee may be deducted from the Security Deposit or charged to your account.

## 9. STORAGE

9.1 The Tenant may request to store additional items with the Manager while they are away. The Manager charges a monthly fee for such storage to cover basic handling costs and rental of the storage units. Such fees do not provide for insurance, and the Manager is not responsible for damage, loss, or theft of any items stored. Tenants are advised to obtain their own appropriate insurance should such insurance be desired.

9.2 A Packing Fee of \$50 plus 5% GST may be charged for the Manager's assistance to pack your belongings. The Storage Fee is a minimum of \$50 plus 5% GST per month, depending on the amount of storage needed.

## 10. IN-UNIT AMENITIES

10.1 In-unit furnishing, appliances, equipment, and supplies provided by the Manager ("Supplies") include, but are not limited to, the bed, mattress, bed sheets, refrigerator, dishwasher, stove and oven, microwave, toaster, cookware, utensils, hair dryer, washing machine, dryer, and other furniture. The Supplies must:

- a) Remain in the Unit and are not to be removed in any circumstance. You are liable for any lost, missing, or damaged Supplies;
- b) Be shared with all occupants of your Unit, except for your bed, mattress, and sheets; and
- c) Be cleaned and maintained on a regular basis during your stay and upon vacating the Unit.

10.2 You must be present at all times while cooking or preparing food. Cooking appliances can only be used in the kitchen. If the fire alarm sounds or the fire brigade is dispatched due to burning or neglect, the responsible tenant will be fined. You are responsible for any strong odours and smells originating from your Unit that are deemed disruptive to others in the Property. You will cease producing them as required by the Manager.

## 11. HOUSEKEEPING AND CLEANLINESS

11.1 The Manager will provide Housekeeping of the common areas in the unit, which includes the bathroom, kitchen, living room, and hallway. The Manager will clean the floors, horizontal surfaces, toilets, bathtubs and showers, and sinks. Bedrooms will not receive cleaning services. The Manager will strive to keep a regular cleaning schedule. Housekeeping may be done without any specific notice given and without you being present.

11.2 Due to the COVID-19 pandemic, Housekeeping may be temporarily limited or suspended at the guidance of public health authorities. The Manager inform you of such changes as soon as possible. In this case, the Tenant may request for additional cleaning supplies and materials from the Manager.

11.3 The Tenant is responsible for maintaining the Unit in a tidy and organized manner, which includes, but is not limited to, tidying your belongings, washing dishes, changing your bed sheets, and doing laundry. Violation may result in a cleaning fee.

11.4 The Tenant is responsible for removing garbage from the Unit on a regular basis. Garbage, recyclable containers, flattened cardboard, and mixed paper must be disposed of in the garbage facilities on P1. Any fines the Manager receives from the City for improper garbage, recycling, or compost disposal may be passed on to the Tenant.

## 12. REPAIRS AND ALTERATIONS

12.1 The Tenant must maintain reasonable health, cleanliness, and sanitary standards throughout the Unit and the Property. The Tenant is not responsible for reasonable wear and tear.

12.2 The Tenant is prohibited from repairing or altering their Unit and should report any requested repairs to the Manager. All repairs and alterations to the Unit and the Property will be carried out by the Manager. The Manager will provide the Tenant with the contact information for maintenance requests.

12.3 The Tenant is responsible for the repair of any damage to the Unit or the Property caused by the actions or neglect of the Tenant or a guest of that Tenant. The Tenant must report such damage to the Manager, who will attend to the repair of the damage and charge the cost back to the Tenant.

12.4 The Manager will provide the Tenant with the contact information for emergency repairs. If emergency repairs are required, the Tenant must contact the designated contact person and give the Manager reasonable time to complete the repairs. Emergency repairs must be urgent and necessary for the health and safety of

persons or preservation or use of the Unit or Property and are limited to repairing major leaks in pipes or the roof, damaged or blocked water or sewer pipes or plumbing fixtures, the primary heating system, damaged or defective locks that give access to a rental unit, or the electrical systems.

## 14. PARKING

14.1 No vehicle parking is available under this Agreement. You must make arrangements with the Manager for vehicle parking in the Property's underground parking lot. Parking registration may require a monthly Parking Fee or a Key Deposit. Unauthorized vehicles may be towed away at the vehicle owner's expense.

14.2 Neither the Manager, the Landlord, nor the owner of the Property is responsible for theft or damage to cars, bicycles, motorcycles, mopeds, scooters, or any other vehicle or any contents stored on or within them.

## 15. PETS

15.1 No pets or animals are allowed in the Unit or the Property under this Agreement. You must make arrangements with the Manager if you keep or intend to keep a pet and/or animal in your Unit. Tenants who wish to keep pets may be required to transfer to a designated pet-friendly unit, if available. A Pet Damage Deposit is required. The Manager reserves the right to refuse your pet and/or animal.

15.2 The Manager will not restrict or charge any deposits or fees for Tenants who own certified guide dogs and/or service dogs, under the Guide Dog and Service Dog Act of British Columbia.

## 16. CONSEQUENCES OF BREACH

In addition to all other remedies of the Manager or specific reference to eviction in the Rules, a violation of these Rules will result in a first and final warning. A second violation of these Rules may result in eviction without any financial reimbursement.