

St. Peter's Crescent Society
5800 Church Rd.
Duncan B.C. V9L 5M3

Tenancy Agreement

This agreement is between the Landlord (St. Peter's Crescent Society) and the Tenant:

_____ for the period beginning _____

The rented property is: _____ Crescent Rd., Duncan BC V9L 5M3

The monthly rental is _____

The security deposit of _____ was paid _____ (date).

The tenant is responsible for all metered hydro costs (including heating), cablevision, internet and telephone services.

Application of the *Residential Tenancy Act*

(1) The terms of this tenancy agreement and any changes or additions to the terms may not contradict or change any right or obligation under the *Residential Tenancy Act* or a regulation made under that Act, or any standard term. If a term of this tenancy agreement does contradict or change such a right, obligation or standard term, the term of the tenancy agreement is void.

(2) Any change or addition to this tenancy agreement must be agreed to in writing and initialed by both the landlord and the tenant. If a change is not agreed to in writing, is not initialed by both the landlord and the tenant or is unconscionable, it is not enforceable.

(3) The requirement for agreement under subsection (2) does not apply to the following:

(a) a rent increase given in accordance with the *Residential Tenancy Act*;

(b) a withdrawal of, or a restriction on, a service or facility in accordance with the *Residential Tenancy Act*;

(c) a term in respect of which a landlord or tenant has obtained an order of the director that the agreement of the other is not required.

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Security Deposit and Pet Damage Deposit

(1) The landlord agrees

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- (a) that the security deposit must each not exceed one half of the monthly rent payable for the residential property,
 - (b) to keep the security deposit during the tenancy and pay interest on it in accordance with the regulation, and
 - (c) to repay the security deposit and interest to the tenant within 15 days of the end of the tenancy agreement, unless
 - (i) the tenant agrees in writing to allow the landlord to keep an amount as payment for unpaid rent or damage, or
 - (ii) the landlord makes an application for dispute resolution under the *Residential Tenancy Act* within 15 days of the end of the tenancy agreement to claim some or all of the security deposit or pet damage deposit.
- (2) The 15 day period starts on the later of
- (a) the date the tenancy ends, or
 - (b) the date the landlord receives the tenant's forwarding address in writing.
- (3) If a landlord does not comply with subsection (1), the landlord
- (a) may not make a claim against the security deposit or pet damage deposit, and
 - (b) must pay the tenant double the amount of the security deposit, pet damage deposit, or both.
- (3) The tenant may agree to use the security deposit and interest as rent only if the landlord gives written consent.

Pets

3 Any term in this tenancy agreement that prohibits, or restricts the size of, a pet or that governs the tenant's obligations regarding the keeping of a pet on the residential property is subject to the *Guide Dog and Service Dog Act*.

Condition Inspections

- (1) In accordance with sections 23 and 35 of the Act [*condition inspections*] and Part 3 of the regulation [*condition inspections*], the landlord and tenant must inspect the condition of the rental unit together
- (a) when the tenant is entitled to possession,
 - (b) when the tenant starts keeping a pet during the tenancy, if a condition inspection was not completed at the start of the tenancy, and
 - (c) at the end of the tenancy.
- (2) The landlord and tenant may agree on a different day for the condition inspection.
- (3) The right of the landlord to claim against a security deposit or a pet damage deposit, or both, for damage to residential property is extinguished if the landlord does not perform the landlord's obligations under sections 23 and 35 of the *Residential Tenancy Act*.
- (4) A right of the tenant to the return of a security deposit or a pet damage deposit, or both, is extinguished if the tenant fails to perform the tenant's obligations under sections 23 and 35 of the *Residential Tenancy Act*.

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Payment of Rent

- (1) The tenant must pay the rent on time, unless the tenant is permitted under the Act to deduct from the rent. If the rent is unpaid, the landlord may issue a notice to end a tenancy to the tenant, which may take effect not earlier than 10 days after the date the tenant receives the notice.
- (2) The landlord must not take away or make the tenant pay extra for a service or facility that is already included in the rent, unless a reduction is made under section 27 (2) of the Act.
- (3) The landlord must give the tenant a receipt for rent paid in cash.
- (4) The landlord must return to the tenant on or before the last day of the tenancy any post-dated cheques for rent that remain in the possession of the landlord. If the landlord does not have a forwarding address for the tenant and the tenant has vacated the premises without notice to the landlord, the landlord must forward any post-dated cheques for rent to the tenant when the tenant provides a forwarding address in writing.
- (5) Rents are due on the first day of each month. The St. Peter's Crescent Society prefers that tenants remit 12 post dated cheques at the beginning of each calendar year, to the Church Office. Returned cheques are subject to a \$30 administration charge.

Rent Increase

- (1) Once a year the landlord may increase the rent for the existing tenant. The landlord may only increase the rent 12 months after the date that the existing rent was established with the tenant or 12 months after the date of the last legal rent increase for the tenant, even if there is a new landlord or a new tenant by way of an assignment. The landlord must use the approved Notice of Rent Increase form available from any Residential Tenancy office or Government Agent.
- (2) A landlord must give a tenant 3 whole months notice, in writing, of a rent increase.
[For example, if the rent is due on the 1st of the month and the tenant is given notice any time in January, including January 1st, there must be 3 whole months before the increase begins. In this example, the months are February, March and April, so the increase would begin on May 1st.]
- (3) The landlord may increase the rent only in the amount set out by the regulation. If the tenant thinks the rent increase is more than is allowed by the regulation, the tenant may talk to the landlord or contact the Residential Tenancy office for assistance.
- (4) Either the landlord or the tenant may obtain the percentage amount prescribed for a rent increase from the Residential Tenancy office.

Assign or Sublet

- (1) The tenant may assign or sublet the rental unit to another person with the written consent of the landlord. If this is a fixed term tenancy agreement and there are 6 months or more remaining in the term, the landlord must not unreasonably withhold consent. Under an assignment a new tenant must assume all of the rights and obligations under the existing tenancy agreement, at the same rent. The landlord must not charge a fee or receive a benefit, directly or indirectly, for giving this consent.
- (2) If a landlord unreasonably withholds consent to assign or sublet or charges a fee, the tenant may make an application for dispute resolution under the *Residential Tenancy Act*.

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Repairs

(1) Landlord's Obligations:

- (a) The landlord must provide and maintain the residential property in a reasonable state of decoration and repair, suitable for occupation by a tenant. The landlord must comply with health, safety and housing standards required by law.
- (b) If the landlord is required to make a repair to comply with the above obligations, the tenant may discuss it with the landlord. If the landlord refuses to make the repair, the tenant may make an application for dispute resolution under the *Residential Tenancy Act* seeking an order of the director for the completion and costs of the repair.

(2) Tenant's Obligations:

- (a) The tenant must maintain reasonable health, cleanliness and sanitary standards throughout the rental unit and the other residential property to which the tenant has access. The tenant must take the necessary steps to repair damage to the residential property caused by the actions or neglect of the tenant or a person permitted on the residential property by that tenant. The tenant is not responsible for repairs for reasonable wear and tear to the residential property.
- (b) If the tenant does not comply with the above obligations within a reasonable time, the landlord may discuss the matter with the tenant and may make an application for dispute resolution under the *Residential Tenancy Act* seeking an order of the director for the cost of repairs, serve a notice to end a tenancy, or both.

(3) Reporting Problems

- (a) Tenants are asked to advise the Board immediately if any part of their unit is in need of repair. The contacts for emergency repairs are listed at the bottom of this agreement.
- (b) Repairs shall be carried out by and at the discretion of the Board in compliance with the Residential Tenancy Act
- (c) Tenants should not ask staff or contractors to remedy any problems - communication must go via the board to the persons indicated on the bottom of this agreement. There are contacts for emergency and non-emergency situations listed.

(4) Emergency Repairs:

- (a) The landlord must post and maintain in a conspicuous place on the residential property, or give to the tenant in writing, the name and telephone number of the designated contact person for emergency repairs.
- (b) If emergency repairs are required, the tenant must make at least two attempts to telephone the designated contact person, and then give the landlord reasonable time to complete the repairs.
- (c) If the emergency repairs are still required, the tenant may undertake the repairs, and claim reimbursement from the landlord, provided a statement of account and receipts are given to the landlord. If the landlord does not reimburse the tenant as required, the tenant may deduct the cost from rent. The landlord may take over completion of the emergency repairs at any time.
- (d) Emergency repairs must be urgent and necessary for the health and safety of persons or preservation or use of the residential property and are limited to repairing

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- (i) major leaks in pipes or the roof,
- (ii) damaged or blocked water or sewer pipes or plumbing fixtures,
- (iii) the primary heating system,
- (iv) damaged or defective locks that give access to a rental unit, or
- (v) the electrical systems.

Alterations and Additions

- a) Applications for additions and/or alterations being considered by the tenant shall be applied for in writing and written approval received from the Board before proceeding.
- b) Approved additions shall become the property of the *St. Peter's Crescent Society* unless otherwise agreed in writing.
- c) Non-approved alteration or additions shall, at the discretion of the Board, be removed at the tenant's expense.

Occupants and Guests

- (1) The landlord must not stop the tenant from having guests under reasonable circumstances in the rental unit.
- (2) The landlord must not impose restrictions on guests and must not require or accept any extra charge for daytime visits or overnight accommodation of guests.
- (2.1) Despite subsection (2) of this section but subject to section 27 of the Act [*terminating or restricting services or facilities*], the landlord may impose reasonable restrictions on guests' use of common areas of the residential property.

(3) If the number of occupants in the rental unit is unreasonable, the landlord may discuss the issue with the tenant and may serve a notice to end a tenancy. Disputes regarding the notice may be resolved by applying for dispute resolution under the *Residential Tenancy Act*.

Locks

- (1) The landlord must not change locks or other means of access to residential property unless the landlord provides each tenant with new keys or other means of access to the residential property.
- (2) The landlord must not change locks or other means of access to a rental unit unless the tenant agrees and is given new keys.
- (3) The tenant must not change locks or other means of access to
 - (a) common areas of residential property, unless the landlord consents to the change, or
 - (b) his or her rental unit, unless the landlord agrees in writing to, or the director has ordered, the change.

Landlord's Entry into Rental Unit

(1) For the duration of this tenancy agreement, the rental unit is the tenant's home and the tenant is entitled to quiet enjoyment, reasonable privacy, freedom from unreasonable disturbance, and exclusive use of the rental unit.

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- (2) The landlord may enter the rental unit only if one of the following applies:
- (a) at least 24 hours and not more than 30 days before the entry, the landlord gives the tenant a written notice which states
 - (i) the purpose for entering, which must be reasonable, and
 - (ii) the date and the time of the entry, which must be between 8 a.m. and 9 p.m. unless the tenant agrees otherwise;
 - (b) there is an emergency and the entry is necessary to protect life or property;
 - (c) the tenant gives the landlord permission to enter at the time of entry or not more than 30 days before the entry;
 - (d) the tenant has abandoned the rental unit;
 - (e) the landlord has an order of the director or of a court saying the landlord may enter the rental unit;
 - (f) the landlord is providing housekeeping or related services and the entry is for that purpose and at a reasonable time.
- (3) The landlord may inspect the rental unit monthly in accordance with subsection (2) (a).
- (4) If a landlord enters or is likely to enter the rental unit illegally, the tenant may make an application for dispute resolution under the *Residential Tenancy Act* seeking an order of the director to change the locks, keys or other means of access to the rental unit and prohibit the landlord from obtaining entry into the rental unit. At the end of the tenancy, the tenant must give the key to the rental unit to the landlord.

Ending the Tenancy

- (1) The tenant may end a monthly, weekly or other periodic tenancy by giving the landlord at least one month's written notice. A notice given the day before the rent is due in a given month ends the tenancy at the end of the following month.
- [For example, if the tenant wants to move at the end of May, the tenant must make sure the landlord receives written notice on or before April 30th.]*
- (2) This notice must be in writing and must
- (a) include the address of the rental unit,
 - (b) include the date the tenancy is to end,
 - (c) be signed and dated by the tenant, and
 - (d) include the specific grounds for ending the tenancy, if the tenant is ending a tenancy because the landlord has breached a material term of the tenancy.
- (3) If this is a fixed term tenancy and the agreement does not require the tenant to vacate at the end of the tenancy, the agreement is renewed as a monthly tenancy on the same terms until the tenant gives notice to end a tenancy as required under the *Residential Tenancy Act*.
- (4) The landlord may end the tenancy only for the reasons and only in the manner set out in the *Residential Tenancy Act* and the landlord must use the approved notice to end a tenancy form available from the Residential Tenancy office.
- (5) The landlord and tenant may mutually agree in writing to end this tenancy agreement at any time.
- (6) The tenant must vacate the residential property by 1 p.m. on the day the tenancy ends, unless the landlord and tenant otherwise agree.

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Landlord to Give Tenancy Agreement to Tenant

The landlord must give the tenant a copy of this agreement promptly, and in any event within 21 days of entering into the agreement.

Dispute Resolution

Either the tenant or the landlord has the right to make an application for dispute resolution, as provided under the *Residential Tenancy Act*.

Parking

Vehicle Owner / Tenant is responsible for any damage to vehicle, person or personal property. St Peter Crescent Society is not responsible for any damage, unless the Society is proved negligent.

- (1) Only one assigned parking space is available for each unit. The license plate of the vehicle parked shall be provided to the Society and shall be kept in the records of the Crescent homes.
- (2) Only one vehicle may be parked in each space, the space may not be used for storage.
- (3) All vehicles parked on the property must be licensed, insured, and in working order. No mechanical work on vehicles is to be performed on the premises.
- (4) Visitors may park in designated visitor spaces only . Visitors staying for longer than 3 days must apply to the Society, in writing, for parking permission .
- (5) Vehicles parked must not obstruct Emergency access or access to Garbage/Recycling bins.

Laundry

Laundry room is available for all tenants. Tenants are asked to attend their laundry, without leaving it in the machines for any undue length of time: and will keep the laundry room as neat as possible.

Storage Containers

Tenants wishing to install a storage container outside their unit must make written application in advance, with dimensions and capacity, and receive written approval from the Board. Non -approved containers shall, at the discretion of the Board, be removed at tenant's expense.

Grounds and Gardens

- (1) The landlord is responsible all grounds maintenance, cutting grass, snow removal, tree cutting and pruning. Snow removal shall be carried out as soon as it can reasonably be accomplished.
- (2) Tenants may use the grounds and the picnic tables provided. The tenant must obtain **written permission** of the Board prior to changing any of the landscaping within the properties of the *St. Peter's Crescent Society*. Non-approved alterations or additions shall, at the discretion of the Board, be removed at the tenant's expense.
- (3) Tenants may not plant anything anywhere on the property except in pots on their patio and in pots on the gravel area around their individual units. Structures, nails and/or screws are not permitted on the outside of the buildings.
- (4) Feeding wildlife is prohibited, except for bird feeders, which shall be mounted or hung a minimum of 5 feet from ground level. Bird feeders must be rodent-proof.
- (6) Issues concerning grounds and maintenance shall be reported to the board, (the landlord) and not to any staff or contractors on site .

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Smoking

All units are designated 'Non-Smoking Units'. Smoking, vaping, or use of electronic style cigarettes of tobacco or cannabis products is prohibited within the grounds or units of the Crescent Society Homes. This applies to tenants and guests.

Pets

No Pets are allowed to live at the Crescent Homes at the current time. However, Crescent Homes Society recognizes the value of Pet Visits and recognizes that when family and friends come to visit they sometimes bring a pet. Visiting pets are allowed under the following circumstances:

- Any dogs that come to the property must be on a short leash at all times. (Maximum 6 feet). Pets must not be allowed to wander on the property, except on a short leash with their owner.
- Dog faeces must be picked up and disposed of immediately in the garbage.
- No pets may stay overnight on the property.
- Pets may visit for up to 4 hours at a time up to 4 times per week.
- Complaints regarding visiting pets must be made in writing to the Board of the Society. (These complaints are to be signed and dated and put in the locked mailbox in the Laundry room). The Board will seek resolution of any complaints that arise.

Growing Cannabis

No growing of cannabis is allowed in the units or on the grounds.

Insurance

Each tenant is responsible for insuring the household contents of his or her unit against fire, theft, or other damage. It is recommended that a current copy of the tenant's Insurance Summary be submitted to the Board through the Church Office.

Safety and Security

- (1) The tenant shall not interfere with other residents or use the unit for any illegal or improper purpose.
- (2) The tenant shall ensure that excessive noise or other activity does not disturb other residents.

Lighting

The *St. Peter's Crescent Society* Board will replace the exterior security light bulbs located directly above the door of each unit. All other bulbs and fuses are the responsibility of the tenant, including the two porch lights.

Bathroom Humidistats

All units should have humidistats to control the bathroom exhaust fan; if you do not have an automatic one, it will be installed soon. **Tenants are required to use the humidistats** to automatically turn on the fan if the humidity is greater than 40%. This is important to reduce moisture which can lead to mold.

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Recycling, Organics, Garbage:

- (1) Tenants are responsible for placing their own recyclable materials, organics and garbage in the appropriate containers. The recycling container is on the north-east parking lot. It is locked, but the key is the same key as your laundry room key. Please make sure you lock the containers after use.
- (2) Recyclables, such as cardboard, metal, newspaper, plastic etc., are to be placed in the recycle container.
- (3) A kitchen waste container is provided in each unit for recycling of organic materials, and a larger container to empty it into is located near the garbage dumpster.
- (4) a garbage can is provided for each unit for items that cannot be recycled or composted.

St. Peter's Crescent Society Contacts for Repairs and Other Problems:

Non-urgent requests for repairs or maintenance can be made using the letter box in the laundry room.

Emergency Repairs - please call:

- Terry McHardy 778-709-9523
- Marilyn Rummel 250-710-2395
- Rev. Jim Holland 250-732-2650

admin: St. Peter Quamichan Church Office, Monica Gurzinski, Parish Administrator 250-746-6262

Signatures:

by Renter: _____ Date: _____

by Landlord: _____ Date: _____
for St. Peter's Crescent Society

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