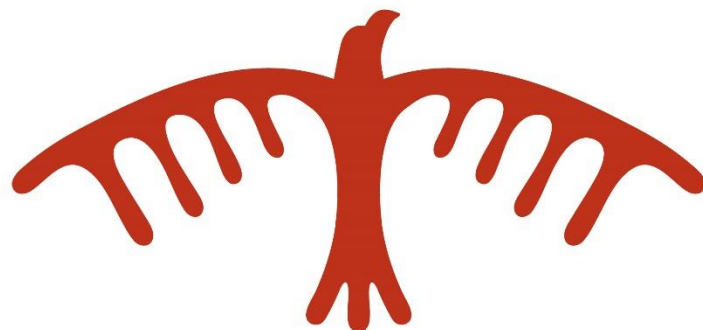


# Algoma UNIVERSITY

## OFF CAMPUS HANDBOOK



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## Welcome!

Algoma University wants you to have not only an amazing education experience in Sault Ste. Marie, but in all other activities during your time here. It can be a difficult living off-campus, especially if it is your first time living on your own or with roommates. By using this handbook for various resources, maps, and rent and lease information, we hope it helps to make your experience at Algoma U and in The Soo a great one. Just because you live off-campus does not make you any less of a Thunderbird. You can attend all campus events, the George Leach Centre, and have access to all other student resources. We hope this one-stop resource will help you feel at home in this new experience of living off-campus!

## Note to Parents:

*What your student needs to know when they move off-campus:*

### When looking for a place to rent...

- View at least 5 rental properties before making a decision (refer to the checklist link above)
- Over 50% of rentals are listed after March 1<sup>st</sup> – take this into consideration when starting the rental search
- Talk to current tenants about the relationship they have with their landlord
- Keep track of viewed rentals by filling out an Accommodation Checklist
- Read the Off Campus Handbook provided by Algoma University thoroughly
- Be wary of what's included and all costs associated with renting the property to see if it's financially feasible.

## What is a Guarantor?

A guarantor is any creditworthy person a landlord will accept who undertakes to "guarantee" all liabilities under the lease. If both your student and their co-tenant are on the same lease as you, as a parent of the tenant, sign as guarantor, you can be held liable for that lease. For example, if one of your student's co-tenants fails to pay their share of the rent, you can be called upon by the landlord to make up the missing share. The guarantee is not just for your student's liabilities if there is more than one tenant on the lease, and it will remain in force if the premise is subletted.



## Roommates

- Encourage your student to fill out the roommate agreement with their future roommates BEFORE settling a lease together
- The Roommate Agreement can be proactive in noting problem areas before roommates live together

## Important Tips

- Ensure your student gets all negotiations and agreements in writing!
- Landlords are not required to paint, clean carpets, or change locks between tenants – (tenants should try to negotiate at least a lock change before signing the lease)
- Did you know that once a property is rented, there is different classification for landlords to ensure their property is insured? While this insurance does not usually cover the tenants if they suffer a loss, it could come into play if a tenant does suffer a loss and they can show that the landlord was negligent in some way to cause the fire. It is always a good practise to ask if the landlord has proper insurance.

## Choosing an Off-Campus Home

Choosing a house off-campus can be quite challenging, especially if you are coming right from high school or have never rented or leased before. It is always a wise decision to always have another opinion when selecting a residence, whether it is your parents or a good friend. It is also important to look at multiple homes, and analyze each one. It is also important that the landlord provides you with necessary insurance and documentation of the property.

Some key things to consider while choosing an off-campus residence:

- Price – are utilities included? Is it reasonable compared to others?
- Amenities – Is there parking? Is it non-smoking and/or pet-free? Are hydro and Wi-Fi included?
- Location – Is it close enough to campus that I can get there in time for classes? Is it near a bus stop if you don't have personal transportation?
- Condition – Is it a safe environment/neighbourhood? Are all promised amenities working properly?



## Choosing an Off-Campus Home

When you have selected a residence and are moving in, be sure to document the state of the home, including the conditions of appliances, walls, etc. It is important to do this, so that you and your landlord have a common agreement on any damages and you do not get blamed or charged for something you did not do. We have included a checklist you can use here:

<http://housing.ucsc.edu/cro/pdf/condition-checklist.pdf>.

### Some things to be discussed with possible roommates:

- Sleep Habits
- Guests
- Lifestyle choices
- Study Habits
- Expenses
- Responsibilities ( ie cleaning, shopping, sharing bills)
- Use of other's belongings
- Pets

### Know your community!

While living off-campus, you most likely will have neighbours and roommates living close by at all times. Be sure to introduce yourself to them so they know who you are, and be sure to learn their names. This way, (for example, in case of an emergency), you will have some kind of information on the people around you. If you are having a party or event in your home, try to keep the volume to a minimum and refrain from doing so on weekdays. Saturday and Sunday nights are most appropriate, and be sure to shut the windows in order to respect the people living around you. Be sure to let the neighbours know you are planning a party ahead of time to avoid conflict and unnecessary complications.



## What are your responsibilities as a tenant?

- Pay your rent on time
- Keep your home clean
- Report any damages immediately to landlord
- Be a respectful neighbour
- Ensure to keep your doors locked and all personal belongings safely stored
- Ensure you have secured adequate insurance in the event of theft, damage or loss.
- Follow all landlord rules accordingly
- Follow Municipal , Provincial and Federal laws
- When hosting friends ensure they are aware of any landlord rules and are also respectful to neighbours
- Ensure all trash and recycling is removed from the home in a timely fashion

Garbage collection schedule: <http://www.saultstemarie.ca/City-Hall/City-Departments/Public-Works-and-Transportation/Public-Works/Waste-Management/Collection-Calendar.aspx>

A copy of maintenance and repairs, and housing standards brochure from the Landlord Tenant Board:  
[http://www.sjto.gov.on.ca/documents/lrb/Brochures/Maintenance%20and%20Repairs%20\(EN\).pdf](http://www.sjto.gov.on.ca/documents/lrb/Brochures/Maintenance%20and%20Repairs%20(EN).pdf)



## Budgeting

Use this expense chart to plan your own budget for the school year. You can break it down monthly or create your own and actual track your costs. It is recommended to keep track of all expenses to ensure you are following your estimated costs for the entire school year.

Expense	Estimated Cost	Actual Cost
Tuition & Fees		
Books and Supplies		
Rent		
Food		
Utilities/Cable/Internet/Phone		
Transportation		
Clothing		
Entertainment		
Laundry		
Surprise Expenses		
TOTAL		



## **Personal Safety**

As you are living off-campus, it is important to be sure that your mental and physical health are kept in order and to stay safe in order to ensure your success. For a few tips, you can visit <http://collegelife.about.com/od/healthwellness/qt/SafetyTips.htm> on some tips to stay safe off-campus.

Fire safety, it is important that either you or your landlord have designed a fire escape plan. For more information on fire safety and making a plan, you may find various resources on line or a Campus Life video at <https://www.youtube.com/watch?v=lggVpVcUW2s>. Be sure to take extra precaution when using candles and be sure to use sturdy candle holders. If you are using a space heater, keep all paper and furniture away from it and turn it off before going to sleep.

If you are going home for the holiday season and are leaving your residence for a few weeks, break-ins are very common around that time of year. Be sure to lock all doors and windows, remove all posters and signs, etc. from all windows to hide any sign of a student's residence, and take home all small electronics and keepsake items home with you. Unplug space heaters and take any spare keys home with you. It would also be wise to lock your bedroom door especially, just for special precautions.

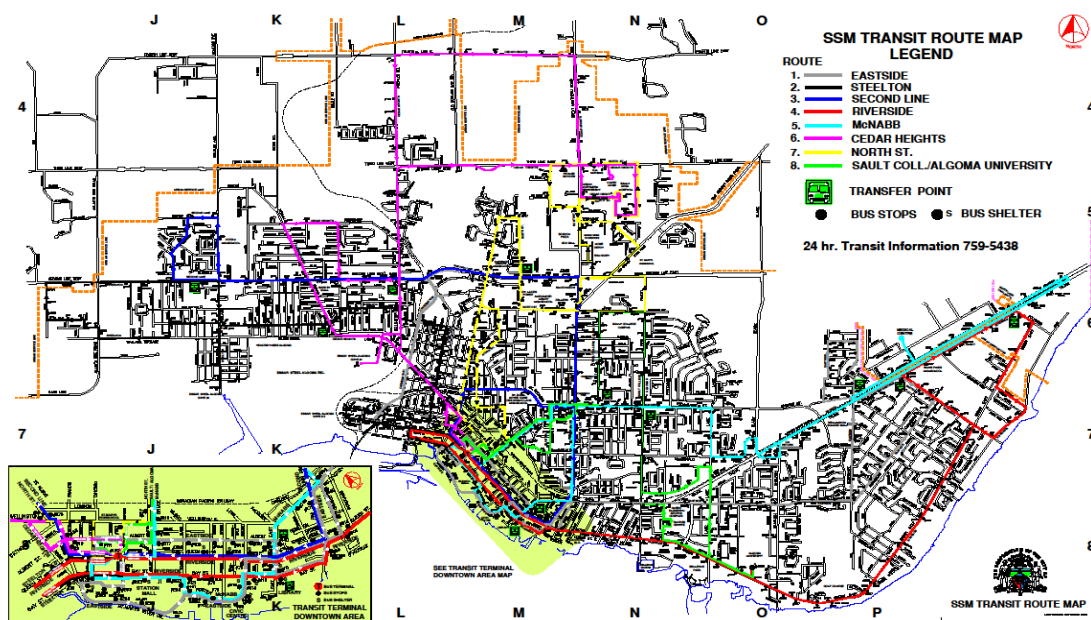
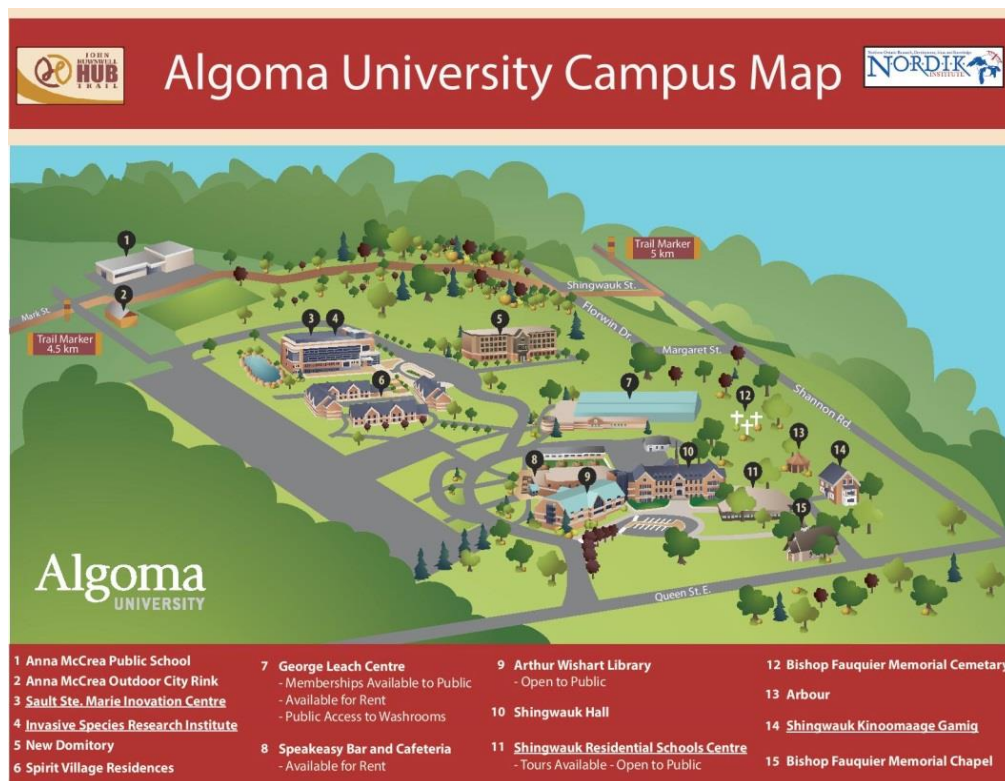
## **Transportation**

If your new housing is far from campus and you require vehicle transportation, Sault Ste. Marie's bus system is quick, efficient, and inexpensive. One fare costs \$2.50 in exact change, but an unlimited semester pass is \$160 (only \$1.33/day!) and can be purchased at the Transfer terminal, the Transit Station, or the Algoma University Student Union (AUSU) office on campus. Locations, schedules, and services can be found on the Sault Ste. Marie website at: <http://www.saultstemarie.ca/City-Hall/City-Departments/Public-Works-and-Transportation/Transit/Bus-Routes-and-Schedules.aspx>.

If you have a personal vehicle and require campus parking, there is a \$5.00 park fee upon each exit. Students can purchase a parking pass from the Cashier's Counter in the Main Office (Room SH312) for \$100.00 a semester.







## **On Campus Services**

### **Financial services**

Here at Algoma University we understand that financing for post-secondary education is a large and difficult task. The Financial Aid Office (FAO) is dedicated to assisting students with meeting their education-related financial needs. Financial assistance is available to Algoma University students from a variety of sources and is based on demonstrated unmet need.

The FAO also provides financial counseling, information on budgeting, and workshops on topics such as OSAP and debt-repayment. For more information, you can go to - [www.algomau.ca/fao](http://www.algomau.ca/fao).

### **Academic help services**

All students at Algoma University have access to The Learning Centre and the Disability Services Office, the hub for academic and disability support services on campus. The Learning Centre and the Disability Services Office staff are committed to helping students reach their academic potential, ensuring student success, and helping students address and overcome the challenges faced during their post-secondary education. Once students come to us for help, we will stop at nothing to make their experience at Algoma University as enjoyable and stress-free as possible.

For more information, you can visit [www.algomau.ca/learning](http://www.algomau.ca/learning).

### **Athletic/Recreation Services**

On-Campus at Algoma, the newly built George Leach Center is the athletics complex that was newly refurbished in 2015. For further details on the facility or services offered, please call the Reception Desk at 705-949-2301, Ext. 4500 or email [glcdesk@algomau.ca](mailto:glcdesk@algomau.ca). Schedules for GLC fitness classes are available at <http://algomathunderbirds.ca/sports/2013/6/11/GroupFitness.aspx?tab=groupfitness>. Your membership to the GLC is free with your tuition!



## Athletic/Recreation Services

Algoma University is proud to be home to the Algoma University Thunderbirds Varsity Athletics Program and Boomer the Thunderbolt. Our student-athletes participate in the Ontario University Athletics (OUA) and Canadian Interuniversity Sport (CIS) conferences, giving them the opportunity to compete in the highest level of sport in Canada. Some sports Algoma U competes in are: men's and women's basketball, cross-country running, men's and women's curling, men's and women's soccer, Nordic skiing, and wrestling. For further information about the Algoma Thunderbirds, schedules, visit <http://algomathunderbirds.ca/>.

For more information on sports and recreation at Algoma U, visit [https://www.algomau.ca/student\\_life/athletics\\_and\\_recreation/](https://www.algomau.ca/student_life/athletics_and_recreation/).

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<i>All Terrain Cycling (SS)</i> 6:10am - 7:00am Jess <b>Cancelled July 5</b>		<i>All Terrain Cycling (SS)</i> 6:10am - 7:00am Jess		
<i>Yoga (GF)</i> 8:30am-9:30am Corrine	<i>Basic Pilates (GF)</i> 8:30am-9:30am Corrine	<i>Yoga with Stability Ball (GF)</i> 8:30am-9:30am Corrine		<i>Basic Pilates (GF)</i> 8:30am-9:30am Corrine	<i>All Terrain Cycling (SS)</i> 9:00am-9:50am Jess <b>Cancelled July 2</b>
<i>Yoga (GF)</i> 9:30am - 10:30am Corrine	<i>Power Yoga (GF)</i> 9:30am - 10:30am Corrine	<i>Yoga with Stability Ball (GF)</i> 9:30am - 10:20am Corrine	<i>Calisthenics (GF)</i> 9:30am - 10:20am Natalie <b>Cancelled June 30</b>	<i>Yoga Sun Salutations (GF)</i> 9:30am - 10:30am Corrine	<i>Power Step (GF)</i> 9:30am - 10:30am Ildiko
<i>HIIT 321 (GF)</i> 12:10pm - 1:00pm Madeleine	<i>Boot Camp Pilates (GF)</i> 12:10pm - 1:00pm Madeleine	<i>Bosu Circuit Training (GF)</i> 12:10pm - 1:00pm Madeleine	<i>Power Yoga (GF)</i> 12:10pm - 1:00pm Madeleine	<i>Ripped (GF)</i> 12:05pm - 12:55pm Jenna	
<i>Core and Balance (GF)</i> 1:10pm-2:00pm Natalie	<i>Cycle Fit (SS)</i> 1:10pm-2:00pm Natalie	<i>Weight Training (GF)</i> 1:10pm-2:00pm Natalie	<i>Cycle Fit (SS)</i> 1:10pm-2:00pm Natalie <b>Cancelled June 30</b>		
<i>Cardio Fusion (GF)</i> 5:00pm-6:00pm Ildiko/Shari	<i>Zumba (GF)</i> 5:30pm - 6:30pm Ildiko	<i>Weights and Cardio (GF)</i> 5:00pm-6:00pm Shari	<i>Strength &amp; Toning (GF)</i> 5:00pm - 6:00pm Sophia <b>Cancelled July 14 &amp; 21</b>	<i>Zumba (SS)</i> 4:30pm-5:30pm Ildiko	
<i>All Terrain Cycling (SS)</i> 6:00 - 7:00pm Jilda		<i>All Terrain Cycling (GF)</i> 6:00pm-7:00pm Jilda	<i>Yoga (YS)</i> 6:30pm-7:30pm Corrine		

\*Note: schedule varies from month to month



## Health Services

The campus doctor is located at SH 216 (near Student Services) once a week from 9am – 12pm. You can book an appointment by emailing [doctor@algomau.ca](mailto:doctor@algomau.ca) or by calling (705)-949-2301 x4763. You must bring your health card and/or insurance as well as your medication to all appointments. You have insurance provided to you through the Algoma University Student Union under the Student VIP Plan. More information on this service can be found at <https://www.studentvip.ca/ausu/>.

## Student Services

Algoma University is committed to ensuring that our students succeed and have the most enjoyable University experience. We know that the transition to university can be difficult, and many students find themselves having a hard time adjusting to the added workload. At Algoma U, you're never alone. Our students can take advantage of a variety of academic support services to ensure academic success. We offer everything from textbook reading help, study tips, tutoring, academic advising, receiving writing and math help, and disability services. Everything is at your fingertips – you just have to ask.

If you need further assistance, please contact them. They are here to help you! You can book an appointment at [advising@algomau.ca](mailto:advising@algomau.ca).

## Employment Services

Be sure to constantly check your MyAlgomaU account under the "Job Opportunities" tab for new posts, and look around campus for posters and employment workshops regarding new employment opportunities. Algoma University is pleased to offer programs that enable students to work part-time while completing their studies, and full-time during the summer.

The Algoma University Work Study Program is designed to provide on-campus part-time employment to eligible Algoma University students through the Financial Aid Office. Students can earn \$12/hour for 8-10 hours/week that are scheduled around their course timetable. To apply, visit MyAlgoma to view available Job Postings, and submit application, supporting documentation, and resume to the Financial Aid Office. More information can be found at [www.algomau.ca/fao](http://www.algomau.ca/fao).



## **Student Resources**

### **Student Life**

At Algoma University, we want to ensure that your excellent education is accompanied by fun activities, clubs, and services in order for your experience to go smoothly. For a full list of Algoma's services and clubs, go to [https://www.algomau.ca/student\\_life/](https://www.algomau.ca/student_life/). Be sure to follow Algoma U and AUSU on social media, like Facebook, Twitter, Instagram, and Snapchat to stay up-to-date on all things happening on and off-campus!

### **Things to Do in the Soo**

The Soo Greyhounds are a part of the CHL and the OHL. They play at the Essar Centre downtown, and a full roster can be found at: <http://www.soogreyhounds.com/article/hounds-release-2015-16-regular-season-schedule>.

The Station Mall on Bay Street features lots of your favourite stores, and a Cineplex movie theatre. It's a great place to hang out with friends or shop during a break from your studies. For more information and for a store list, visit the website at: <http://thestationmall.com/>.

If you enjoy a walk, hike, or bike and would love to see the Soo's beautiful waterfront, parks, and even Algoma U, The John Rowswell Hub Trail is 25km and covers all major attractions in the city! For route maps, you can visit <http://www.saultstemarie.ca/City-Hall/City-Departments/Engineering-and-Planning/Planning/Strategic-Long-Range-Planning/Active-Transportation/John-Rowswell-Hub-Trail.aspx>.

### **Off-Campus Connections**

If you are looking for an off-campus residence, the Off-Campus housing ad wall is located in the Student Services (SH) Hallway in the student lounge area. It is important to get involved both on and off-campus, so look for local events in the community and check the Algoma U website for upcoming events! You can view off-campus events at [www.saultstemarie.ca/](http://www.saultstemarie.ca/).





## **Health Services Off-Campus**

The Sault Area Hospital is located just a 15-minute drive from Algoma's Campus, and offers all kinds of healthcare services. They offer a 24 hour crisis phone line, and that can be reached at (705)-759-3398 or toll free at 1-800-721-0077.

## **LEGAL RIGHTS**

### **What are your rights as a tenant?**

Your landlord cannot refuse your residence based on race, place of origin or ethnic origin, religion, sex, age, sexual orientation or marital status, family status, or disability. You are protected by Canadian legislation under the Charter of Rights and Freedoms, the Residential Tenancies Act, and the Human Rights Code.

### **Shared accommodations under the law**

If a tenant shares the same bathroom or kitchen facilities with the landlord, your lease is not covered by the Residential Tenancies Act. If this is the case for you, be sure to come to clear agreements before your tenancy begins. Again, be sure this is in writing and sign the agreement before you move-in. A landlord cannot create or change rules that are written on a signed agreement.

These regulations in further detail, please visit the Social Justice Tribunals Ontario website at <http://www.sjto.gov.on.ca/>. They have a full list of offenses, laws, and forms from the Landlord and Tenant Board (LTB).

### **Inappropriate entry**

A landlord is allowed to enter without written notice if there is an emergency or if the tenant allows the landlord in. A landlord can only enter a rented unit between the hours of 8am and 8pm without written permission if the lease requires the landlord to clean the unit or if the landlord wants to show the unit to a potential new tenant. If the landlord has given a 24 hour written notice, they can enter if they must repair or work on the unit, or if there is an inspection by a professional for insurance, or inspection purposes.



## **Not allowing tenant to have a copy of the agreement**

Both you and your landlord are both allowed and encouraged to have a physical copy of the agreement. The landlord must supply you a physical, signed agreement 21 within days signing it. If your landlord refuses to provide you with a physical copy, contact the LTB (Labour Tenant Board).

## **Violating human rights**

Your landlord cannot refuse your residence based on race, place of origin or ethnic origin, religion, sex, age, sexual orientation or marital status, family status, or disability. You are protected under Canadian legislation Charter of Rights and Freedoms, the Residential Tenancies Act (RTA), and the Human Rights Code.

## **Unlawful rent increases**

A landlord must give a 90-day notice of your rent increase in writing. Most commonly, the landlord can increase the rent to the Rent Increase Guideline for a given year. This is usually a 2% increase, and can be issued if the tenant has been living there for 12 months since the first day stated on the lease. Again, be sure that it is legitimate and legal before agreeing to any changes in your rent cost.

## **Leases**

A lease is a contract and an agreement between a tenant and a landlord, in writing, that states the clear dates, rules, and standards for rental property. The lease must have the landlord's name and address on it. Rent can be withheld if the tenant does not receive a physical copy of the lease. Be sure to not only read the document to be sure that it is reasonable and that you agree to it, but also that it is in compliance to the laws stated in the RTA (Residential Tenancies Act).



## **Unlawful deposits**

A landlord can enforce a deposit as long as it is asked for on or before the day of your move-in as stated on your tenancy agreement (lease). The deposit cannot be more than the cost of rent for one period or one month's rent. The rent deposit cannot be used for anything but the payment of your last month before the tenancy ends. It cannot be used to pay for damages or anything else.

## **Renew lease**

If both the landlord and tenant agree, a lease can be renewed. If an agreement cannot be made, the tenant may continue to live there from week-to-week or month-to-month. All rules and regulations of the former lease still do apply, but the landlord is allowed to increase the rent by the amount allowed under the Rent Increase Guideline.

## **Termination of cause**

The landlord is allowed to evict you but only based upon criteria stated in the RTA. It must be issued to the tenant in writing, issuing the reason for the eviction and when they want you to move out. Be sure to view the RTA in full to ensure the eviction is in fact allowed. If you wish to fight the landlord, you must fill out proper forms within 5 days of receiving the notice. Be sure to contact the Landlord and Tenant Board as soon as possible.

## **If a tenant wants to leave**

You must give a Tenant's Notice to Terminate to your Landlord in writing. If you are renting monthly, you must give a 60 day notice, and your final day must be the final day of a monthly pay period. You must still give 60 days of notice if you are leasing. It is possible for you to end a lease or rent agreement early, only as long as both the tenant and landlord agree and it should be in writing.





## **Seven Steps to Solving Tenancy Problems**

1. Identify the problem – be sure to know what the issue is.
2. Know your rights – be sure to view the full laws online or contact the Landlord and Tenant Board to know if you or your situation is being treated fairly under the law.
3. Know what you want – be sure to have a goal in mind when bringing up an issue to your landlord.
4. Know who to speak to – is it just a small disagreement between you and your landlord or does the law and authorities need to be involved?
5. Communicate clearly – always write things down. Remember to communicate effectively and listen to both parties in order for issues to be resolved efficiently.
6. Be organized – keep track of issues and keep all documents – WRITE THINGS DOWN.
7. Know when to get help – Has the issue become so bad that the LTB or police need to be involved?
8. For more detail, visit  
[http://yourlegalrights.on.ca/sites/all/files/7\\_stepsFinal.pdf](http://yourlegalrights.on.ca/sites/all/files/7_stepsFinal.pdf).



## ROOMMATE AGREEMENT

### Suggested Information and Agreement to Help Maintain Roommate Harmony

Negotiating a roommate agreement may not be your highest priority when starting out living in a new place. However, experience has shown that even the best of friends can become bitter enemies after several months of sharing an apartment or house. It is highly recommended that an agreement be completed after an honest discussion about issues and personal habits. In some cases, an agreement might be advisable before signing a lease as people may discover that they are not suited to be roommates. The following concerns should be discussed.

BETWEEN \_\_\_\_\_ AND \_\_\_\_\_  
AND \_\_\_\_\_ AND \_\_\_\_\_

We the tenants of \_\_\_\_\_ in the City of Sault Sainte Marie, Ontario agree that this document represents a binding agreement between us with respect to our tenancy at the above premises from \_\_\_\_\_ to \_\_\_\_\_. We further agree that if this agreement conflicts with an of our rights and obligations under the Tenancy Agreement dated \_\_\_\_\_, with respect to the above premises or with the provisions of any Provincial Acts, the said Tenancy Agreement and the Provincial Act with prevail in all respects.

- 1) **RENT** – Money can be the single biggest issue to cause friction between roommates. It is important to ensure what amount is being paid and by whom. For example, if one person has a smaller room, do they pay less than the roommate with a larger room, or do they pay the same amount? Also, does each roommate pay their share to the landlord or does one roommate pay another and that roommate pay the landlord.

It is hereby agreed that our rent obligations will be appointed as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



- 2) **OTHER CHANGES** – It is important to know exactly what costs are shared when living together. Telephone, internet, food, etc., are all important issues to decide. It is also necessary to have a system in place when payment is made or required. For example, if the phone is in the name of one roommate and the other roommate(s) are required to share costs, is the payment by the other roommate(s) due when the bill is received or the deadline received on the bill? Remember, if the payment by the roommate(s) is due when the deadline for the bill is, the roommate who actually pays the bill could have a cash flow problem. It is recommended that a policy be established that payment is due in a certain number of days after the bill is received or a certain number of days before the deadline on the bill.

It is agreed that our obligations with respect to the costs of:

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Will be appointed as follows:

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- 3) **ROOMS** – If the rooms are identical, choosing may not be a concern. But if one room is larger than others, or has a better view, some negotiation will be necessary. It can be as complicated as negotiating a different rent for each room or as easy as a coin flip to determine who gets a particular room.

It is agreed that the following persons shall occupy the following bedrooms during our tenancy:

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- 4) **OBLIGATIONS** – Chores can often be mundane or easy depending upon individual needs and abilities. Whether it is washing dishes, cooking, general cleanliness or cleaning the bathroom, it is necessary to determine a level of tolerance for certain tasks. Sometimes it is beneficial to set up a schedule and/or alternate duties on a weekly or monthly basis.

It is agreed to divide our household responsibilities such as:

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In the following manner:

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- 5) **SUMMER MONTHS** – Often students are not present during the summer months or stop in occasionally. It is beneficial for various reasons to ensure everyone knows what is happening during the summer period. If the place is to be vacant for an extended period, it would be a good idea to have a friend check in for security reasons, pick up any mail, or water the plants. If tenants are going to return at various times throughout the summer, it would be wise to coordinate those dates.

It is agreed that the following provisions will govern our occupancy of/responsibilities toward the premises during the period from \_\_\_\_\_ to \_\_\_\_\_.

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- 6) **SUBLETTING** – There are two primary situations that involve subletting. One is when you sublet in the summer to get extra income. The second is when a roommate leaves for whatever reason and wants to sublet to meet their monetary obligations. In the first case, it is necessary to discuss who will sublet and how the income is divided. Does the sublettor have use of the entire apartment or just on bedroom and the common area (*It is advisable to have a written agreement with the sublettor*). In the second case, there should be some discussion as to whether the sublettor needs to be approved by all parties or if the sublettor needs to be a non-smoker or the same sex as the remaining roommates.

It is agreed that subletting of the premises will be arranged in the following way:

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- 7) **HOUSE RULES** – Often this can be the most difficult area to discuss. One issue may irritate a roommate but they do not want to say anything because it may be interpreted as “complaining” or “whining” by other roommates. In these situations, the irritation festers until a person “blows up” over what might appear to be a minor issue. It is strongly advised that some ground rules are set regarding the following issues:

**NOISE** – Early morning or late at night noise can be caused by stereos, clock radios and simply talking late at night with a visiting friend. **COMMON COMPLAINT:** My roommate likes to listen to his/her music late at night.

**GUESTS** – Can consist of mutual friends, visitors, overnight guests, partners and even parents. **COMMON COMPLAINT:** My roommate has their partner over every Friday and Saturday night or they stay for a week at a time.

**PERSONAL ITEMS** – Could include many things at varying degrees. For example, bedroom vs. common area or bathroom items vs. items in the fridge. Note: It may be worthwhile to do a property list to ensure that everybody knows which items belong to each roommate as well as for insurance purposes. **COMMON**



**COMPLAINT:** My roommate went into my bedroom to borrow my hair dryer and told me a couple of days later when I could not find it.

**SMOKING** – Decide if roommates can smoke and if so, where. Also consider guests. **COMMON COMPLAINT:** My roommate and I agreed that we would not smoke, but my roommate has friend who chain smokes. After three hours the apartment stinks!

**LEAVING MESSAGES** – It is always important to have good communication between roommates. Designate an area (eg. fridge door) to leave messages for each other. **COMMON COMPLAINT:** My roommate never writes down messages and tells me after the message becomes irrelevant!

**STUDYING ARRANGEMENTS** – There may be times when visitors will not be allowed or maybe two roommates prefer using the same area to study. **COMMON COMPLAINT:** My roommate and I agreed to not have a cat or dog, but at Christmas they got a gerbil that runs on its wheel all night!

It is agreed that the following rules will apply for the period of our occupancy at said premises:

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- 8) **OTHER** – It is important to know what will happen at the end of an agreement. It should be incorporated into the agreement that all parties have a discussion in early February as to what is going to happen. If one roommate is going to give their notice to vacate then the Roommate Agreement should require each individual to give a copy of the notice to other roommates so that they can decide if they are going to stay or give their notice as well.



- A)** It is understood between and among the undersigned that each is responsible for his/her portion of the rent as per section "1)" above until the end of the lease period. It is further understood that if a tenant vacates before the end of the agreement, s/he will be responsible for accruing rents to the end of the Tenancy Agreement. **AS PER PROVINCIAL LEGISLATION, THE REMAINING TENANT(S) WILL BE RESPONSIBLE TO THE LANDLORD FOR ANY SHORTFALL IN RENT CAUSED BY A VACATING TENANT.** (If all tenants are on a "joint" lease).
- B)** By the end of the lease term for said premises, any tenant on the said Tenancy Agreement has a right to continue living in the premises as long as they adhere to the rental agreement. However, some tenants may wish to leave while others may wish to stay. It is agreed if that he following provisions will apply when determining arrangements for tenancy beyond the term of the original Tenancy Agreement:

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- C)** Unresolved issues will be discussed and negotiated in the following manner:\_\_\_\_\_

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Dated this \_\_\_\_\_ Sault Sainte Marie, Ontario.

The signing of this agreement indicates our full understanding and acceptance of the above provisions and terms.

**TENANT/ROOMATE**

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**WITNESS**

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## Quick Directory

### **General Information**

[info@algonau.ca](mailto:info@algonau.ca)

### **Student Services**

[services@algonau.ca](mailto:services@algonau.ca)

### **Financial Aid Office**

[fao@algonau.ca](mailto:fao@algonau.ca)

### **IT Help Desk**

Submit ticket through [myalgonau.ca](http://myalgonau.ca)

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