



Tenant Handbook

Lease

A lease will be signed in our office with the Placement Officer before any tenancy will commence. At that time the rent and security deposit will be paid in order to take possession of the unit.

Fixed term lease- All new tenants will be put on a temporary 3- month lease to start, after that we will decide if the tenancy would be extended for an additional 3 months, 1 year, or if the tenancy should be terminated at the end of the lease. The reasons we would end a tenancy are: unpaid rent in the first 3 months, tenant disputes, unauthorized occupants, smoking, or any other breach of the lease that we feel would exclude you from being offered an extension on your lease

Alternatively, you can choose to end your tenancy at the end of the lease, you can also choose to end your tenancy at any point during the term lease as long as you give one full months' notice on or before the 1st of the month. You do not have to stay for the term of the lease.

Rent- Rent is 30% of your gross monthly income. Some income is exempt from this calculation such as RRSP (RIF) income, capital gains, and GST payments. Your Placement Officer will go over this with you.

Recalculation of rent- rent will be recalculated every year. In March you will be sent a letter asking you to provide all new tax returns, updated bank statements, and all other information you provided when you first applied. Annual rent review is the one time of year we are allowed to adjust your rent based on your income. The first month of the new rent rates are as follows

Family Housing, Taber: Jul 1

Senior Housing, Taber: Aug 1



Senior Housing, Barnwell, Vauxhall, Grassy Lake: Sept 1

Tenant information- We can at any time ask you for income verification, bank statements, pay stubs, etc. Your phone number, income, emergency contact info, and number of persons residing on the premises must be kept up to date. The landlord has the ultimate discretion to decide all issues relating to eligibility and rent calculation.

Utilities- All utilities are included in the rent EXCEPT power.

In senior housing Taber and Grassy Lake, the fee for power will be added to the rent. In ALL other housing the power must be hooked up in the tenant's name and the tenant is responsible for paying their own power bill and for the disconnection of services when you move out.

Parking- Parking is at the tenant's own risk, we assume no responsibility for damage caused to vehicles.

Parking is an additional fee in all senior housing. This fee is collected for snow removal, power, and lot maintenance

Use of the premises- the lease holder and their children are the only people allowed to reside on the premises. All children must be listed on the lease. If someone moves into a unit who is not on the lease, we will send an eviction notice to ALL tenants in the unit.

Security Deposit- The security deposit is equal to one months rent. The security deposit will be used to pay any outstanding rent, utilities, cleaning costs or repair costs upon tenant move out. TDHF will have 10 days to refund a security deposit upon move out if the tenant receives a refund.



Termination of lease, by tenant- A tenant can end a tenancy at any point during their lease by giving one month's written notice, the notice HAS TO BE GIVEN ON OR BEFORE THE FIRST DAY OF THE MONTH. TDHF does not do mid-month, or half month notices, as we charge rent on the first business day of every month.

Termination of lease, by landlord-

TDHF can end a tenancy at the end of a term lease.

TDHF can end a tenancy if the tenant is no longer eligible for housing. For example: if their income is over the income threshold, or if a tenant is over-housed (all children move out)

TDHF can end a tenancy if there is a breach of the lease. This could/will include things like: failure to pay rent when its due, failure to keep the unit in good condition, having unauthorized occupants, drug use, smoking, failure to maintain the yard, failure to provide income information

Eviction Notices- Eviction notices will be sent out for things such as:

Failure to pay rent

Unauthorized Occupants

Drug use, distribution, or production

Smoking

An accumulation of breaches of lease: numerous late payment of rent

Parties

Animals on premises

Causing damage to premises



A tenant will be given a 14-day notice to vacate when an eviction notice is sent. At the end of the 14 days the tenant must vacate the unit by noon on the last day of tenancy.

Tenant Obligations-

Pay rent- rent is due through pre-authorized debit on or before the first business day of the month

You cannot let someone not on the lease move in with you- this will result in an automatic eviction notice

Maintenance costs- TDHF covers all maintenance costs EXCEPT for things that are at your fault. We will not pay for plugged drains, toilets, sinks, broken windows or doors, etc.

Aid in the maintenance- when something breaks or doesn't work report it in a timely manner to maintenance

Comply with the rules- see "RULES" in Handbook

Tenant insurance- TDHF has insurance on the building but NOT on contents. Please ensure you have tenant insurance, if you were to start a fire or flood the neighbors could hold you responsible for replacing their belongings

Entry into the unit by the landlord- TDHF must give 24hours notice to enter your unit for things such as repairs, maintenance issues, or inspections. We can enter your unit without notice only if there is an emergency.