

BY-LAW OF THE IMMOVABLE

1. The by-law of the immovable is an integral part of the lease and binds the lessee. It is in addition to provincial legislation and municipal by-laws in force.
2. **PETS AND ANIMALS**

Pets are allowed in the dwellings. However, they must not cause inconvenience to other lessees or damage to the premises. The owner of the animals must clean up their excrement without delay.

Pets are not allowed in community rooms or common areas.

When pets pass through common areas, they must be kept on a leash.
3. **ANTENNAS AND PARABOLIC DISHES**

It is forbidden to install an antenna or parabolic dish for personal use.
4. **OUTDOOR COOKING APPLIANCES**

Any barbecue-type cooking appliance, operating on propane or charcoal, must comply with municipal by-laws in force.
5. **SMOKE DETECTORS**

The lessee must ensure that the smoke detector in their dwelling is always in good working order. They must replace the battery if necessary.
6. **BALCONIES AND PATIOS**

The lessee who has the use of a balcony or patio must keep the area clean, snow-free, and free of clutter.
7. **ALCOHOLIC BEVERAGES, CANNABIS, TOBACCO, AND DRUGS**

It is forbidden to smoke, consume alcoholic beverages or drugs in the common areas of the building.
8. **SURVEILLANCE CAMERAS**

It is forbidden to install a surveillance camera that can capture images of indoor or outdoor common areas.
9. **KEYS AND ACCESS CHIPS**

At the start of the lease, a chip or key giving access to the building and a chip or key giving access to the dwelling are provided to the lessee.

The lessee is responsible for the loss or theft of their keys and chips and assumes their replacement costs.

When a chip is lost, the lessee must immediately notify the lessor to deactivate it and thus minimize the risk of intruders in the building.
10. **AIR CONDITIONERS**

The lessee may use an air conditioner if it is installed according to the standards set out in Appendix "A" and that they assume all costs related to its installation and use.
11. **CHRISTMAS DECORATIONS**

Due to the risk of fire, it is forbidden to use natural trees or natural branches for Christmas decorations inside the dwelling and in common indoor areas.

12. CLUTTER

Indoor and outdoor common areas must be free of personal property.

The lessor reserves its right to remove and dispose of, at the lessee's expense, any property left in a common area.

13. MAINTENANCE AND REPAIRS

The lessee is required to keep the dwelling and its accessories in a clean condition for the duration of the lease.

The lessee of a quadrex or townhouse is responsible for mowing the lawn, snow removal and de-icing of their parking and pedestrian walkways.

The lessor is responsible for the maintenance and repair of the building and the dwelling resulting from normal wear and tear, obsolescence, or force majeure.

The lessee is responsible for damage caused by misuse, abusive use, or negligence. Such damage is charged to the lessee.

14. LOITERING

The lessee and their guests will not loiter in common areas or in front of main entrances. Anyone in common areas must be fully clothed.

15. FIREPLACES AND OPEN FIRES

No fire or fireplace, indoor or outdoor, of any kind, is permitted on the lessor's entire property.

16. WASHERS, DRYERS, AND DISHWASHERS

In dwellings containing hook-ups for a washing machine, dryer, or dishwasher, the appliance must be installed in accordance with the manufacturer's installation guides. If there are no hook-ups in the dwelling, it is forbidden to install a portable washing machine, dryer, or dishwasher.

The lessee is responsible for damage caused by a faulty installation of their appliance.

17. HAZARDOUS MATERIALS

The lessee may not use or store flammable, explosive or dangerous materials (propane or butane gas cylinders, gasoline-powered engines or equipment, gasoline cans or other) in the building.

18. RESIDUAL MATERIALS

The lessee is required to comply with any municipal by-laws regarding the management of residual materials.

Multiple dwelling buildings

- Compost is placed in the bins provided for this purpose.
- Waste must be placed in closed containers and appropriately disposed of (garbage chute or appropriate bins).
- Recyclable materials are placed in the bins provided for this purpose, namely paper, cardboard, plastic, glass, and metal.
- It is forbidden to store residual materials on balconies, patios or in the common areas of the building.
- Heavy objects (bulky items) must be placed in the prescribed locations and in accordance with the Municipality's instructions.

Quadrex and townhouses

- The same rules apply for quadrex and townhouses and the different containers must be placed in the locations, at the time and on the days provided by the Municipality.

19. MODIFICATIONS

Any modification of the condition of the dwelling and its accessories or common areas is prohibited.

20. SWIMMING POOLS

Only wading pools 30 centimeters or less in depth are tolerated (small children's pool), and only on the outdoor grounds of a quadrex or townhouse. Swimming must be done under the immediate and permanent supervision of an adult. An unattended wading pool must be emptied of its contents.

21. BUILDING DOORS

All doors to dwellings, common areas, and all other corridor doors, including stairwell doors and entrance doors, must be kept closed.

22. INSUFFICIENT FUNDS

A \$5.00 fee is charged to the lessee for any payment refused by their financial institution due to insufficient funds or due to a stop payment.

23. PARKING

The lessee's obligations regarding the use of parking areas are set out in Appendix "B" and form an integral part of the by-law of the immovable.

APPENDIX "A" AIR CONDITIONER INSTALLATION

Office d'habitation de l'Outaouais allows the air conditioner (AC) on below conditions:

1. Payment of fees

\$60.00 per year payable over 12 months. So, \$5.00 per month for the duration of the lease.

2. The air conditioner must be:

- Approved by ACNOR (CSA)
- Compliant to following criteria:
 - Cooling capacity: 10 000 BTU maximum
 - Current: 10 amp maximum
 - Voltage: 115 volts



Be advised that a used or worn unit can double its the energy consumption compared to its original specification.

- Equipped with a condensation water retention reservoir (if the air conditioner unit is portable type).
- In good working order and of good appearance.
- Installed non-permanently, securely, without damaging the existing window.
- Plugged directly into an existing outlet, without having to use an extension cord.

3. The tenant is responsible of the:

- Installation cost of the air conditioner unit.
- Maintenance of the air conditioner unit.
- Any damage caused by the air conditioner unit.

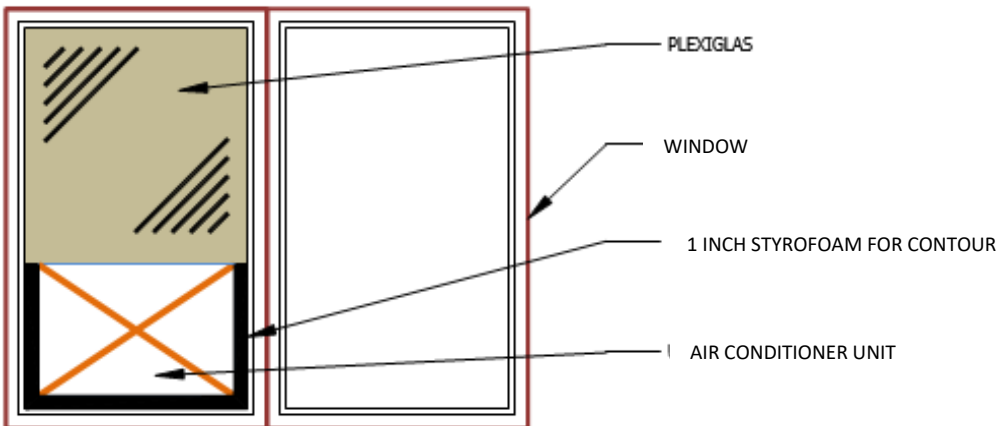
4. Installation procedure

- The tenant can install the air conditioner from April 15th of each year.
- The tenant must remove and store the air conditioner before October 31st of each year.
- The air conditioner must meet the characteristics listed in the section 2.
- Remove the bug net, protect it and stored in a safe location.
- Seat the air conditioning unit on the base of the window frame on which you have placed a piece of wood slightly tilted outwards, this will allow efficient drainage of the unit. The side frames must be protected by a "Styrofoam" one inch thick.
- No fasteners (nails, screws, etc.) are allowed in the window frames or on the brick or metal border (spandrel) on which the window rests.
- Close the opening with a "plexiglass" (no cardboard, plywood or flexible plastic (polythene) will be accepted).
- Air conditioner unit installed in the door window will not be tolerated.
- Air conditioner unit for windows installed in the patio door will not be tolerated.

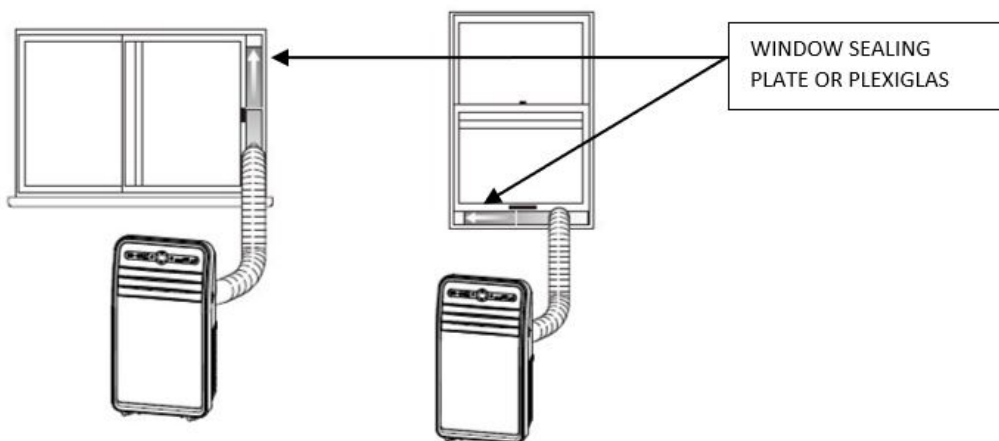
IMPORTANT!

If damage is caused by an improper installation, Office d'habitation de l'Outaouais will bill you for the repairs.

Window air conditioner unit



Portable air conditioner unit



Office d'habitation de l'Outaouais reserves the right:

- To issue instructions regarding the use of the device.
- To have any appliance inspected and verify that its installation meets the requirements of the Quebec Electricity Code and all applicable regulations. You may be billed for an electrician service call if the air conditioner consumption does not meet the section 2 conditions and the test results exceeds 10-amp current, or if the installation is not compliant as per section 3 or is a safety hazard.
- To have the air conditioner removed if it does not comply with these guidelines.

In general, the housing electric wiring can power an air conditioner, as described above. If the circuit cannot withstand the overload caused by the air conditioner (the circuit breaker trips), the tenant will have to relocate their air conditioner. If the problem occurs after its installation, an energy consumption test of the air conditioner unit by a certified electrician will be required and demonstrate the unit is meeting section 2 criteria.

Office d'habitation de l'Outaouais does not undertake to provide an independent electric circuit for the installation of an air conditioner system. Upon request, the Office d'habitation de l'Outaouais can provide to the lessee a budgetary cost estimate for this. The installation of an independent circuit will be allowed only at the tenant's expense if the current electrical system can accommodate the addition of a new electrical circuit.



APPENDIX "B" PARKING AREAS

1. The lessee who requests the privilege of a parking space must apply to the lessor. Subject to their availability, the lessor may assign a parking space to the lessee who requests it.
2. The lessee who benefits from the privilege of a parking space is required to pay the monthly cost determined by the lessor.
3. To obtain a parking space, the lessee must be the owner or long-term lessee of a vehicle. To this end, they must provide the lessor with the current registration certificate of the vehicle upon request.
4. Parking spaces are numbered, and a parking sticker is given to the lessee. This sticker must be hung from the vehicle's rearview mirror and remain clearly visible.
5. It is forbidden to sublet a parking space.
6. Any exchange of parking spaces between lessees requires the authorization of the lessor.
7. The lessor may, at any time and without prior notice, withdraw the lessee's privilege of a parking space or assign a different space.
8. Some parking spaces are reserved for visitors and are identified to that end. Visitors must respect the signs that may regulate their use. Any vehicle parked in these spaces may be towed without notice and at the owner's expense.
9. Any vehicle parked in one of the following areas may be towed without notice and at the owner's expense: garbage pickup area, area reserved for emergency vehicles, traffic lane, pedestrian area, grassy area, area reserved for the lessor's staff, and any space other than the lessee's assigned space.
10. Parked vehicles must not to interfere with other vehicles and must not to obstruct a traffic lane.
11. The following vehicles are prohibited in the parking areas:
 - Vehicles without license plates
 - Vehicles that are leaking oil or are unable to be driven
 - Recreational vehicles such as trailers and all-terrain vehicles
 - Heavy trucks that exceed the limit of a parking space
12. Vehicle repairs are prohibited in the parking areas or anywhere else on the lessor's property.
13. The lessee is responsible for clearing snow from their vehicle and the electrical outlet of their parking space, if applicable. During snow removal operations, the lessee must move their vehicle in accordance with the established procedure and schedule or following a 30-minute notice. Any vehicle that interferes with the snow removal operations may be towed without notice and at the owner's expense.
14. The lessor is not responsible for any material damage to the lessee's property.