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**Frontier School Division**

**HOUSING INFORMATION HANDBOOK**

**For Tenants Renting Division-Owned Housing Facilities**

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**Revised November 2007**

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## INTRODUCTION

This booklet provides general information regarding Division housing.

The booklet does not confer or create any contractual or other right. All rights and obligations of the Division (hereinafter called the Landlord) and the Tenant are outlined in the Lease and *The Residential Tenancies Act*. In the event of any variations between the Handbook and the provisions of the Lease and the Act, the Act will prevail.

If you have any questions regarding this Handbook, please call the Administrative Officer at your Area office or the Facilities Department at the Winnipeg Office:

Winnipeg Office  
Phone: (204) 775-9741

or

Area 1 Office  
Phone: 204-677-6744

Area 2 Office  
Phone: (204) 638-6839

Area 4 Office  
Phone: (204) 472-3633

Area 5 Office  
Phone: (204) 359-6711

## GENERAL INFORMATION

As of December 2006, Frontier School Division (the Landlord) operates approximately 280 housing units consisting of a variety of structures:

- single and double-wide bungalows with or without basements,
- single storey and multi-storey duplexes with or without basements,
- multi-complex units, single and double storey with or without basements i.e. 4-plex, 5-plex, and
- mobile trailers on crawl space.

All Division housing units have designated numbers.

The Division is responsible for the supply and maintenance of all related housing utilities i.e. hydro, water and sewer. This infrastructure is maintained by the Division in co-operation with community agencies.

## INSURANCE: BUILDINGS AND CONTENTS

Division-owned buildings and contents are insured by the Division. Tenants are responsible for insuring all personal belongings. This insurance is available through payroll deduction. To obtain a quotation please contact HB Insurance at:

1-800-561-0307  
9:00 a.m. to 9:00 p.m.



## **HOUSING ASSIGNMENTS TRANSFERS, APPEALS, TERMINATIONS, EVICTIONS**

### **HOUSING ASSIGNMENTS**

Accommodation units vary by community. Units include single and doublewide fixed houses or trailers, duplexes, four-plexes or five-plexes. Every attempt will be made to accommodate Tenants' needs when a unit is assigned. To ensure that there is an equitable distribution of available units within the community, the assignments will be based on the following criteria:

- availability of units,
- marital status, (single, married, dependants),
- health concerns, e.g. disabilities, allergies, and
- gender (when assigning shared accommodation).

All housing assignments are administered through the Area offices.

a. Availability of Units

If Division-owned housing is unavailable, the Division will, where possible, provide local rental accommodation. Rental charges will be based on Division rental rates.

b. Marital Status

i. Family/Dependents

Single family units will be assigned where available. If a single family unit is not available, a family unit in a multi-unit complex may be assigned.

ii. Single

Single staff will be assigned a one-bedroom unit in a single unit where available. If a single one-bedroom unit is not available, employees may be requested to share accommodation or upon availability, be assigned to a 2 or 3 bedroom house. If required to share, the Tenants' gender, health concerns and personal considerations will be considered when assigning accommodation.

c. Transportation

Teachers who do not own transportation will be assigned a unit as close to the school as possible.

## **TRANSFERS**

Requests for transfer must be made in writing to the Area Superintendent. Requests will be accommodated based on the following criteria:

- a. availability,
- b. change in marital status (legal or common-law), and
- c. health concerns.

## **APPEALS**

Appeals regarding housing assignments must be made in writing to the Area Superintendent with a copy to the Chief Superintendent. The Area Superintendent's decision may be appealed to the Residential Tenancy Board. The Residential Tenancy Board's decision will be final and binding.

## **TERMINATIONS**

The Tenant must provide written notice to the Area office of rental termination thirty (30) days prior to leaving the premises (See Appendix A). The Area office will forward this notice to the Winnipeg office.

Before the Tenant departs the community, an inspection will take place to determine if the security deposit will be refunded.

## **EVICCTIONS**

Tenants may be evicted by the Division as per provincial legislation governing residential tenancies (Appendix B).

## RENTAL RATES

The rental rate is calculated by using a per square foot cost. The formula used for the square foot cost is based on rent guidelines set by the Manitoba Residential Tenancy Board. Although a square footage cost may be the basis for setting the amount of rent, it is the amount specified on the standard Form Tenancy Agreement, which governs.

The Landlord has four levels of per square foot costs. Each level is based on the following housing criteria:

- a. units with furnishings, no basement,
- b. units with furnishings, with a basement,
- c. units without furnishings, no basement, and
- d. units without furnishings, with a basement.

For the purpose of calculating the rent, the total square footage of a house is established by the dimensions taken along the outside perimeter of the building of each floor including porches. Basements are excluded.

In a multi-complex unit, the square footage is calculated by the dimensions of the exterior perimeter up to the centers of the unit dividing walls. The Division office will provide notice of annual rental increases to all Tenants by February 15.

**EXAMPLE:** a 24' x 32' unit = 768 sq. ft. would cost:

		<b>Rental Cost as at Sept. 1/07</b>	<b>Per Square Foot Cost</b>
Furnished	No basement	\$370.00	\$0.4824
	Basement	\$393.00	\$0.5116
Unfurnished	No basement	\$314.00	\$0.4084
	Basement	\$336.00	\$0.4373

Sewer, water, hydro, heating costs and taxes are included in the rental fee.

Tenants who are teachers are deducted rental fees on a semi-monthly basis for 11 months of the year, while non-teaching Tenants are deducted on a bi-weekly basis for 12 months of the year. Rental fees are paid through payroll deduction.

## **FURNISHINGS AND APPLIANCES**

The Division supplies furnishings and appliances as follows:

Where applicable, the Division supplies major appliances such as fridge, stove, washer and dryer for units accessible by all-weather roads.

Units NOT accessible by all-weather roads, the Division supplies all major appliances such as fridge, stove, washer, dryer, and drapes. Furniture is also supplied as follows:

- i. kitchen: table, 4 chairs,
- ii. living room: sofa, chair, coffee table, end tables and lamps,
- ii. master bedroom: double bed, end tables, lamps, chest of drawers, and
- iii. every additional bedroom: single bed, chest of drawers, 1 end table, 1 lamp.

## **SECURITY DEPOSITS**

A security deposit is required from each Tenant. The Division holds this deposit until the Tenant moves out of the rental unit at which time an inspection of the unit is completed by the staff and the Tenant.

The amount of security deposit is one half of the first month's rent. Security deposits are deducted in November for all new staff and for those who change accommodation during the summer. The Tenant receives interest on the security deposit. The interest is calculated from the time the Landlord receives the security deposit until it is returned to the Tenant. The interest rate on the security deposit is set by the Province annually. Some or all of the security deposit will be withheld by the Division if the Tenant:

- does not pay the monthly rent,
- leaves without notice,
- causes damage during tenancy, or
- does not adequately clean the unit when they move out.

In the event the deposit is not refunded, the Tenant must receive written notice within 28 days of the end of tenancy. Normally, security deposits must be returned to the Tenant within 14 days of the end of a tenancy.

If the Tenant does not agree with the Landlord's decision to withhold the security deposit, either party can approach the Provincial Residential Tenancies Branch, for a decision on which party should receive the security deposit and related interest. The Residential Tenancies Branch will then contact both parties to try and settle the claim through mediation. If mediation is unsuccessful, the Branch will decide who will receive the security deposit.

## **STANDARD HOUSING INSPECTIONS**

Annual inspection of housing units takes place for several reasons:

- ongoing preventative maintenance,
- major renovation requirements,
- upkeep for insurance purposes,
- health and safety for Tenants, and
- environmental concerns.

Housing inspections also take place when a new Tenant moves in or when the current Tenant moves out.

Inspections are carried out by:

- Division office facilities staff for major renovations,
- Area Administrative Officers,
- school maintenance staff, or
- specialized trades people.

An inspection can also take place if requested by the Tenant in writing to the Area Superintendent with reasons for the additional inspection. Verbal requests for inspections will not be accepted.

The Landlord or designate, including specialized service persons will obtain the Tenant's permission to enter the premises to conduct the inspection. The Tenant will be given 24 hours notice by the Landlord (or designate) to obtain the permission to enter the premises and conduct the inspection.

## **CONDITION REPORT FURNITURE AND RENTAL UNIT**

The Condition Report is a three-part form (Appendix D) which details the condition of the furniture and the rental unit. It is used to identify the condition of Division-owned contents and the rental unit when the Tenant moves in and when the Tenant moves out. The Landlord and the Tenant will inspect the rental unit together. Any damage shall be recorded on the condition report form. The report is then signed and dated by both parties, each retaining a copy. This report is used to calculate the refund of the security deposit. A work order will be completed for any required repairs or renovations. These repairs and renovations will be done on a priority basis.

## **GENERAL RESPONSIBILITIES OF THE LANDLORD AND TENANT**

### **LANDLORD RESPONSIBILITIES**

The Division will:

- make rental unit available and functional for the Tenant on the date the Tenant is to move in,
- ensure the rental unit is in proper condition for the duration of the tenancy agreement,
- repair and maintain rental unit and grounds,
- investigate and resolve complaints of disturbance, vandalism and safety hazards,
- provide adequate security for the Tenant, and
- ensure essential services such as heat, gas, and electricity are supplied.

### **TENANT RESPONSIBILITIES**

The Tenant will:

- keep rental unit and grounds clean and tidy (cut grass, snow removal, and void of debris),
- ensure proper and safe storage of personal property,
- receive permission from the Division for redecorating (paint, wallpaper, and finishes) before it takes place,
- ensure no damage is made to the interior/exterior of the unit. Malicious damage caused by the Tenant is the Tenant's responsibility,
- not endanger the safety of others in the building or complex,
- not disturb others in a residential complex. Abide by all common sense protocol,
- abide by the Landlord's rules, regulations and requests if reasonable,
- notify the Landlord of necessary repairs (Appendix E),
- not provide others with building keys unless authorized by the Landlord, and
- obtain all keys from administration and return them upon vacating the premises.

## **REPAIRS AND MAINTENANCE**

The Division is responsible for the overall safety and comfort standards of the building, including provision of furniture and appliances. General housekeeping is the responsibility of the Tenant.

Appendix E describes the Landlord's and Tenant's responsibilities regarding repair and maintenance of the unit and grounds. Tenants should become familiar with these procedures.

Appendix F is the "Tenant Repair Work Order" form. This form must be filled out by the Tenant before a request for work is processed by the Division. Forms are available at the school administration office. The work orders are used by the maintenance staff when carrying out housing inspections, for budgeting and preventative maintenance, and for tracking project completion times.

Once a Tenant Repair Work Order has been filed, maintenance staff/supervisors are responsible for designating local maintenance staff or specialized trades people to perform the required work. In the event there is no local maintenance staff, the Division will contact local contractors to do the required work.

Both the Tenant and the Division can track the status of the work order request from the information provided on the work order. A copy of this work order is provided to the Tenant that includes the estimated project start and completion date. Tenants are encouraged to retain a copy of the completed work order in the housing unit for reference by both the Tenant and the Division. Copies are also kept at the Area office level.

Tenants must report any emergencies to the Maintenance Supervisor (for example, a leaking hot water tank) to ensure timely repair of facilities.

## **ALTERATION REQUESTS**

Tenants can request alterations to a unit. Alterations can be carried out by the Tenant for such things as:

- painting and wallpapering,
- minor wall alterations or additions in basements,
- specialized fixtures in washrooms or kitchens,
- custom lighting in existing fixture outlets,
- custom appliances,
- outside storage buildings, fences, and
- satellite dish installations (not permitted on roof).

Requests for alterations to the unit must be directed to the Maintenance Supervisor in writing. The Maintenance Supervisor, in turn, will review the request with appropriate staff members and reply to the Tenant in writing.

The cost of labour and materials for any personal alterations requested by the Tenant are the sole responsibility of the Tenant. The Division may request that such alterations be removed by the Tenant upon termination of tenancy and the alterations be reversed to reflect the original content and/or finishing of the rental unit at the expense of the Tenant.

Tenants can request the Division alter their unit for personal reasons. However, under no circumstances will any alteration take place first without the consent of the Division. No alterations will be approved by the Division unless they are deemed safe, environmentally acceptable, cosmetically acceptable, and of satisfactory quality. All alterations will be reviewed under the guidelines of the Manitoba Building Code if applicable.

## **RENTAL UNIT ACCESS RIGHTS**

Pursuant to the *Residential Tenancy Act*, the Landlord has an entry key and limited access rights to every rental unit in the Division. The Landlord must ask the Tenant for permission to enter the unit prior to any approved maintenance work being carried out.

Where an emergency exists and entry to the rental unit is necessary, for example in the case of an immediate emergency relating to electrical, sewer, water, fire or unforeseen forces of nature, the Landlord may enter a rental unit occupied by the Tenant without the Tenant's permission. The Landlord has the right to access a premise if they suspect damage under Divisional insurance policies such as pipes breaking, water leakage due to flooding, etc. Access in this case shall be recorded and the Tenant shall be advised if not available at the time of access.

Tenants who leave the rental unit during holidays or vacations must notify the school administration of their absence. The Landlord will notify the Tenant if there is work to be done in their premises during their absence and receive permission from the Tenant to enter the rental unit.

## **HOUSING SAFETY**

### **DIVISION RESPONSIBILITIES**

The Division will ensure that:

- basic structure, doors, windows, sidewalks, fencing and lighting is properly maintained on all units,
- security systems, such as motion lights and alarm systems, will be provided for all units in designated communities, and
- fire extinguishers and smoke alarms are provided.

### **TENANT RESPONSIBILITIES**

Tenants need to maintain a safety level in the rental unit including time away for vacation and holiday time. This includes:

- ensuring that all safety items pertaining to utility systems, windows, doors, electrical, plumbing and general house disrepair are identified in housing inspections or in emergency situations,
- taking precautions with appliances, furniture, electrical panels, and utility equipment,
- keeping doors locked when the building is vacant,
- ensuring that appliances are shut off for those that do not need to operate when vacant,
- turning off all lights when the Tenant is not in rental unit during the daytime,
- advises pertinent staff if they will not be in their rental unit for any length of time,
- clearing all snow from landings, steps and sidewalks,
- ensuring that storm doors do not remain open at any time when not in use,
- annually check and monitor smoke alarms/batteries,
- changing furnace filters twice a year for a safe environment and good air quality, and
- reporting concerns related to safety hazards within the building or on the property, to appropriate Division staff.

## **VACATIONS AND EXTENDED ABSENCE CHECKLIST**

When leaving your unit for an extended period of time, please:

- advise Area office of the period of your absence,
- arrange to have someone look after your house and pets regularly,
- check the smoke alarm batteries and replace if necessary,
- check that screen doors/windows are locked,
- check that furnace and appliances are turned off relative to seasons, and
- check that all doors are locked.

## **PETS**

Pets are permitted in the unit. However the Tenant is liable for any damage or harm to people or property by their pets. The following conditions apply:

- that the Tenant will have no more than 2 pets per unit,
- tenant takes full responsibility for the animal's behaviour and actions,
- damage caused to the unit and contents by pets to be repaired or replaced at the Tenant's expense,
- regularly cleaning unit to remove all animal hair and odour,
- exterior animal compound(s) constructed in a safe and neat fashion, and
- consultation with the Area Superintendent of plans to build animal shelter(s).

## RESIDENTIAL TENANCY AGREEMENT

The Residential Tenancy Agreement (also referred to as a “fixed term tenancy agreement”) is a binding contract between the Landlord and the Tenant for the period of the lease noted on the agreement (Appendix C). This agreement must be signed by both the Landlord and the Tenant. A copy of the signed agreement is provided to the Tenant for their records.

A standard Residential Tenant Agreement outlines the following:

- date of tenancy commencement and termination,
- amount of rental fee,
- date of payments,
- rental inclusions,
- names of persons that will reside with Tenant,
- Tenant responsibility for utilities,
- rules and conditions of the *Residential Tenancy Act*, and
- Division’s own reasonable house rules.

Tenants are required to sign the agreement annually to:

- secure the residence for one full year,
- establish conditions for both parties,
- ensure maintenance requirements are met to the satisfaction of both parties, and
- ensure that the Tenant recognizes the legality of the lease.

Annual lease renewal forms will be provided to Tenants each year for those who are remaining in the same unit.

## COLLECTIVE AGREEMENT

An excerpt from the Collective Agreement between the Frontier School Division and the Frontier Teachers’ Association (July 1, 2006 to June 30, 2009) is noted below:

### ARTICLE 22.00 – HOUSING

*“Rental increases and policy changes regarding housing, utilities, furniture, and teacherage equipment will be made by the Division after consultation with the Frontier Teachers’ Association. Notification of changes will be made to the teachers by February 15<sup>th</sup>. The effective date of any changes will be the following September. Rental increases shall not exceed the limit established by the Provincial Government guidelines”.*

**APPENDIX A**

**NOTICE OF TERMINATION BY TENANT**

Frontier School Division  
Name of Landlord \_\_\_\_\_

\_\_\_\_\_  
Address of Rental Unit

I am terminating my Tenancy Agreement for unit # \_\_\_\_\_ in \_\_\_\_\_,

Manitoba, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

**PROVINCE OF MANITOBA RESIDENTIAL TENANCIES ACT**

**TERMINATION BY LANDLORD FOR CAUSE**

**Termination for non-payment of rent**

**95(1)** If a tenant fails to pay the rent within 3 days after it is due, the landlord may give the tenant a notice terminating the tenancy on the day the rent was due.

**Content of notice**

**95(2)** A notice given by a landlord under subsection (1) must specify the amount of the unpaid rent and state that the tenant is entitled to dispute the lawful right of the landlord to give notice.

**Termination - N.S.F. cheque for security deposit**

**95(3)** When a security deposit given to a landlord in the form of a cheque or other negotiable instrument is not paid on presentation, the landlord may give a notice of termination to the tenant to be effective not earlier than 5 days after the notice is given unless within that time the tenant pays the security deposit and the prescribed costs to the landlord in cash or by certified cheque.

**Tenant must pay security deposit within 5 days**

**95(4)** A tenant may, within 5 days after receiving a notice under subsection (3), pay the security deposit and the prescribed costs to the landlord in cash or by certified cheque and in that case the notice of termination is void.

**Acceptance acts as a waiver**

**95(5)** By accepting late payment of rent or a security deposit, a landlord waives the right to terminate the tenancy unless at the time of accepting payment the landlord confirms in writing that he or she intends to treat the agreement as terminated.

**Director's authority re late payment**

**95(6)** If a tenant pays the amount of outstanding rent or a security deposit and any prescribed costs before an order of possession is granted, the director may order that a notice of termination is void, but the director may do so only if the tenant has not, without reasonable and justifiable cause, been habitually late in paying.

[S.M. 1993, c. 45, s. 26](#); [S.M. 2005, c. 35, s. 11](#).

## Termination for causes other than failure to pay

96(1) A landlord may give the tenant a notice of termination if

(a) the tenant contravenes or fails to comply with any of the following provisions of this Act:

- (i) repealed, S.M. 1993, c. 45, s. 27,
- (ii) subsection 53(2) (change of locks or doors: rental unit),
- (iii) subsection 53(3) (change of locks or doors: residential complex),
- (iv) section 70 (obligation to keep unit clean),
- (v) subsection 72(1) (obligation to take care and repair damage),
- (vi) section 73 (duty not to disturb others),
- (vii) section 74 (impairment of safety by tenant),
- (viii) section 76 (overcrowding),
- (ix) section 78 (no misrepresentation of premises), or
- (x) subsection 42(1) (assign or sublet without consent),

and the tenant fails to remedy the contravention within a reasonable time after receiving written notice to do so by the landlord;

(b) the tenant breaches a material term of the tenancy agreement and fails to remedy the breach within a reasonable time after receiving written notice to do so by the landlord; or

(c) the tenant,

(i) other than a tenant referred to in subclause (ii), fails to comply, within a reasonable time after having received written notice to do so from the landlord, with a rule as required by subsection 11(2) and the observance of the rule is essential to the reasonable operation of the residential complex, or

(ii) who is a tenant in a unit under *The Condominium Act*, fails to comply, within a reasonable time after having received written notice to do so from the landlord, with the declaration, by-laws or rules under *The Condominium Act*.

## Length of notice

96(2) Except as provided in subsection (3), a notice of termination under subsection (1) must not be less than 1 rental payment period effective on the last day of a rental payment period.

### **Early termination for cause**

**96(3)** The landlord may give a notice of termination effective not earlier than 5 days after the notice is given if there is a contravention of

(a) section 70 (obligation to keep unit clean) or section 74 (impairment of safety by tenant), if the contravention poses an immediate risk to the health or safety of the landlord, or a person permitted in the residential complex by the landlord, or another tenant or occupant of the residential complex;

(b) subsection 72(1) (obligation to take care and repair damage), if the contravention results in extraordinary damage; or

(c) section 73 (duty not to disturb others), if the contravention results in an extraordinary disturbance.

### **Notice to remedy not required**

**96(4)** A landlord may give a tenant notice of termination arising from a contravention referred to in subsection (3) without first giving the tenant written notice to remedy the contravention within a reasonable time.

[S.M. 1993, c. 45, s. 27](#); [S.M. 1997, c. 35, s. 14](#); [S.M. 2004, c. 33, s. 14](#).

**APPENDIX C**

**RESIDENTIAL TENANCIES  
STANDARD RESIDENTIAL TENANCY AGREEMENT**

This form of Tenancy Agreement is prescribed under *The Residential Tenancies Act* (the Act) and applies to all residential tenancies in Manitoba. Two copies must be made and signed by both Landlord and Tenant. One copy must be given to the Tenant within 21 days after it is signed.

This Tenancy Agreement is made in duplicate between:

The **Frontier School Division**, 1402 Notre Dame Ave, Winnipeg Manitoba, R3E 3G5 Ph: (204) 775-9741

And

\_\_\_\_\_ the Tenant

**Address of Rental**

1. The Landlord agrees to rent to the Tenant the rental unit at the following location:

\_\_\_\_\_ Address

**Term of Tenancy**

2. Complete either (a) or (b):

(a) Fixed Term Tenancy

The tenancy is for a fixed term beginning on **August 1<sup>st</sup>, 20\_\_** and ending on **July 31<sup>st</sup>, 20\_\_**  
(termination date)

Unless the tenancy has been terminated in accordance with the Act, the Landlord shall offer the Tenant a renewal of this agreement at least three months before the termination date. If the Tenant does not sign and return the renewal at least two months before the termination date, this agreement will expire on the termination date. (Agreements for teaching staff with tenure will renew automatically unless they give notice they are leaving.)

(b) Periodic Tenancy

The tenancy is periodic, beginning on \_\_\_\_\_ 20\_\_ and continuing from \_\_\_\_\_  
(week to week, month to month, etc.)

**Amount of Rent Payable**

3. The Tenant agrees to pay rent to the Landlord by payroll deduction on the first two pay days of every month, (or by cheques due on the 1<sup>st</sup> of the month if not on Frontiers' payroll) in the following amount:

(Note: both columns are to be completed if a rent increase is due on the rental unit before the termination date of this agreement.)

	Effective _____ 20__	Effective _____ 20__
For rental unit:	\$ _____	\$ _____
_____	\$ _____	\$ _____
Other (specify _____)		
Total Monthly rent:	\$ _____	\$ _____

**Services and Facilities**

4. (a) The Tenant agrees to pay for the following services and facilities:

\_\_\_\_ Telephone & Cable TV or satellite services if required\_\_\_\_\_

(b) The Landlord agrees to provide, or pay the supplier of, all other services and facilities, including the following utilities: **sewer, water, heating costs & taxes**

**Security Deposit**

5. The Landlord acknowledges receipt from the Tenant of a security deposit of \$ \_\_\_\_\_by payroll deduction in November 20\_\_\_\_, or within 2months if this agreement commences after October 1<sup>st</sup>.

**Occupants of Rental Unit**

6. In addition to the Tenant and any increase in the Tenant’s family by marriage, birth or adoption during the tenancy, only the following persons may occupy the rental unit:\_\_\_\_\_

**Use of Rental Unit for Residential Purposes only**

7. The Tenant agrees to use the rental unit and residential complex for residential purposes only and shall not carry on, or permit to be carried on, any trade or business in the rental unit without the written consent of the Landlord.

**Furniture**

8. Check either (a) or (b):

(a) \_\_\_\_\_ No furniture is provided, only major appliances fridge, stove, washer & dryer are provided.

(b) \_\_\_\_\_ Furniture is provided and an itemized list of the furniture is attached.

**Obligations under Act**

9. The Landlord and Tenant shall comply with all obligations imposed on them by the *Act*.

**Termination**

10. The Landlord or the Tenant may terminate this agreement in the manner and under the circumstances described in the *Act*.

**Additional Rules and Conditions**

11. The Landlord and Tenant agree to comply with any additional rules and conditions that are included in the **Frontier School Division Housing Information Handbook**. Any additional rule or condition that is inconsistent with the *Act* cannot be enforced.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant

# APPENDIX D

## FRONTIER SCHOOL DIVISION SCHEDULE A

Dated: \_\_\_\_\_  
 Landlord: Frontier School Division  
 Tenant: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_

**FOR OFFICE USE:**  
 Unit No: \_\_\_\_\_ Community: \_\_\_\_\_  
 Inspection completed by: \_\_\_\_\_  
 Department: \_\_\_\_\_

FURNITURE CONDITION REPORT		Date (1)	Date (2)	RENTAL UNIT CONDITION REPORT		Date (1)	Date (2)
Print or Write Clearly	G - Good M - Missing D - Damaged B - Broken S - Scratched or Marked	Condition at Commencement of Occupancy	Condition at Termination of Occupancy	Print or Write Clearly	G - Good M - Missing D - Damaged B - Broken S - Scratched or Marked	Condition at Commencement of Occupancy	Condition at Termination of Occupancy
Living Room	Chesterfield			Exterior	Stucco and/or Siding		
	Chesterfield Chair				Front and Rear Entrances		
	Occasional Chair/Rocker				Garbage Container (s)		
	Coffee Table				Glass and Frames		
	End Tables				Screens & Storm Windows		
	Lamps				Grounds and Walks		
	Drapes			Keys Issued			
				Keys Returned			
Kitchen Dining Area	Table			Kitchen	Ceiling		
	Chairs				Walls and Trims		
	Range				Floor		
	Refrigerator				Countertop		
	Drapes				Cabinets and Doors		
Utility Room	Washing Machines			Range - Condition & Equipment			
	2 Tubs (Twin)			Sink and Stoppers			
	Clothes Line			Closets			
				Refrigerator			
Master Bedroom	Bed with Mattress			Basement	Stair and Stairwell		
	Dresser				Walls and Floor		
	Night Table				Furnace, Water Heater & Plumbing		
	Lamp			Living Room Dining Room	Floor		
	Drapes				Ceiling		
	Chest of Drawers			Walls and Trim			
2nd Bedroom	Bed with Mattress			Stairwell and Hall	Closets		
	Dresser				Treads and Landings		
	Night Table				Walls and Trims		
	Lamp			Ceilings			
		Drapes			Closets		
3rd Bedroom	Bed with Mattress			Bathroom	Ceiling		
	Dresser				Floor		
	Night Table				Walls and Trim		
	Lamp				Cabinets and Mirror		
		Drapes				Tub, Sink and Toilet	
				Closets			
				Bedrooms	Floor, Walls and Trim		
					Closets, Ceilings		
				Doors			
				Lighting Fixtures - Throughout			
				General Condition - Cleanliness			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Security Deposit Refunded: Yes \_\_\_ No \_\_\_  
 (Please check one)

\_\_\_\_\_  
 Landlord Representative's Signature

Occupant's Forwarding Address: \_\_\_\_\_  
 (after termination of occupancy) \_\_\_\_\_

\_\_\_\_\_  
 Occupant's Signature

WHITE - OCCUPANT      CANARY - AREA OFFICE      PINK - SCHOOL

## SCHEDULE C

**A. Repairs to be completed on Initial Occupancy:**

List Repairs:	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>	
Landlord agrees to complete repairs by: _____, 20_____ Date  _____ Signature of Landlord	Date Repairs Completed: _____, 20__  Acknowledged by: _____ <div style="text-align: right;">Signature of Tenant</div> _____, 20_____ Date

**B. End of Tenancy**

I agree with the Condition at End of Tenancy with the following exceptions: _____	
I agree to pay for the following damages:	
Item	Cost
_____ Signature of Tenant	_____ Date

Signatures required indicating Report Completed:

_____ Landlord's Signature (On Move-In)	_____ (On Move-Out)
_____ Tenant's Signature (On Move-In)	_____ (On Move-Out)

Tenant's Forwarding Address (After end of tenancy): \_\_\_\_\_  
 \_\_\_\_\_

**SCHEDULE OF REPAIRS AND MAINTENANCE  
FOR TENANTS**

<b>A. INTERIOR</b>	<b>MAINTENANCE TO BE CARRIED OUT BY DIVISION</b>	<b>MAINTENANCE TO BE CARRIED OUT BY TENANT</b>
Floor	Repair and replace	Clean and wax
Trim – Baseboards Molding	Repair or replace	Keep clean
Window Curtain Rods and Drapes	Replace if worn out	Replace if destroyed by occupant
Stairways	Repair	
Kitchen Cupboards	Repair and remodel at discretion of Division	Clean
Bookcases and shelves	Repair	
Plaster, Wallboard, Plywood	Repair and preserve	Clean
Painting	Decorate at discretion of Division	Keep clean, decorate with permission of Division
Papering	At discretion of Division	With permission of Division
Floor Sanding	By Division	
Floor Waxing		By Occupant
Plumbing	Supply suitable water pipes fittings and facilities. Repair and replace	Water treatment. Salt & chemicals
Cook Stove	Repair or replace	Keep clean
Refrigerator	Repair or replace	Keep clean
Kitchen Sink	Supply, repair or replace taps, fittings, drain and waste.	Clear drain.
Bathroom	Do major repairs to basin, bath, shower, water closet, taps	Keep clean.
Laundry Taps	Repair or replace taps	Keep clean.
Water Heater	Repair or replace tank, fittings, element	Keep clean
Gas Piping	Repair	
Water Pump	Adjust or replace parts for pump	Report if pump is inefficient
Heating Equipment (see below)	Supply adequate heating and undertake repairs	
Electric Wiring Wiring, outlet boxes, Fittings, switches, Receptacles, thermostats, door bell	Supply, repair and replace in conformance with specifications and workmanship requirements of Manitoba Hydro	Restricted to installing new fuses and electric light bulbs
Electric Light Bulbs	Supply original bulbs	Replace bulbs
Telephone	By Manitoba Telecom Services	
Wood Burning Heating Systems		Keep clean for safe operation
Smoke Alarms	Supply & install as per code	Change batteries as required
Furnace Filters	Supply filters	Tenant to replace

<b>B. EXTERIOR</b>	<b>MAINTENANCE TO BE CARRIED OUT BY DIVISION</b>	<b>MAINTENANCE TO BE CARRIED OUT BY TENANT</b>
Foundation	Preservation and repair	
Chimney	Repair and maintain	
Walls	Keep in state of preservation and undertake major repairs	Painting if authorized by Division
Steps, Stoops, Porches, Verandahs	Painting and repair at discretion of Division	Supply and install any personal amenities, i.e. railings etc.
Windows – Glass	Preserve and undertake major repairs. Paint at discretion of Division	Replace glass under supervision. Do minor repairs or painting
Storms	Supply, install and repair	Remove, replace and paint with permission
Screens	Supply and replace	Remove, paint and replace with permission
Doors	Repair or replace and install	
Locks	Supply and install	
Keys	Supply	Replace if lost
Roof Covering	Preserve and repair	
Eavestroughing and Sheet Metal	Repair and replace	
T.V. Antenna	Tenant install	
Drains and sewer	Undertake repairs	

<b>C. GROUNDS</b>	<b>MAINTENANCE TO BE CARRIED OUT BY DIVISION</b>	<b>MAINTENANCE TO BE CARRIED OUT BY TENANT</b>
Garage	Paint, repair or replace at discretion of Division	Keep clean
Landscaping/Lawns	Original grading, laying of sod seeding at discretion of Division	Cutting of lawn by Tenant
Sidewalks	Supply where advisable	Keep in good condition
Driveway	Construct and maintain	Keep in good condition
Fences	Supply and erect at discretion of Division	Keep in repair and replace any broken parts if approved by Division
Hedges & Gardens	Supervise care	Care of hedges, shrubs, gardens, if approved by Division
Snow Clearing	Major snow removal i.e. roadways	Driveways, sidewalks and door steps/landings

## PROCEDURES

### PART A

1. The Tenant fills out Part A of the “Tenant Work Order” and returns the 4-part form to the designate at the respective school. Part A includes:
  - a. Tenant name
  - b. rental unit number
  - c. school name
  - d. description of work required

### PART B

1. The maintenance person fills in Part B of the “Tenant Work Order”, identifying the:
  - a. date work order was received
  - b. estimated project start and finish dates
2. One copy is provided to the Tenant.
3. One copy is provided to the area Maintenance Supervisor.

### PART C

1. The maintenance person who completes the project will indicate the actual:
  - a. project start date
  - b. project completion date
  - c. labour time in hours
  - d. approximate material cost
  - e. comments about the work i.e. backorders
  - f. name of person who completed the work
2. When all work is completed and signed off, the maintenance person provides the Tenant with a copy of the completed form. This will indicate to the Tenant that the work is complete.
3. The original completed form is sent to the Area maintenance supervisor/designate.
4. At the end of each fiscal year the Area maintenance supervisor will provide an annual report to the Coordinator, Facilities, Housing and Maintenance Programs reporting on the work carried out at the teacher residences.

**TENANT REPAIR WORK ORDER**

**PART A: COMPLETED BY TENANT**

**Submit completed form to on-site Maintenance person, or the Principal if no on-site Maintenance staff.**

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TENANT NAME: \_\_\_\_\_

RENTAL UNIT #: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

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DESCRIPTION OF WORK REQUIRED:

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**PART B: COMPLETED BY MAINTENANCE PERSON**

DATE WORK ORDER RECEIVED: \_\_\_\_\_

ESTIMATED PROJECT START & END DATES: \_\_\_\_\_

ESTIMATED MATERIALS & SUPPLY COSTS: \_\_\_\_\_

**Copy given to Tenant and Maintenance Supervisor.**

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**PART C: COMPLETED BY MAINTENANCE PERSON**

PROJECT START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

LABOUR TIME (HRS.) \_\_\_\_\_ APPROX. MATERIAL COST: \_\_\_\_\_

COMMENTS:

COMPLETED BY: \_\_\_\_\_

**Original to Maintenance Supervisor & copy to Tenant when work complete.**

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Distribution: yellow-Tenant; green-maintenance supervisor; when work requested  
blue-Tenant; original-maintenance-supervisor, when work completed