

ALMAGUIN MANOR RESIDENCE

RULES AND REGULATIONS

SCHEDULE D GUEST POLICY

The Almaguin Manor Residence is a senior's accommodation building, intended for persons over the age of 60 years. Therefore, it is important to the Almaguin Manor Residence Management Group that the buildings occupancy be maintained as such and that all tenants and guests adhere to an environment of peaceful enjoyment. It is equally important to ensure the safety of residents is protected at all times, therefore Tenants are asked to have all guests sign in and out through the use of a guest book located in the main entrance of the building.

POLICY

It is the intention of this Guest Policy to prescribe policies for the treatment of guests. It is important to understand the difference between "guests" and Secondary Occupants, as listed in the Unit Lease Agreement Section 3,3.3.

Guests of the Almaguin Manor Residence Tenants, are permitted, provided the procedures listed below are adhered to;

- Not staying more than 14 consecutive days,
- Request and receive written approval of a stay longer than 14 days from the Almaguin Manor Residence Management Group,
- Guests under the age of 18 are under supervision of the Tenant(s) at all times,
- Guests with a vehicle are required to park in "Visitor Parking" only and shall adhere to the parking rules and regulations as set out in the Almaguin Manor Residence Tenancy Agreement Section 11,
- Guests who are accompanied with pets are to adhere to the Schedule E, Pet Policy.

PROCEDURES

If in the event a guest is found to be staying with an Almaguin Manor Residence Tenant longer than the prescribed 14 days, the Almaguin Manor Residence Management Group will seek confirmation that the non-approved person(s) are staying in the Unit without approval.

Confirmation can include but is not limited to;

- Mail being received by the guest at the Tenant's address
- Receiving income assistance using the Tenant's address
- Listing the Unit address for the purpose of voting, car registry, employment or other means
- Police reports/investigations

If it is determined that a Tenant(s) is housing a non-approved guest for longer than the permitted time frame, the Almaguin Manor Residence Management Group will immediately notify and advise the Tenant(s) that;

- Any unauthorized person(s) living in the Unit must leave or make application to become a Secondary Occupant within 24 hours.

- The tenancy of the Tenant is now in jeopardy
- If the unauthorized person(s) are not eligible to become a secondary tenant, the unauthorized person(s) will be required to vacate the Unit within 24 hours of receiving written notice of their unsuccessful application.
- If the unauthorized person(s) refuse to vacate the Unit, the Tenant may receive a Notice to Terminate the Tenancy effective immediately.

The Almaguin Manor Residence Management Group reserves the right to alter this Schedule from time to time, as needed, and will provide notice of such to tenants with a 30-day notice of implementation.