

## ALMAGUIN MANOR RESIDENCE

### RULES AND REGULATIONS

#### SCHEDULE H KEY POLICY

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The Almaguin Manor Residence Management Group takes the safety and security of our tenants, guests and property very seriously. The purpose of this policy to serve as the framework by which all keys will be managed, issued, duplicated, stored, returned and accounted for.

Keys to the building and units are distributed at the time of occupancy or when written requests for additional or replacement keys are made. Keys are issued only to the tenant(s) indicated on the Almaguin Manor Lease Agreement. As per Section 6, 6.3, tenants agree that locks on doors to Units, within the Unit and the building must not be changed or altered in any way, unless done by the Property Manager at the direction of the Management Group.

No person in possession of keys shall knowingly duplicate or copy any key to any lock that is the property of the Almaguin Manor Residence. Such act will result in the individual being accountable for all expenses related to the replacement of all compromised locks.

Keys may not be duplicated or issued except through the Almaguin Manor Residence Management Group.

The fee for additional or replacement keys is at cost.

#### Issuing of Keys:

- Management will issue keys
- Each unit will receive keys based on occupancy;
  - i) In the continued interest of safety, keys will be distributed based on occupancy, if maximum occupancy is not achieved per unit the maximum number of keys will not be issued.
  - ii) One-bedroom Units of the Almaguin Manor Residence have a maximum occupancy of two persons, therefore only two keys for the exterior entrance and two keys plus one spare will be provided for the individual leased Unit.
  - iii) Two-bedroom Units of the Almaguin Manor Residence have a maximum occupancy of four persons, therefore four keys for the exterior entrance and four keys to the individual leased Unit will be provided to the tenant.

#### Collection of Keys:

- All keys issued must be returned to management upon tenancy termination
- Employees and contractors of the building must return their keys upon dismissal and/or completion of task
- Upon the death of a tenant the estate of the tenant must return all keys issued after the deceased tenants belongings have been removed.

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.