



YELLOWKNIVES DENE FIRST NATION

HOUSING DIVISION

HOUSE RULES

These house rules are established to ensure that all tenants of the Yellowknives Dene First Nation Housing Division understand their responsibilities so that all tenants and Yellowknives Dene First Nation community members can enjoy living in a safe and comfortable environment.

Maintenance

It is the tenant's responsibility to notify the housing division right away of any repairs required to their public housing ("the unit") or the equipment in the unit. If problems are not reported right away, the tenant will be held responsible for any additional costs involved in the doing in repairs. The maintenance phone numbers are:

House Division office:	(867) 920 - 4403
After hours:	(867) 446 – 0937
For the Sikyea:	(867) 446 - 3427

Housing Division maintenance staff will put every effort into responding to maintenance calls in a timely fashion. Emergency calls (calls related to serious heating and plumbing problems or security issues) are priority and are responded to first.

Tenant damages are willful damages to the unit or the equipment in the unit caused by the tenant or visitors allowed in the unit by the tenant. Tenant damages are the responsibility of the tenant and the cost to repair of these damages will be charged to the tenants rent account.

When a tenant moves into a new unit, the unit has been cleaned and repaired by the Housing Division. When the tenants move out, he/she will be responsible for cleaning the unit and removing all his/her belongings from the unit and the yard. Housing Division staff will not provide moving services for its tenants.

Any clean-up and/or removal (and disposal) of tenant's belongings by Housing Division staff will be charged to tenant's rent account.

The Housing Division equips each unit with new light bulbs when a new tenant moves-in. after move-in, the tenant is responsible for replacing the burnt out light bulbs.

The tenant is responsible for informing the Hosing Division if he/she is out of town for longer than a week. When the Housing Division knows of a tenant's absence, it can check-up on the unit from time to time to make sure that the heating system is working properly that the sewage tank is pumped-out to prevent it from freezing in the winter.

Administration

The Housing Division office is located on Sikyea tili 902A in Ndilo. The office is open from 9:00am to 5:00pm, Mondays to Fridays.

A new tenant will be asked to provide all pertinent family and income information upon signing this agreement. At this time, the tenant will also be asked to pay a \$ 300.00 damage deposit. Upon signing the lease and upon receipt of the damage deposit, the Housing Division will do a tenant check-in to record the condition of the unit at move-in. once this walk-through has been completed. the tenant will receive the key for the unit.

All rent and power invoices are payable at the Housing Division office hours and due the first day of each month.

Cleanliness

The tenant is responsible for the day-to-day cleaning of their unit. This cleaning includes: doing the dishes regularly, washing the floors and walls regularly, washing the bathroom facilities regularly and tossing out the garbage regularly.

A home that is not kept clean is a home that attracts bugs (like lice and bed bugs!) and other vermin!

Locks and keys

The tenant and those persons listed in the lease agreement are solely responsible for their keys.

The Housing Division charges a fee of \$ 20.00 for each extra key requested by the tenant and \$25.00 cash for every after office hour call-out to unlock the door.

Should the tenant lose the key to his/her unit, the Housing Division, for security reasons and for the protection of the tenant, will change the locks for a fee of \$25.00. The tenant must apply to the Housing Division before 12:00 noon in order to receive a lock change the same day.

The Housing Division does not allow tenants to change their own locks because the new locks are not keyed to the master key.

Peace and quiet

The Housing Division will not allow a tenant to create a disturbance for his/her family, his/her visitors or his/her neighbors. No tenant is allowed to play loud musical instrument, stereo equipment or TV, and any hour of the day, in such a way that it becomes a nuisance to the neighbors, quiet hour is 11:00pm.

The Housing Division will not tolerate any rowdy behavior or heavy drug and alcohol use by the tenant or the visitors who he/she allows in his/hers unit when this behavior disturbs the peace and quiet of the unit and its environment (i.e. the apartment building, the duplex or the triplex)

Children

The tenant is at all times responsible for adequate supervision of his/her children but can designate a person to provide supervision. It is very important that children are properly supervised so that they will not present a disciplinary problem for the Housing Division.

Children are not allowed to play in or around the tenants building where they may endanger themselves or unnecessarily disturb other residents. Tenants are responsible to keep their children away from the furnace or boiler room and the fuel, sewage or water tanks in or near the building,

Pets

The Housing Division does not allow dogs, cats or other pets in any public housing unit, under any circumstance. The Housing Division reserves the right to ask the tenant to remove his/her pet from the unit.

The tenant is allowed to keep the one dog near his/her unit provided the animal is tied-up at all times, is not a nuisance to the neighbors and is not tied-up near the units water intake.

A dog cannot be tied up near the water intake for sanitary reasons. For safety reasons, a dog cant be tied-up near the sewage tank pump-out or the fuel tank. The tenant is responsible for keeping the dogs area clean and disposing of dogs feces regularly, the tenant will be asked to relocate the dog when dog feces interfere with water or fuel delivery and/or sewage pump-out.

Dog owners will receive one warning to tie-up their dogs. If this warning is ignored, loose dogs will be caught and destroyed by public works staff.

Access to services

Tenants are required to keep access to sewage pump-out, water delivery and fuel tank free from large items such as old vehicles, appliances, trailers, building materials, sheds or tipi's.

The tenant will be asked to relocate to dispose-off such large items when they interfere with water or fuel delivery and/or sewage pump-out. Disposal or relocation of these items by Housing Division staff will automatically be charged to the tenants rent account.

Old vehicles

Tenants cannot keep old, broke-down vehicles in their yard. These vehicle's are unsightly and a hazard to playing children and the environment. Tenants are responsible for the removal and disposal of old vehicles. Under no circumstance will the Housing Division allow tenants to store other peoples old vehicles in their yard.

Trash and garbage

All tenants are required to store their garbage in the garbage boxes provided. To prevent dogs and ravens from ripping-up garbage bags, trash and garbage can not be placed in the yard, the driveway or on the steps on the tenants unit.

It is the responsibility of tenants to make arrangements (and to pay for) the disposal of large items such as old vehicles and snowmobiles, old lumber, appliances, furniture and TV's at the city of Yellowknife or Dettah dump. The tenant is also responsible for the clean-up of the area around his/her garbage bin.

Plumping

Toilet, basins and other plumping fixtures cannot be used for any other purposes than those for which they were designed. Greasy left-over foods or any other articles that don't easily dissolve in water, cannot be poured down the drains or out the windows.

The Housing Division will charge the cost of the repairs to the pumping fixtures and drains that are the result of the tenants negligence, to the tenants rent account.

Entrances and hallways

In compliance with the existing fire codes, children's toys, bicycles, wagons or crats cannot be left at the entrance or in the hallways or the tenants unit at anytime. The tenants cannot nail-shut and board-up any of the entrances of their unit.

Snow removal

Tenants are responsible for keeping their steps and landings free from snow and ice during the winter. Housing Division staff will not remove snow for the tenants.

Alterations

No interior or exterior alterations, additions, painting or redecorating by the tenants is not allowed without prior consent of the Housing Division.

Mechanical

Tenants cannot use their mechanical room as storage room. If separate from the unit, the tenant will not be allowed the key to the mechanical room. If Housing Division maintenance staff finds tenants belongings stored in the mechanical room, the tenant will be asked to remove these belongings.

Contents insurance

The Housing Division is not responsible for the theft, loss or damage to the tenants belongings which are kept in the unit or in the yard of the unit. To protect against theft, loss of or damage to their belongings, tenants are urged to contact insurance agent to obtain contents insurance.

Emergencies

It is the tenants responsibility to immediately notify the RCMP or ambulance in case of a fire or accident in or near their unit. The emergency phone numbers are:

Fire: (867) 873 - 2222

RCMP: (867) 669 - 1111

Ambulance: (867) 873 – 2222

Signatures

I have read and fully understand these house rules and agree to abide by these rules.

Signed: _____

(Tenant)

(Name)

(Tenant)

(Name)

(Housing Division)

(Name)

Date _____ at Dettah/Ndilo