

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

***This form is required by all tenants requesting alterations in their apartments or townhouses.***

**Details of requested change or alteration:** (paint colour change, flooring, door closure, install a/c, replace corporation fixtures or appliances, install dishwasher/clothes wash/dry, door operators, alarm systems or any nonstandard original equipped device)

**REQUIREMENTS:**

**Electrical and Appliance:**

All appliances or fixtures must be ULC/CSA approved and installed in accordance to best practices and without alteration to the installed structure or cabinets. Electrical load may not exceed existing allowance.

**Painting:**

Latex paint only may be used.

Semi-Gloss latex is required in bathrooms and kitchen.

All repainted walls **must** be primed before vacating unit. ***Provide paint colour sample with form.***

Ceilings must remain white. Kitchen and Bathroom cupboard face must not be painted. Paint is not allowed on any other unpainted surfaces. Wallpaper is not allowed

**Carpeting:**

**Tenant *must provide a sample of product being installed***

In the event of new carpet being laid down and our carpet being removed, the tenant shall agree by signing this form to leave the new carpet, along with remnants and any other alterations, when the lease is terminated. They become the property of the Corporation.

Carpet laid over the Corporation's carpet can only be attached by using two-way tape and must not be tacked or nailed to the Corporation's carpet. When vacating the unit the tenant is responsible for the removal of all tape marks.

**STONEY CREEK COMMUNITY HOMES INC./  
STONEY CREEK COMMUNITY SERVICES CORPORATION**

**Carpeting:**

- Will new carpet be laid over existing carpet?
- Will existing carpet be removed?
- Will new underpad be installed?
- Will new carpet be permanently installed?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(If the answer is "No" please advise how the new carpet will be installed):

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**Tile/laminate Work:** ( *not to replace carpet on upper floors* )

**Tenant *must provide a sample* of product being installed.**

What type of tile/laminate is being installed? \_\_\_\_\_

Where is tile/laminate being installed? \_\_\_\_\_

How is tile/laminate being affixed? \_\_\_\_\_

Is existing tile/laminate being removed? Yes \_\_\_\_\_ No \_\_\_\_\_

**Note: Peel and stick tile is not permitted.**

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**Satellite Dish**

**Townhomes**

The Corporation may allow the installation of the satellite dish. Please be advised, it is **only** acceptable to have the dish installed **onto the fence, adjacent to your unit, or attached to a post at the rear of the unit.** It is **not** acceptable to have it installed at the front of a unit, on the roof, or to attach it anywhere else on the building's structure, inside or out. All protrusions, holes, brackets, etc must be created, installed, fabricated with common best practices in a professional manor, If ***not*** correctly installed, the Corporation will have the dish removed and any damages repaired, at the tenants expense.

**Apartments**

The Corporation may allow the installation of the satellite dish. Please be advised, it is **only** acceptable to have the dish installed onto the balcony railing to **your unit.** It is **not** acceptable to have it installed, or to attach it anywhere else on the building's structure, inside or out. All protrusions, holes, brackets, etc must be created, installed, fabricated with common best practices in a professional manor, and must be fully restorable at the tenants cost. If you do not have a balcony , or face the correct direction, you may NOT have a satellite dish. If ***not*** correctly installed, the Corporation will have the dish removed and any damages repaired, at the tenants expense.

**Air Conditioning:**

Type of air conditioning to be installed? Window \_\_\_ Central \_\_\_\_\_ Other \_\_\_\_\_

What size air conditioning unit is being installed? \_\_\_\_\_

Where is air conditioning is being installed? \_\_\_\_\_

**Note: Window Air conditioners must be installed in a/c sleeve sized correctly.**

Make: \_\_\_\_\_ Model No.: \_\_\_\_\_

Name of Installer: \_\_\_\_\_ TSSA Licence: \_\_\_\_\_

**Notes For all Alterations:**

**Only qualified & licensed contractors may install systems or equipment into, attached to or otherwise affecting corporation property .**

**All parts removed from the Corporation’s property or equipment SHALL be turned over to the Corporation immediately upon removal.**

**The tenant assumes all responsibility for the costs of all maintenance and upkeep of any system installed in the unit, and the corporation retains all rights to maintain the equipment to industry standards under authority of this document.**

**The tenant agrees to pay all fees and utility costs levied for the operation of the air conditioning system(s) or other equipment installed under authority of this document.**

**In the case of window type air conditioning units, the tenant MUST restore to original condition all window frames, sills, wall, etc., Before Nov 1 each year and/or once the unit has been removed from the window. Installation of the window unit must not occur before May 1 each year. It is *NOT* permitted to leave a window unit air conditioner installed between Nov 1 and April 30.**

**In the case of major alterations, stamped and approved engineering or architectural drawings may be required at the tenant’s expense before the alteration is completed and after any removal or restoration is completed.**

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**All debris, construction waste, old material, underpad, carpet, etc must be removed from the site at the tenants expense!**

***Do not place in the building garbage facility!***

**STONEY CREEK COMMUNITY HOMES INC.**  
**Terms and Conditions**

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SECTION 9.0 MAINTENANCE AND SECURITY  
MODULE 9.4 ALTERATIONS/ADDITIONS

REV. NO. 0  
PAGE 1 OF 2

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**9.4 ALTERATIONS/ADDITIONS**

Alterations or additions to Stoney Creek Community Homes' townhouses, apartments or other property may not be done without the written permission of the Property Manager or Maintenance Manager.

Tenants must first apply in writing using the Corporation's "Alteration Request Form M8" . A detailed description is requested, along with samples if applicable. The Maintenance Manager and/or Property Manager will review the written request and sign the form if it is acceptable or notify the tenant if it is not.

Where alterations/additions require building permit approval (i.e. finishing of basements), the tenant(s) must comply with all municipal by-laws and regulations such as obtaining the appropriate permits. The tenant must further agree to pay for any additional charges or levies arising from such alteration/addition.

Alterations approved , or not approved, and additions, attached / applied/ or otherwise fastened, to individual units immediately become the sole ownership and property and Stoney Creek Community Homes and as such will be subject to routine inspections , maintenance, or removal as required unless otherwise agreed to and documented in writing.

*EXAMPLE 1 ; Ms. Smith has installed a ceiling fan in her unit. This ceiling fan was not approved in writing. SCCHI/SCCSC is responsible for the operation of all attached equipment. At the sole discretion of SCCHI/SCCSC, the ceiling fan may be removed and replaced with a standard fixture , and all associated costs will be charged to the tenant of record.*

*EXAMPLE 2 ; Mr and Mrs Patel install new flooring in the unit. This alteration was approved. Within weeks, Mrs Patel gets a job promotion and has to move to another city. The Patel's will NOT be able to remove the flooring, and there will be NO compensation paid. The moment the floor was installed it became the sole ownership of SCCHI/SCCSC.*

### **Additions to the Exterior**

No antenna, awning, clothes line, flower box, hanging planter, or enclosure shall be placed on any exterior portion of the building or on or about the balconies of any project without the written consent of the Stoney Creek Community Homes. Neither shall any landscaping be done without such written permission.

### **Fences, Gates, Partitions**

Any tenant wishing to install a fence, gate or partition in a townhouse project must first obtain written permission from the Landlord. It must meet the specification developed by Stoney Creek Community Homes. Where gates, fences or partitions are permitted, they must not obstruct access to lane ways, rear yards or emergency access routes.

Tenants in apartment projects are not permitted to install any fences, gates, screens or partitions on the balcony or exterior of the building.

### **Accommodations for Medical/Disability**

Stoney Creek Community Homes Inc./Stoney Creek Community Services will do its best to meet the modification needs of tenants who have, or will develop, a mobility challenge or disability in our housing facilities. We will work together with the tenant, service agencies, and the medical community to develop workable procedural or physical modifications. In order for us to determine any changes required we may need to discuss the disability with outside agencies. To facility action plans, medical consent documents may be required from the tenant. The form at the end of this document should only be completed when requested by Stoney Creek Community Homes and the tenant agrees.

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**TENANT MUST INITIAL ALL FORMS** initial here \_\_\_\_\_

**It is a requirement of your lease that no alterations, replacements, additions may take place without prior written consent of the Landlord.**

**When approved, please keep a copy of this completed form with your copy of the Lease.**

It is the responsibility of the tenant to pay for and supervise these alterations. Any alterations must be completed in a neat and tidy manner using best industry practice. As an example, the tenant is responsible to apply paint in a professional manner. Care must be taken not to touch the ceiling with the roller or let paint drip down on the baseboards, floor, windows, etc. Damage from spilled or improper paint application will result in immediate restoration and the tenant will pay for all charges, all subcontract fees, and addition fees as applied by the corporation.

Upon completion of work, the office is to be notified. The Corporation reserves the right to inspect, with, any alterations. Should the work not be completed in a professional manner, repairs will be completed with all costs of the repair levied to the tenant.

***Should the requested alteration not be completed by the time of scheduled inspection, a new Alteration Consent Form will need to be submitted.***

It is the tenant's responsibility to return the unit to its original condition upon vacating, *i.e.* removal of wallpaper, damages beyond normal wear and tear, etc. Failure to do so will result in the Corporation restoring the unit and levying all costs incurred to the tenant.

I/We have read and understand the above. Furthermore I/We agree to take responsibility for costs incurred by the Corporation as detailed above.

**Individual inspections will be performed by Corporation staff on the date listed below. Routine Inspections of all units are done periodically, and alterations may be inspected at any time with proper notice.**

The Corporation will undertake a Maintenance Inspection on INSERT DATE HERE to ensure that the above mentioned has been undertaken, as outlined.

This letter will act as the Corporation's **Right to Enter** for the inspection. A signed copy of your Alteration Consent form must be kept for your records. A copy will be placed with your lease.

**RE:** INSERT REQUEST HERE

**Tenant Signature:**

**Tenant Signature:**

**Maintenance Manager's consent:**

\_\_\_\_\_

**Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

THIS FORM IS NOT VALID UNTIL SIGNED BY ALL PARTIES

**TENANT MUST INITIAL ALL FORMS initial here \_\_\_\_\_**

<<<<<<<<<<ONLY FILL OUT THIS FORM WHEN REQUESTED >>>>>>>>>

**Consent to Disclose Personal Health Information**

Pursuant to the Personal Health Information Protection Act, 2004 (PHIPA)

I, \_\_\_\_\_, authorize \_\_\_\_\_  
*(Print your name)* *(Print name of health information custodian)*

to disclose

**my personal health information consisting of:**

Information pursuant to provide housing accommodation modification requested by the patient.

\_\_\_\_\_  
*(Describe the personal health information or disability to be disclosed)*

OR

**the personal health information of** \_\_\_\_\_  
*(Name of person for whom you are the substitute decision-maker \*)*

**the personal health information consisting of:**

Information pursuant to provide housing accommodation modification requested by the patient.

\_\_\_\_\_  
*(Describe the personal health information or disability to be disclosed)*

to Stoney Creek Community Homes Inc. 425 Melvin Ave Hamilton 905 578 3833  
Michelle Twiss, Tenant services Manager and Peter Paige, Maintenance Manager.

**I understand the purpose for disclosing this personal health information to the person noted above. I understand that I can refuse to sign this consent form.**

**My Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

Home Tel.: \_\_\_\_\_ Work Tel.: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

Home Tel.: \_\_\_\_\_ Work Tel.: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Please note: A substitute decision-maker is a person authorized under PHIPA to consent, on behalf of an individual, to disclose personal health information about the individual.**