



McGill



Student Housing and  
Hospitality Services

Service de logement  
étudiant et d'hôtellerie

# The Good Neighbour Guide

## Living and Renting in Montreal

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Montreal is not like other cities. It mixes older European architecture with multiculturalism and is uniquely diverse. With 4 universities in one city, it was ranked best student city in 2017 by QS World University ranking.

It was recently voted the most trilingual city in Canada which means there is nothing to fear about you arriving here without knowing French.

**Montreal is consistently ranking in the top of most livable cities, with high quality of life, employability and has reasonable housing rates.**

Read on to find the information you need to make your house a home in Montreal.

# Boroughs

- A: Saint-Laurent
- B: Ahuntsic-Cartierville
- C: Villeray-Saint-Michel-Parc-Extension
- D: Montreal-Nord
- E: Saint-Leonard
- F: Mercier-Hochelaga-Maisonneuve
- G: Rosemont-La-Petite-Patrie
- H: Plateau-Mont-Royal
- I: Outremont
- J: Ville Marie
- K: Le Sud Ouest
- L: Verdun
- M: Westmount
- N: Notre-Dame-De-Grace
- O: LaSalle
- P: Town of Mount Royal
- Q: Cote-Saint-Luc-Hamstead
- R: Montreal-West
- S: Lachine
- T: Sainte-Anne-De-Bellevue





# Boroughs

## A: Saint-Laurent

Large multicultural community. Primarily working class area and very residential/suburban. Primarily apartments with some duplexes and triplexes.

**Notable landmarks:** IKEA, Vanier College and Cégep de Saint-Laurent. **Closest Métro:** Cote-Vertu.

COST: \$

AVAILABILITY 

DISTANCE:   

## B: Ahuntsic-Cartierville

Large multicultural community though primarily French speaking. Primarily working class area and very residential/suburban. Primarily duplexes and triplexes.

**Notable landmarks:** Collège de Bois-de-Boulogne and the Collège Ahuntsic, Marché-Centrale and Rockland. **Closest Métro(s):** Crémazie and Sauvé.

COST: \$

AVAILABILITY 

DISTANCE:   

## C: Villeray-Saint-Michel-Parc-Extension

Multicultural area with low rise apartments or duplexes and triplexes. Recently become very popular among students. Growing community involvement with expansions of local businesses.

**Notable landmarks:** Jarry Parc, Cirque du Soleil. **Closest Métro(s):** St-Michel, Fabre, Parc, Acadie

COST: \$\$

AVAILABILITY 

DISTANCE:   

## D: Montréal-Nord

Large multicultural community though primarily French speaking and a substantial distance from campus. Primarily working class area and very residential/suburban. Primarily duplexes and triplexes.

**Notable landmarks:** Prairies River. **Closest Métro:** St-Michel.

COST: \$

AVAILABILITY 

DISTANCE:    

## E: Saint-Leonard

Distinctive multicultural communities though primarily French speaking. Mostly working class area and very residential/suburban. Mostly duplexes and triplexes.

**Notable landmarks:** Saint-Leonard Parc. **Closest Métro(s):** Langelier, Viau.

COST: \$\$

AVAILABILITY 

DISTANCE:    

## F: Mercier-Hochelaga-Maisonneuve

Reasonable rent though limited availability. Primarily industrial area speckled with suburban areas.

**Notable landmarks:** St. Lawrence River. **Closest Métro(s):** Préfontaine, Joliette, Viau, Cadillac, Langelier, Radisson, Honoré-Beaugrand.

COST: \$

AVAILABILITY 

DISTANCE:   

# Boroughs



Plateau-Mont-Royal

## G: Rosemont-La-Petite-Patrie

Middle-class residential area with primarily duplexes and triplexes and low rise apartments, slightly less expensive than Mile-End and popular with students.

**Notable Landmarks:** Biodôme de Montréal, Olympic Stadium, Little Italy, "Mile-Ex".

**Closest Métro(s):** Pie-IX, Préfontaine, Rosemont, Fabre.

COST: \$\$

AVAILABILITY 

DISTANCE: 

## H: Plateau-Mont-Royal

Includes the Lafontaine Parc area, very popular with students. Primarily francophone but increasing in student population. Availability increases the farther east you go. Primarily walk-ups and low rise apartments. A lot of activities, restaurants, bars and shopping. West side borders McGill University.

**Notable landmarks:** Parc Lafontaine, Schwartz's Deli, La Banquise, St-Viateur Bagel, Mile End.

**Closest Métro(s):** Sherbooke, Mont-Royal, Laurier.

COST: \$\$

AVAILABILITY 

DISTANCE: 

## I: Outremont

Affluent neighbourhood and primarily English speaking with higher rents and limited availability. Mostly individual homes and very residential. Northern most part of Mount Royal.

**Notable landmarks:** Little Israel. **Closest Métro(s):** Édouard-Montpetit, Outremont.

COST: \$\$\$

AVAILABILITY 

DISTANCE: 

## J: Ville-Marie

Short walking distance to McGill University's downtown campus, comprised of both students and non students. Mix of high rise apartments, walk-up homes and duplex/triplex units. Because of the high turnover, rates fluctuate but have larger sized units for sharing which decreases rent.

**Notable landmarks:** McGill University, Concordia University, Old Montréal, downtown Montréal, Centre-Bell, Collège-Lasalle, Musée des Beaux-arts, Musée d'art contemporain, UQAM, The Village.

**Closest Métro(s):** Frontenac, Papineau, Beaudry, Berri-UQAM, Place des Arts, St-Laurent, McGill, Peel, Guy-Concordia.

COST: \$\$

AVAILABILITY 

DISTANCE: 

## K: Le Sud-Ouest

Includes sub-boroughs such as Griffintown, St. Henri, Little Burgundy and Côte-Saint-Paul. Higher than average costs though properties very luxurious to match. A lot of spaces for short term rents for events. Limited residential spaces though recently, condo developers have been investing in more real estate for appealing waterfront properties.

**Notable landmarks:** Atwater Market, Lachine Canal, Joe Beef, Maison Saint-Gabriel.

**Closest Métro(s):** Georges-Vanier, Jolicoeur, Lionel-Groulx, Saint-Henri, Charlevoix, Monk.

COST: \$\$\$

AVAILABILITY 

DISTANCE:  

## L: Verdun

Primarily French, working class area but with growing number of student population. Primarily duplexes and triplexes with some apartment buildings. Recent appearance of condo developers due to proximity to St-Lawrence River and downtown.

**Notable landmarks:** Verdun Auditorium, St-Lawrence River, Nun's Island.

**Closest Métro(s):** De l'Église, Verdun.

COST: \$\$

AVAILABILITY 

DISTANCE:  

## M: Westmount

Very affluent and primarily English speaking. High cost of houses with limited apartment buildings. Low availability and turnover. A good neighbourhood if you are looking to rent a room for short term purposes or are sharing with several people to reduce costs. Notable people have lived in Westmount including a Prime Minister, two premiers and Leonard Cohen.

**Notable landmarks:** Dawson College, Marianopolis College, Westmount Parc, Royal Montréal Regiment and Shaughnessy Village. **Closest Métro(s):** Atwater, Lionel-Groulx.

COST: \$\$\$

AVAILABILITY 

DISTANCE:  

## N: Notre-Dame-De-Grâce

Primarily English and multicultural neighbour. Recently developing greater interest by students. Combination of suburban and urban development. Low rise apartments and duplexes and triplexes with reasonable prices. Very family friendly neighbourhood.

**Notable landmarks:** Côte-Des-Neiges, Monkland Village, Concordia Loyola Campus, Centre Universitaire de Santé McGill. **Closest Métro(s):** Villa Maria, Vendôme.

COST: \$\$

AVAILABILITY 

DISTANCE:  

## O: LaSalle

Primarily French, working class area but with growing number of student population. Primarily duplexes and triplexes with some apartment buildings. Inexpensive and exceedingly multicultural.

**Notable landmarks:** Cégep André-Laurendeau. **Closest Métro:** Angrignon.

COST: \$\$

AVAILABILITY 

DISTANCE:   

# Boroughs



## P: Town of Mount Royal

An ethnically diverse area with many low-rise apartments with higher rent costs than downtown. Availability may come more in the way of rooms or condos to rent rather than apartments.

**Notable landmarks:** Rockland Shopping Center. **Closest Métro(s):** Acadie, De La Savane.

COST: \$\$\$

AVAILABILITY !

DISTANCE: 📍📍

## Q: Cote-Saint-Luc-Hampstead

Affluent and Anglophone residential area with above average rents. Mostly family homes with rooms to rent for short term purposes.

**Notable landmarks:** Quartier Cavendish, Hypodrome de Montréal. **Closest Métro(s):** Snowdon, Cote-Sainte-Catherine, Plamondon, Vendôme, Villa Maria.

COST: \$\$\$

AVAILABILITY !

DISTANCE: 📍📍📍

## R: Montréal-West

Affluent and Anglophone residential area with above average rents. Mostly family homes with rooms to rent for short term purposes.

**Notable landmarks:** Meadowbrook Golf Club. **Closest Métro:** Vendôme.

COST: \$\$\$

AVAILABILITY !

DISTANCE: 📍📍📍

## S: Lachine

Primarily French speaking with diverse costs depending on the area. Primarily low rise apartments or rooms to rent in homes both for short and long term. Parts are highly industrial and close to airport.

**Notable landmarks:** Historical park of the Lachine Canada, St. Lawrence River. **Closest Métro(s):** Vendôme, Lionel-Groulx.

COST: \$\$

AVAILABILITY ✓

DISTANCE: 📍📍📍

## T: Sainte-Anne-De-Bellevue

Smaller suburban town on the far west side of the island of Montréal. Home to the Macdonald campus of McGill University. Primarily rooms for rent in homes with some duplexes and triplexes available. For students studying at Mac, prices are very reasonable.

**Notable landmarks:** Cégep John Abbott, Zoo Écomuseum, Morgan Arboretum, MacDonald Farm. **Closest Métro:** Lionel-Groulx.

COST: \$\$

AVAILABILITY !

DISTANCE: 📍📍📍📍



## Commuting

Based on data gathered by the Canadian Urban Transit Association,

**Montréal was ranked #1 public Transit System in Canada.**

**Students enrolled full time are eligible for the reduced fare OPUS card through the STM.**

**Eligibility:**

**Online with McGill University**

- Have a Québec mailing address and valid phone number recorded on Minerva
- Valid student ID card
- Be under 65 years of age as of October 31
- Cost of card before adding fares is \$15.00
- Visit the website for additional information and details, link at end of document.

**Bus, Métro, Train**

- Montréal boasts almost 24h service for public transit. The Métro system runs daily depending on **the line and station** as early as 5:30 a.m. and on certain days until 1:30 a.m. In addition, **accessible night routes** exist for transport after hours.

Montréal is a bicycle friendly city. It is home to the BIXI bike rental system and many main roads in the downtown core have designated bicycle lanes for traffic safety.



# The Apartment Search

## Types of apartments

### 1. Bachelor/Studio Apartment

A small apartment which combines the living room, bedroom and kitchen into a single room. Legally, the bathroom must always be separate and must have a functional door.

### 2. Apartment

Starting at a 3 1/2, has separate bedroom, living room and kitchen areas. The greater the number of closed rooms, the greater the size of the apartment.

3 1/2

1 closed bedroom,  
living room and  
kitchen

4 1/2

2 closed bedrooms,  
living room and  
kitchen

5 1/2

3 closed bedrooms,  
living room and  
kitchen

6 1/2

4 closed bedrooms,  
living room and  
kitchen

N.B. – While the room could be designated as a bedroom, the space could also be utilized as a dining area, study space, den or nursery

### 3. Student Residence

Residential spaces, primarily of single or double occupancy in a building owned and operated by the university. The primary difference is the lease type assigned. Whereas the rest of the province is signed on to traditional rental leases, students in residences sign educational leases which have several independent stipulations including enrolment requirements and single occupancy leases.

### 4. Loft/Flat

A large adaptable space, similar to a bachelor or studio but could contain multiple tiers and are typically on the highest floor of the unit. Typically industrial in style and often converted from their original intended purpose.

### 5. House/Townhouse/Cottage/Bungalow

Independent units, typically with a minimum of one floor. Townhouses differ in being adjoining and more narrow with greater, longer halls and more floors. Cottages are usually independent structures and are typically more rural and aesthetically older and bungalows are homes which have no basement and are only one floor in height.

### 6. Duplex/Triplex

A house which has been divided into two or two independent units. Each unit would have their own set of individual room(s) including bedroom, living room and kitchen, though a bachelor or studio could still be a part of a duplex/triplex. A triplex is a home divided into 3 units.



# The Apartment Search

## 7. Room

An individual room within a shared unit. It is important to note whether the cost is for the room alone or if the cost includes access to other spaces within the unit such as bathroom, kitchen and shared living spaces.

## 8. Condominium

A building or complex of buildings which contain a number of individually owned apartments or

houses. Individuals who own condominiums can rent out their spaces, or alternately, you can rent out space in a condominium.

## 9. Basement

Apartment unit or room which is partially or entirely below ground level. Units in basements could still be fully equipped units that include all amenities as those above ground. Often cheaper as a result of location.

## When to Start Your Search

Landlords typically find out what spaces they will have available 2-3 months (on average) prior to the end of a current lease. Therefore, if you are on the hunt for a new apartment, a good time to see apartments for the dates that correspond to your moving needs would be found at that time.

### START OF LEASE

### TENANT DEADLINE FOR NON-RENEWAL

### LANDLORD WILL START ADVERTISING

May 1st

January 31st

February/March

July 1st

March 31st

April

Aug 1st/Sept 1st

May 31st (many landlords will find out in April or earlier)

Mid-March to September

## How to Search

The majority of listings available to students are going to be recorded online. Use reliable online listing search websites or social media sites that have moderators in affiliation with larger groups.

### IN ANY GIVEN LISTING YOU SHOULD IMMEDIATELY BE ABLE TO ANSWER THE FOLLOWING QUESTIONS:

1. What kind of dwelling listing is this unit (house, apartment, room)?
2. How much, per month, does this unit cost?
3. When is this apartment available to rent?
4. Where is the apartment located?
5. What kind of lease? (sublet, lease transfer, new)
6. Contact information for either the landlord or co-tenant

### OTHER INFORMATION THAT MIGHT BE INCLUDED ARE:

- If the apartment is furnished or not furnished
- What the rent includes (heat, hot water, electricity, gas, internet)
- Amenities in the vicinity to the dwelling listing
- Additional features of the apartment that might make it appealing to the person viewing the listing
- If it is a room for rent, there might be information about the other people that would be sharing the dwelling

You can always request to see a photo if it is not posted on the listing.



# The Apartment Search

**\*Please see below regarding privacy of information and scams\***

## Visiting Apartments

Do not rent without making at least one visit to the dwelling to avoid scams.

**REMEMBER, LEASES ARE CONTRACTS THAT ARE LEGALLY BINDING!**

At this point, you would have a number of listings you are interested in, gotten in contact with the landlord/ tenant of that dwelling, and made an appointment for visitation and inspection. Included in the resources of this document is a checklist to use when visiting an apartment to ensure any important aspects are not omitted.

When you first meet with the landlord/tenant, if any of the base information that should have been in the advertisement is missing, this is the time to ask that information. Be sure to get the cost, what is included, whether or not you would be sharing, what kind of lease you are expected to sign and what other information they would expect of you prior to renting.

When visiting an apartment, sometimes students do not feel comfortable opening the fridge, closets and cupboards, especially if the tenant is still living in the apartment. Politely ask to view inside the dwelling because that can make a huge difference. Remember again, you are signing a contract, usually for 12 months, so it is always better to err on the side of caution.

## Checking Appliances

Open the fridge and the freezer, is it in good condition, is it a frost-free freezer? Turn on the stove and oven to ensure all elements work. Find out whether these appliances will be included in your rental agreement, if not will they be replaced or are you expected to provide your own? Same would go for washing and drying machines.

## Checking Details

Open the closets (even if there are clothes inside), check the ceiling and walls: are there cracks or mould? In the kitchen, open the cupboards and check under the counter to see if there is any mould growing. In the bathroom, it is very important to see if there is any mould around to bathtub or if any of the tiles are loose. Flush the toilet and turn on the taps of both the sink and tub to verify the water pressure.

Sometimes tenants and landlords will cover a hole in the wall with a nice painting or cover shoddy flooring with a nice carpet, so check these aspects as best as you can.

As a future tenant, you want to check every detail in the apartment, because once you sign a lease, you will not be able to break the lease for aesthetic details or minor repair needs, including dirt.

Other questions you can ask during your visit:

1. How long have you owned/ lived in the building?
2. Are there other students in the building?
3. Who lives above and below this unit (if any)?
4. Who should I contact in case of an emergency or for repairs?
5. Is there a property manager on site at all times?
6. What levels of security exist in the building? Intercom? Door locks? Deadbolts? Camera?
7. Are any major repairs anticipated in the upcoming year?
8. Have there been any major repairs or renovations done in the past year?

Tip: According to the City of Montréal Housing Code, you need 8.5 square meters of living space per person inhabiting a dwelling to avoid overcrowding. The landlord does have the right to limit the number of people living in an apartment.



Tip: If heat and hot water are not included in the rent, you can contact Hydro Québec or Énergir to find out how much it was in the previous fiscal year.

(You can find the link to this in our resources section at the end.)



# Understanding the Lease



Being a well informed tenant is your best tool during your apartment search. It is important to familiarize yourself with Québec lease laws as they tend to differ from the rest of Canada and the United States.

Once you have seen a dwelling and have decided, either singularly or with roommates, that you would like to live there, and have informed the landlord, there are several steps you need to take to secure the space.

Landlords might ask you to complete an application. An application form is a pre-lease. Once you submit it to the landlord and they have accepted it, you are legally responsible for space.

Tip: Note that the landlord may ask you for certain information that you are NOT legally required to give. For a more information on personal security, please see the section on Security and Scams.



## The Lease

A lease is a contract between a landlord and a tenant that defines their respective commitments concerning a dwelling. While certain landlords may attempt to have you sign contracts that they have drawn up, it is always the best principle to request a Government of Québec Lease. You can find samples of the document on the Régie du Logement website and Leases can be purchased at most pharmacies or corner stores throughout Montréal and are available in both English and French.

YOU HAVE THE RIGHT TO REQUEST A LEASE IN THE LANGUAGE YOU ARE MORE COMFORTABLE WITH (ENGLISH OR FRENCH)

Above all else, ensure that the following sections of your lease are completed:

1. The landlord's name and address
2. Your name and current address (and if you are signing with a roommate make sure both of your names appear on the lease)
3. What appliances are included in the rent (if the fridge and stove are included, make sure that is included in the lease)
4. Length of the lease – start and end dates
5. Rent per month, when the payment should be made and the method of payment
6. If the landlord has agreed to make any repairs or renovations to your apartment, make sure the lease says exactly which repairs are to be made and when they should be completed (either before you move in or sometime during the course of your lease)
7. Which utilities are included in the rent (heat, hot water, electricity, gas, internet, cable)
8. Whether or not you are permitted to have a pet

Once the lease has been signed by all parties, it immediately becomes a legally binding contract for the terms stated. If additional copies are required, then they should be received within 10 business days.

In the province of Québec, you are **not required to pay a deposit** for the apartment, however the landlord is allowed to ask for the first month's rent up front. If you do make a payment towards the landlord, ensure that you receive a receipt.

## Breaking the Lease

Leases are legally binding and difficult to break and there are very few reasons that you are permitted to do so without penalty or the need to transfer the rent to another. These reasons include:

- If the apartment is not in liveable condition which has to be substantiated and has to be approved by the Régie du Logement
- Spousal or Sexual violence
- Special needs relating to long term care or low-rent housing

# Understanding the Lease

## Renewing the Lease

In Québec, leases are renewed automatically unless you notify the landlord that your intentions are not to renew for the next year. For the length of time required to notify your landlord, please see the schedule below:

Lease Length	Notice of Lease Renewal/Rent Increase	Deadline for making your decision	Application to Rental Board by Landlord to contest refusal
12 months or more	3-6 months before end of lease	You must respond within one month following receipt of the notice, otherwise it will be considered that you have agreed to the continuation of your lease and its modifications	Within one month after receiving the lessee's refusal; otherwise the lease is renewed
12 months or less	1-2 months before end of lease		
Indeterminate	1-2 months before your departure		
Lease of room	10-20 days before end of lease		

Typically, a tenant who wishes to move out must give the landlord a notice of non-renewal at least 3 months prior to the end of the lease. If this tenant receives a rent increase notice, they must get back to the landlord within a month, otherwise, the lease will get renewed automatically for another year at the rent the landlord has proposed. A landlord must also send you a notice of rent increase a minimum of 3 months prior to the end of the lease and you have to either accept or decline the new rent within 30 days.

## Paying Your Rent

As per the terms of the lease, you will likely have to make the payment of the rent on the first of every month to your landlord. The method of payment can be determined between you and your landlord and can include cash, cheque, direct deposit or bank transfer. Whatever your means of payment, ensure that you have a record of proof that the payment has been made.

Do	Don't
Go to the Régie as soon as problems start	Withhold rent
Take pictures of any damage or problems	Make repairs and bill your landlord
Make sure everything is written down	Subtract costs from the amount of your rent
Bring a witness for meetings with your landlord	Just leave

If you are late paying your rent and as a result your landlord is late in making their own payments, the landlord can sue you for the interest charges on their late payments. Also, if you are repeatedly late or more than three weeks late, your landlord can file at the Régie du Logement to evict you from the dwelling. The eviction will be annulled if you pay all of your rent owing.

Note also that after your landlord has applied once to the Régie to have you evicted, if you are ever late with rent again, they can have you evicted immediately.



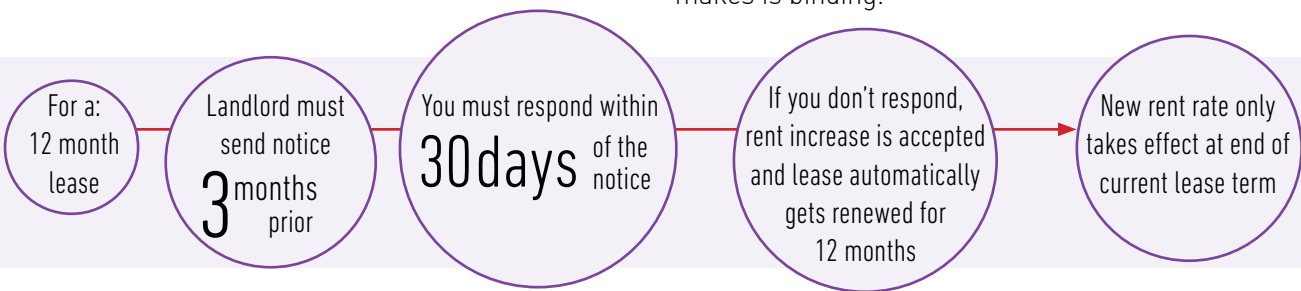
# Understanding the Lease

## Rent Increases

Every year, at the end of January, the Régie du Logement publishes rent increase percentages which correspond to different heating methods (gas versus electric). Any renovations that the landlord has made and the rate of municipality tax will also factor into the rent increase. Remember, you are not obligated to accept a rent increase, you can terminate the lease, or refuse it and defend your request with the Régie du Logement.

If your landlord is asking for an increase much higher than the average rent increases released by the Régie du Logement and you think it is not justified, then you should try to negotiate with

them. If you are not able to come to a reasonable negotiation with them, then send them a registered letter within one month of receiving this notice of rent increase, advising them that you do not accept the terms of the increase and you wish to remain on the premises at your current rent for a more reasonable rent amount. Make sure you keep a copy of the letter for yourself and the receipts from the registered mail. At this point, the landlord will take the request to the Régie du Logement who will ultimately decide the appropriate rent increase based on the landlord's cost to maintain the building. Whatever decision the Régie du Logement makes is binding.



## Access to the Dwelling

Your landlord may need to enter the apartment for repairs or inspections. They are required to give you at least a verbal notice a minimum of 24 hours in advance. When you first move in, your landlord is required to have a copy of your keys and you can not change the locks of the dwelling without supplying a copy of the new keys to your landlord as

well. For repair purposes only, they are allowed to enter the apartment between 7 a.m. and 7 p.m. If it is for an urgent repair, such as gas leak or a fire, they can enter without notice at any time.

If the landlord is coming to show the apartment to a potential tenant, they can visit between 9 a.m. and 9 p.m.

## Repairs

If a repair is required, first try and contact your landlord in person or by telecommunication to ask them to make the repair. If they refuse to make the repair or can not be reached, then send a letter by registered mail and remember to keep the receipt.

In your letter, explain what repairs need to be done and give them a time limit (usually 10 days) in which you expect them to complete the repairs. Explain that if the landlord does not complete the repairs, you will be forced to take action with the

Régie du Logement. Make sure to keep a copy of all correspondence between yourself and the landlord.

Remember, unless you have the written permission of your landlord beforehand, or if the problem that needs repair poses an immediate health that you cannot wait to fix, you can not do the repairs yourself and deduct or withhold the costs from your rent.

## Heating Your Dwelling

There is no specific date on which your landlord must turn on the heating. The landlord just has to maintain a temperature of at least 21 degrees Celsius at all times. If your dwelling becomes too

cold, notify your landlord requesting a change in temperature and if they fail to do so, register the complaint with the Régie du Logement to take action.

# Subletting and Lease Transfers

The only legal way to get out of your lease without any financial or legal penalty is to either to sublet your apartment or transfer your lease. In certain cases, such as joint tenancy, there may be restrictions on the right to sublet or transfer your lease.

## Sublet

When the person who signed the lease intends to vacate the unit for a short period of time and expects to return after the absence. Here are some important points to remember about subletting:

- You, as a tenant, have the right to sublet
- For short term absence (ex. Summer vacation, student exchange)
- Subtenant can only stay for the designated period of time
- You, as tenant, however, remain responsible for the apartment
- Subtenant can not extend sublease with landlord
- You, not the landlord, must work out the arrangements with the subtenant including, payment of rent, access to dwelling, damages
- You act as the “landlord” in this situation since the contract will be between you and your subtenant
- Draft an application to review whether they would be reliable in making payments and taking care of the apartment. Include, name, address and references.
- You must notify your landlord of your intention to sublet and provide them with a copy of the contract you draft with the subtenant (preferable to sign a lease with you as the landlord)

## Lease Transfer

If the person who signed the lease does not want to complete the terms of the lease or return to the unit, then the lease can be assigned to a new tenant. Once the decision to either sublet or transfer the lease has been made, the landlord should be notified in writing.

Here are some important points to remember about lease transferring:

- You, the tenant, will vacate the dwelling permanently
- You, the tenant, is released from all rights and responsibilities of the dwelling
- You must notify the landlord of your intention to sublet your dwelling
- Once you find the right person, get them to fill out the “Notice to Assign Your Lease” found on the Régie du Logement website and send that to the landlord
- The landlord has 15 days to give you an answer and can only refuse with a valid reason
- Legally, a landlord may only refuse to give consent to a lease assignment for a serious reason (ex. The new tenant will be unable to pay the rent). The reason for refusal must be communicated to the tenant within 15 days of receipt of the notice
- The landlord can then decide if they wish to draft a new lease with the new tenant

Before taking on a sublet or a lease transfer, be sure to read through the Security and Scams section of this document.

Tip: If the sub-tenant is coming to work here, request the supervisor's contact information to confirm that this person is actually coming to work with them.

# Rights and Obligations

Tenant	Main Rights	Main Obligations
	To maintain in the apartment as long as they want	To give notice of non-renewal on time
	To refuse an unreasonable rent increase	To pay the rent on time
	To apply to the Régie du Logement otherwise	To use the apartment with prudence
		To respect the laws pertaining to safety and sanitation
		To allow urgent repairs
		To inform the landlord of any serious damages
		To allow the landlord to verify the condition of the dwelling, to have visited by a prospective acquirer, to allow the posting of signs and visits of a prospective tenant and the work to be done
		Not to change the locks of the dwelling
		To act in such a way as not to disturb the normal enjoyment of the other tenants or the
Upon leaving to remove all movable effects and in good condition		
Landlord	Receive notice of non renewal on time	On the agreed date, the landlord must deliver the leased property in a good state of repair, habitable and clean
	Be paid the agreed upon rent	To give peaceful enjoyment of the leased property
	Be informed of serious defects	To maintain the dwelling in good and habitable condition
		To make all the necessary repairs, except those that are assumed by the tenant
		To respect the laws pertaining to safety and sanitation of the building
		To make sure that the number of occupants respect the normal conditions of comfort and sanitation

## Garbage and Recycling

Not respecting the borough's schedule for pick up and deposit of garbage and recycling can result in fines by the City of Montréal. This includes household waste, large furniture and compost. Information on the City of Montréal website is in the resources link at the end of this document.

For high rise buildings, your landlord, janitor or building manager can also give you information on where the garbage and recycling area in your building is located. Make sure to put out trash and recycling materials at the proper time and place, otherwise fines could be charged.

Landlords are not expected to provide garbage disposal dates/locations.





# Safety and Security

## Personal Information Security

When completing an application or a lease, the landlord is permitted to request some information to ensure that the people to whom they rent will be a reliable tenant and documentation is an inevitable part of the apartment search. Application forms, credit checks and other contracts will be asking you for personal information. **It is important to know what information is required and what is not.**

The Commission d'accès à l'information du Québec (CAI) provides guidelines to help ensure protection of personal information. It is important to make sure that the information requested is necessary. There are certain conditions before signing the lease, under which a landlord can ask for certain types of personal information.

Legal	Illegal
Ask for a reference or a credit check	Ask for credit card #s, passport #'s, bank account #'s, SIN #'s or any info about nationality or citizenship
Require a co-signer for students without income	Ask for post-dated cheques
Ask for first-month's rent upfront	Ask for last month's rent at the beginning of the lease
Ask for a furniture deposit if the apartment is furnished	Ask for any deposit other than first month's rent

## Credit Check

A credit check allows a landlord to investigate whether you would be a reliable tenant based on your payment of bills or credit loan history. Landlords will often require a credit check, particularly as a first-time renter if they have no other way to validate whether they should reasonably rent to you. A landlord should not charge you to have a credit check done on you as it is their responsibility to do so, however if you wanted to investigate your own credit score, you could do so online for a small fee. If you have never rented, do not have a credit card or had any bills in your name, it is likely there will not be any data to put together a credit report, in which case a landlord may request either a guarantor or co-signer in exchange of this information.

## Guarantor/ Co-Signer

If you have no data to complete a credit report, or you are an international student without any credit from a Canadian or American bank, a landlord may request that you provide a guarantor or co-signer to your lease. This person, acts as a third party in the event that you are unable to make your rent payments and will take legal responsibility in your absence.

# Safety and Security

## Tips for Keeping Your Apartment Safe

1. Keep ground level windows closed or use a safety lock
2. Keep garbage cans and boxes away from windows so they can't be used as stepladders
3. Know your roommates' security habits. You are only as safe as your roommates allow you to be
4. If you lose your keys, work with the landlord to replace your locks. Always insist your landlord repair any broken locks, windows, and doors immediately
5. Don't prop doors for friend or delivery people
6. Never leave keys outside your apartment, such as under a doormat or in a place accessible to a stranger
7. Always lock your door(s) to your apartment when you are home, accompanied or alone, sleeping or going out, even if its only for a few minutes
8. Use a peephole to determine who is knocking before you open the door. If you are still unsure as to who is there, question the stranger through the door
9. Choose a neighbour/friend/family member to assist you in case of emergency and give them a copy of your emergency contacts
10. Check out the smoke detectors every month and if there is no smoke detector, have your landlord install one
11. Always be vigilant if you are using laundry rooms, lounges or common areas alone
12. Purchase renters insurance just in case of an accident or burglary
13. Be sure to forge good relationships with landlords and neighbours because they may be your biggest allies
14. Know where your emergency exits are located and plan alternative evacuation routes in case of an emergency

Tip: If you are living alone, do not announce you are going out of town on social media



# Safety and Security

## Scams

As much as your personal belongings are vulnerable to theft, your personal information and finances are equally vulnerable. There are several scams that exist and plenty of people who continue to take advantage of students who are uninformed.

### 1. Finder's Fees

This scam involves a tenant offering to secure the lease of their apartment to a given tenant(s) in exchange for a large sum of money. This is very different from using a real estate agent as it often is done without the knowledge or approval of the landlord. The scam is that you are not only paying large sums of money just to secure an apartment that you could get without having to dole out large amounts of cash, but if the landlord is not made aware of the transaction, they could rent out the apartment despite the money you put towards securing the space.

### 2. Too Good To Be True

This scam involves photos or details of the dwelling being drastically better than they are in reality. This scam could be particularly devastating for people who are making the arrangements for their housing from abroad or if there are several people who are dependent on this agreement. If you sign a lease for a property without seeing it in person, you run the risk that it will not be what you anticipated and you will be legally bound to a property that might be unsuitable.

### 3. Money Before Viewing

This is an extension of the scam above, wherein you would make the arrangements for a property prior to viewing it in person, and pay a security deposit or the first month's rent up front before you see the property. When you ultimately arrive, either the property does not exist or is not in the condition or specifications that were guaranteed, and you could ultimately be left with a substantial loss.

### 4. MIA Landlord

A scam that has happened in the past, where you will meet a person pretending to be a tenant or a landlord but they actually have no affiliation with the property. They have either found an apartment they know to be empty and have broken the locks or entered by a back entrance and shown the apartment as their own with the intention of having you sign a lease with them and paying a deposit up front, usually in cash. The property is then revealed to belong to someone else or legally rented out to another party and you are left not only without a place to live but likely out a fair amount of money.

### 5. Security Deposits

In Québec, **you are not required to pay any amount in advance other than the first month of rent.** If the landlord asks you for a security deposit or for the first and last months rent, you are permitted to say no and it should not affect your ability to rent. The landlord however is permitted to ask for a deposit for furniture in the apartment, though details of furnished apartments will be discussed later on in this document. Tenants are also not required to pay deposits for their keys, however they are responsible to pay for any loss of key or if they should break the locks.

## What to Do If You Get Scammed

If you find out that you have been the victim of a scam, you should notify the Régie du Logement. If the scam was done online via email or by telephone, you should report the incident to [Canadas Anti-Spam Agency](#) by completing a report.



# Roommates

Before you sign a lease with one or more other people, it is important to understand the level of commitment you are getting into and the people with whom you are signing this legally binding contract. This is why we recommend you sit down and get to know your potential roommates in order to set some ground rules and get to know each other's living habits. You may be friends, but that does not mean you should be roommates.

Issues that have proven to be important between roommates:

1. Level of cleanliness
2. Level of noise in the apartment
3. Study habits
4. Overnight guests
5. Pet peeves
6. Sleeping habits
7. Health concerns

Tip: Have a copy of the roommate questionnaire with you when deciding to be roommates and discuss those topics at length to make sure that you are entering into an agreement by communicating and allowing transparency in your living arrangements.

## Roommate Agreement

A roommate agreement is highly recommended. It is a written agreement between cohabitators of a living space, which all parties collectively agree to be binding. Once signed, this agreement enters all participating roommates into a contract with each other (not the landlord).

While most people who know each other may find this process to be overly formal, it can be extremely useful to bring up issues that have not already been discussed that could potentially become a problem, and prevent them. In the event that a friendship between roommates does deteriorate, this document would be vital to the resolution of issues regarding payment, maintenance, belongings, etc. A roommate agreement can be as detailed, or as general as participating tenants wish. Make sure that everyone signs and dates the agreement and that each roommate gets their own copy. You can find a template for one later in this document, or online if you would like something more detailed.



Some examples of things you would want to ensure are included in your Roommate Agreement:

- How rent is divided: equally or dependent on the size of the room?
- The sharing of the appliances, furniture, etc; who buys/keeps what?
- Groceries: shop together or separate?
- How bills (hydro, gas, internet, cable, etc.) will be divided?
- Shared responsibilities of cleaning, taking out trash, cleaning snow?

## Joint Tenancy

An important piece of legal information about roommates is the issue of "joint tenancy". A joint tenant, unlike an occupant, has a verbal or written lease with the landlord (i.e: all roommates have their names on the lease for the dwelling) as well as an agreement between each other regarding terms of the rent and lease, etc.

If the lease contains a clause stipulating solidarity, one of the joint tenants can be sued for the full rent. If there is no explicit clause in the lease or a clear agreement between the parties, the joint tenants share responsibilities.

A joint tenant who is disturbed by another joint tenant's behaviour or who does not respect the agreement between them (ex. Does not pay their share of the rent), has legal recourse against the defaulting joint tenant. A joint tenant is a tenant with a written or verbal lease who rents the same dwelling with one or more other tenants and is not just an occupant.

Responsibilities of Joint Tenants Include:

- Pay rent according to the method stipulated in the lease
- Act in a reasonable way in using the dwelling
- Not to disturb the normal enjoyment of the other tenants of the apartment or building

# Moving

By this point, we hope you have been lucky enough to find the perfect apartment! The next step is planning your move. Packing and moving can be a stressful experience, especially if you are moving into an apartment for the first time.

**Tip:** Call your landlord a few days before your move in date to confirm the time and date you are moving in and to ensure the previous tenant has moved out completely.



**Tip:** Do not forget to notify Canada Post, or anyone else you might receive mail from of your address change. Canada Post also offers a paid mail forwarding service for 6 months.



## Here are some tips to make moving that much easier:

- Start early. Try to get as much of your packing done before your moving date. Pack things that you won't need early on, so that you are not rushing at the last minute
- To find boxes, ask local grocery stores, pharmacies, book stores or other retail location. These stores often have deliveries every day and have a constant supply of boxes that they need to dispose of.
- When packing, try to distribute the weight evenly. Avoid putting all heavy objects (like books) into one box, instead spread them out. Instead of boxing clothes, save space and fold them up and pack them into garbage bags or luggage.
- For wrapping and protecting breakables, use towels and sheets. Otherwise, newspaper works well too.

Once you arrive at your new place, it is a good idea to do a quick clean before you start unpacking. Occasionally, previous tenants neglect, or don't have time, to clean before they leave, or they might just have different standards of cleanliness. When you move out, keep the future tenants in mind and remember to clean your dwelling as well.

Have a copy of the moving checklist found at the end of this document with you a few days prior to your move to ensure that you have made all of the necessary arrangements and are ready for what will hopefully be a stress free moving day.



**Tip:** Call the internet and utilities companies a few days/weeks before you move so that the first day in your apartment the internet and lights will work.

Keep in mind that busy moving days, like July 1st will have a lot of appointments requested, so its best to make your arrangements in advance.

# Things You Might Need

## Kitchen

- Table and chairs
- Set of plates, bowls, cups and mugs, cutlery
- Storage containers of varying sizes
- Cooking utensils: large spoons, spatulas, whisks, measuring cups and spoons, knives
- Can and bottle openers
- Large and medium-sized pots, pans, skillets for cooking
- Coffee maker and/or kettle
- Dish drying rack
- Dishtowels and rags, sponges, dish soap

## Bathroom

- Toilet brush and plunger
- New shower curtain and shower liner
- Drain stoppers
- Hair-catcher for drain (helps prevent blockage)
- Bathmat, shower towels and face cloths
- Storage rack or basket for shampoo or soap in the shower
- Non-slip mat for bathtub
- Laundry hamper/basket

## Furniture

Tip: Keep in mind that there is nothing wrong with having second hand or mismatching furniture.

ALL THE SAME, IT IS BEST TO NOT TAKE FURNITURE THAT YOU FIND ON THE STREET BECAUSE OF THE POSSIBILITY TO ATTRACT BUGS OR RATS.

Instead, buy furniture from second hand stores, from online sales or “some assembly required” furniture retail locations.

Tip: For items that might need to be reinforced into the wall like clocks, shelves, lighting, be sure to learn the proper way to affix them to ensure that they are secure and will not fall. Also be sure to first confirm with your landlord that you are permitted to puncture the walls (Note: You may be required to fill in these holes upon your departure from the dwelling)

## Bedroom

- Bed (mattress, box spring, frame) and accompanying linens
- Dresser (or wardrobe if there are no closets)
- Bookshelves and/or storage shelves
- Desk and comfortable desk chair
- Desk lamp

## Living Room

- Couch or futon (if you can invest, having a couch or futon that can convert into a bed is great for visitors)
- Comfortable chair
- Coffee table/ tend tables
- Floor and/or table lamps (especially if there is no overhead lighting)
- Shelves or storage for books or miscellaneous
- Television

## Extras

- Cleaning supplies (broom and mop with bucket), all purpose cleaner, laundry detergent, garbage bags
- Curtains or shades for windows (sometimes they are not included in the apartment or you want some decorative ones)
- Rugs (a good way to insulate the apartment in the winter)
- Posters/wall hangings
- Plants
- Coat racks or towel racks
- Garbage cans (one for bathroom and kitchen at least)

Tip: If your apartment is small, use space for multi-purpose (get a coffee table that can also be used as storage, or get plastic bins that can fit under your couch or bedframe)



## Insurance

Home insurance can help protect your home and belongings in the event of damage from natural disasters, fire or water damage and theft. In certain instances, they can also assist with additional expenses like the temporary need to relocate to a hotel if your dwelling becomes inhabitable.

The Government of Canada lists several reasons why Home Insurance could be a valued investment:

1. Damage or loss of your home
2. Damage, theft or loss of your personal possessions
3. Personal property stolen from your vehicle
4. Damage or injury to others who visit your home or property (Ex: falling down icy stairs or as a result of snow piling up)
5. Accidental damage you cause to somebody else's property (Ex. If a fire in your home also causes damage to a neighbour's home)

If you are under 26 you should find out if you are still connected to your parent/guardians insurance in which case, it is possible for their coverage to extend to you as well. It is also important to distinguish your own personal coverage from that of your roommates so that you are not held liable for damages you did not incur.

# Tips for Living on Your Own

## How to Keep Your Apartment Clean

### Stove

Stoves can get messy, very fast. Be sure to quickly clean up any spills, boil overs or grease right away. You should also be sure to avoid leaving loose food particles in the oven, it can catch fire easily.

#### HOW TO CLEAN A STOVE

- Allow stove surface to cool completely before cleaning
- Remove drip pans (if necessary) and soak them in soapy water
- Apply stove cleaner to surface of stove and oven
- Wipe in a circular motion until stains and smudges are gone
- Wipe away excess cleaner with a paper towel or rag
- Scrub drip pans with an abrasive cleaner or scouring pad
- Allow pans to dry or wipe with paper towel or rag
- Replace drip pans to their position beneath burners

### Microwave

You can find a used microwave for a very reasonable price. A lot of one cup meals can be made in a microwave and can allow you to reheat meals so that you can keep leftovers.

#### HOW TO CLEAN A MICROWAVE

- Wipe the inside and outside with a warm damp sponge
- Don't use industrial cleaners because those will get into your food, instead try lemon and vinegar based solutions (also better for keeping your home green)
- Try and clean out your microwave at least once a month and should there be any spills, try and clean them up right away
- Make sure that your dishes or anything that you put into the microwave are safe when you use them. If you cover food or drink that could splatter, you could avoid messes

### Toaster

A toaster is another inexpensive appliance you can buy yourself that is versatile for a lot of food. Just remember not to try and take toast out with a knife while it is plugged in or you'll be SHOCKED to find yourself in the emergency room.

#### HOW TO CLEAN THE TOASTER

- Unplug the toaster before you start
- Open the bottom of the toaster, pull out the crumb tray, gently brush off the crumbs with a dry paper towel or rag
- Never use liquid inside the toaster and for the outside, wipe down with a damp sponge

### Fridge

#### HOW TO CLEAN YOUR FRIDGE

- Remove all the food from your refrigerator
- Wipe down the inside with soapy water
- Clean all the shelves and trays
- As you are cleaning, take the time to check for any expired food and dispose of when required.
- Replace the food
- When you clean out the freezer, put old towels around the fridge to catch melting ice

### Bathroom

#### HOW TO CLEAN THE BATHROOM QUICKLY AND EFFICIENTLY

- The bathroom accumulates bacteria very quickly, it is suggested that you get a good pair of rubber gloves for when you clean the toilet
- Start by spraying liquid antibacterial disinfectant in and around the toilet bowl and wait a few minutes. You could also start by spraying cleaning solution around the bathtub at the same time to let items soak in.
- While waiting, this is a good time to take all moveable items outside of the bathroom, like bath mats, garbage
- Once everything is out of the way, brush the toilet bowl. Focus on scrubbing the whole interior of the bowl, not just the water
- Spray the seat, the underside of the seat and the rim with disinfectant
- Wipe down the base, lid and tank with disinfectant and allow it to dry before using the toilet
- Use a sponge to wipe down the bathtub (to limit the need for scrubbing, keep a sponge in your shower and wipe down the walls after every use)
- You can use the same disinfectant on the sink and floor as well. Simply wipe down and allow to dry.
- Once the floor has been mopped and is dry, return everything to their place

# Green Living

## **Save Water**

Take shorter and more efficient showers and don't let the tap run unnecessarily, get leaky faucets fixed, and try and do full loads of laundry instead of running it for only a few items.

## **Save Energy**

Turn off lights, appliances, computers and other electronics when not in use. Lower the heat when you are going out. This will not only allow you to do your part for the environment, but it will save you money on utility bills in the long run

## **Save on Food Waste**

- Take only what you plan/want to eat and if you want more, you could always go back for a second round
- Cut back on napkins, styrofoam, condiment packets, straws, plastic drink cups etc.
- Carry your own mug, fork and Tupperware
- Buy small quantity of fruits and vegetables at a time so that items do not go to waste
- Freeze extra fruit, vegetables, meat or bread if you do not intend to use them

## **Recycling**

Use both sides of a piece of paper, give away old clothes, and invest in rechargeable batteries. You can find out where you can pick up a recycling bin from the City of Montréal website of your borough and along with garbage days, find out when your recycling pickup will be.

## **Buy Less**

Rent or borrow items that you use infrequently. Share household items like hair dryers with your roommates. You can borrow or download books and movies and you can read articles online.

## **Bring Your Own Bag**

You can carry and use your school bag or reusable bags for your shopping or groceries. It will save money and the environment not to mention are more comfortable to carry.

## **Composting**

Did you know that in landfills, air cannot get to the organic waste, so each time you send waste to a landfill, you are creating methane, a greenhouse gas which is harmful to our environment?

If you compost the waste at home, these organic materials can decompose aerobically with hardly any methane produced. Also, if you compost, you will often only have enough garbage to put out once a week instead of more frequently.





# Discrimination and Harassment

Every person has a right to full and equal recognition and exercise of his/her human rights and freedoms, without distinctions, exclusions or preference based on race, colour, sex, pregnancy, sexual orientation, civil status, age, as provided by law, religion, political conviction, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap. (The Charter, Article 10)

Landlords can not use harassment as a means of forcing you to leave the dwelling before the end

of your lease. Often people who harass others threaten to report their victims to the Immigration Department or to retaliate in other ways if the victim complains. Unless you are living illegally in the country, you have nothing to fear from Immigration Québec.

If you believe that you are being denied a dwelling or are being harassed for any of the above reasons, you should register a complaint with the Human Rights Commission of Montréal at 514-873-5146.

## Being A Good Neighbour

### **Respect**

Just as it was in residences, the number one rule to remember is to show respect. For yourself, your roommates and your neighbours. Doing so will likely reduce potential issues in the future and will make your time renting more enjoyable, not to mention safe. If you are having a disagreement with a neighbour, always remember to remain calm, and visit a specialist to discuss the issue before engaging in a regrettable action.

### **Smoking**

There is no legal restriction against smoking in your dwelling unless otherwise specified in the lease. If you are a smoker and you share the apartment, it is recommended to discuss your rules on smoking in the dwelling as part of your roommate agreement.

Smoking however is prohibited in the common areas of residential buildings where there are 6 or more units, this would include but are not limited to lobbies, parking garages and garbage zones. Smoking is prohibited within a metre (9 feet) radius of every door or window that opens. This does not apply if the building's door or window is directly situated on a municipal sidewalk.

### **Noise**

Remember to keep your noise in check, not only with your roommates but in your buildings and with your neighbours in mind. If you are planning on having a large get together with a lot of noise, it would be polite to advise your neighbours so they are not caught off guard. Remember that in the city of Montreal, tickets can be issued for disturbing the peace and nothing puts a damper on a party like having it shut down by the city police.

### **Fire and Emergency Safety**

The city has bylaws as to how many people can be in any dwelling, so if you are planning on having a party, keep in mind that a 2 bedroom apartment likely cannot, and should not have 200 people in it. If you are having a lot of people over, ensure that if they are parking that they do not block the roads or emergency exits. Always know the fire exits of your building and ensure that all windows and doors can fully open and close, especially in winter when they have the potential to freeze.

### **Garbage and Recycling**

If you live in a building that does not have a designated garbage room and you need to put things out on the street, remember you can ONLY do so on designated collection days and remember to properly sort your waste from your recycling. Find out from the City of Montréal website the designated collection days in your borough and where to get recycling or compost bins. For larger items, find out how and when pickups can occur.

Tip: Pieces of furniture found out on the street, may be infested with bed bugs, cockroaches and ants, so refrain from bringing them into your apartment.

If you have a bedbug problem and you put something out on the street, take the time to make an appointment for it to be picked up by trained professionals and properly mark it. A lot of these items can be treated by specialists and then donated to shelters across the city.

## Start Planning Your Budget

### **UPFRONT COSTS OF MOVING**

- First month of rent
- Furniture, appliances, cleaning supplies, miscellaneous
- Moving company
- Any repairs that need to be done on the apartment
- Utilities and Telecommunications

For Year:

Student Expenses

Plan your expenses and your resources for one year at school.

- a) Input your education expenses for the number of terms you will be full time.  
b) Input your monthly living expenses and your overall expenses for one, two or three term(s) will be calculated

Expenses	Notes	OVERALL			
		Monthly	one term	two terms	three terms
Education Expenses		(x1 months)	(x4 months)	(x8 months)	(x12 months)
Tuition	<i>tuition is charged by the term prior to the start of classes</i>				
Books and Equipment	<i>add up all your bookstore and other purchase receipts!</i>				
Total Education Expenses					
Living Expenses					
Rent	<i>did you 100% responsible for a lease or are you with roommates?</i>				
Heating/Electricity	<i>if heating and electricity are included in rent, do not input expense</i>				
Food	<i>think about eating out expenses as well as groceries</i>				
Clothing	<i>think about necessary outdoor wear as well as impulse buying</i>				
Toiletries/Laundry	<i>think about necessary personal hygiene items, cleaning expenses</i>				
Telephone/Cell	<i>land lines are less necessary, but think about your cell expenses</i>				
Internet /Cable	<i>shop around for internet/cable deals, maybe you can do without?</i>				
Transportation	<i>monthly transit passes are tax deductible, car and gas very costly</i>				
Amusements	<i>think about what you want to do and what you can afford</i>				
Insurances	<i>you may want tenant insurance or need supplemental health</i>				
Other Expense(s) specify:	<i>i.e. travel costs, medical expenses, unexpected emergencies</i>				
Total Living Expenses					
Total Education+Living Expenses					

continued on next page

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Student Resources

- a) If you have money coming in a lump sum, input the amount in the column for the number of terms the money will cover.  
b) If you have monthly money coming in, input the amount under monthly and the overall amounts by term will be calculated.

Resources	Notes	OVERALL			
		Monthly (X1 months)	one term (X4 months)	two terms (X8 months)	three terms (X12 months)
Parents	overall amount whether for tuition and/or a monthly allowance				
Non-Custodial Parent(s)	overall amount whether for tuition and/or a monthly allowance				
Relative(s)	overall amount whether for tuition and/or a monthly allowance				
Trust funds, Bonds, RESP	overall amount whether for tuition and/or a monthly allowance				
Federal/Provincial Loan	amount expected/assessed for the budget period provided				
Provincial bursary/Grant	amount expected/assessed for the budget period provided				
Government income	overall CST, Family Allowance, Social Aid, Orphan's Benefits etc				
Income tax rebate expected	overall GST/PST rebate from Fed/provincial gov't				
Work study/Part-time job	monthly salary net of taxes				
Teaching/Research Assistant	monthly salary net of taxes				
Awards	Scholarships/Bursaries/Fellowships usually awarded in lump sum				
Previous savings	own savings in cash or investments available for withdrawal				
Summer savings	do not include summer living expenses- only your surplus savings				
Student line of credit	lump sum planned borrowing from student line of credit				
Other resource(s) specify:	lump sum tax refund, gift from family, lump sum earned income				
Total					
Total Deficit (Surplus)	Surplus will be shown with a negative sign				





## 1. If I fill out an application but decide that I do not want to live there, what can I do?

- You will need to get in touch with the intended landlord and request to withdraw your application. If the landlord agrees, meet them in person to have them void the copy of the application you completed and take a copy with you. If the landlord is unwilling to withdraw your application, you are bound to the terms of the lease.

## 2. What if I only have a verbal agreement with my landlord?

-A verbal agreement is just as binding as a written agreement, however a verbal agreement is harder to prove in court so we encourage you to always get everything in writing.

## 3. What is a guarantor or co-signer and why is my landlord asking for one to sign the lease with me?

-A guarantor or a co-signer is a person who acts as a third party to take responsibility of the terms of your contract in the event that you are unable to meet the requirements. This could be for international students, minors or for when a landlord has not been made to believe that you don't have the capacity to consistently pay your rent.

## 4. On the application form, the landlord asked for my bank account number, passport number, and Social Insurance Number. Do I have to give those?

-NO. Please see the section on security to know what your rights are and what information you should be sharing with a landlord, potential co-tenants or roommates.

## 5. Do I have to give my landlord a notice if I want to renew my lease?

-No. Your lease is automatically renewed unless your landlord wants to move in and in this case they have to give you a notice 6 months before the end of the lease. This process is called "Repossession of the Dwelling".

## 6. Do I have to pay all 12 months of my rent up front?

-No. You should be paying month by month. The landlord has the right to ask for the first month's rent up front when you sign the lease.

## 7. What are the possible recourses of the tenant if the landlord neglects to make the necessary repairs?

There are many recourses available to the tenant:

1. rent reduction;
2. rent deposit;
3. authorization of the Régie to make repairs yourself;
4. resiliation of the lease;
5. damages;
6. order to force the landlord to make the repairs.

A decision must be rendered by the Régie du logement allowing one of these recourses to be applied.

## 7. The sink or toilet is broken, who needs to pay for the repairs?

-The landlord must pay for the repairs except if they can establish that the tenant is responsible for the problem.

# Important Resources

## Emergency Numbers

- For Emergencies: **Call 911** (Police, Fire, Ambulance)
- Police for Non Life-Threatening Situations: 514-280-2222
- If you suspect a gas leak: 514-598-3111 or call 911
- Poison Control Center: 1-888-463-5060
- Medical Question: Info Santé : 811
- City of Montréal: 311

## McGill First Responder Resources

- McGill Walksafe Network: 514-398-2498
- McGill Drivesafe: 514-398-8040
- McGill Nightline: 514-398-6246
- McGill Security: 514-398-3000 (Downtown) 514-398-7777 (Macdonald)

## Tenant/Landlord Information

- [McGill Off-Campus Housing](#): 514-398-6368
- Régie du Logement : [www.rdl.gouv.qc.ca](http://www.rdl.gouv.qc.ca) 514-873-2245
- McGill Legal Clinic: 514-398-6792
- Rights Commission of Montréal: 514-873-5146
- Comité du logement du Plateau Mont-Royal : [www.clpmr.com](http://www.clpmr.com) – 514-527-3495
- Tenants Rights Hotline: 514-488-0412 // 514-990-0190
- [Westmount Housing Legal Clinic](#)
- Community Tenants Rights and Advocacy Organizations (Comités de logement) by Region:
  - Centre Sud: 514-521-5992
  - St. Henri: 514-935-4649
  - Plateau: 514-527-3495
  - Rosemont: 514-597-2581
  - Notre-Dame-De-Grace: 514-484-1471
  - Hochelaga-Maisonneuve – 514-528-1634
  - Parc Extension: 514-278-6028
  - Cote-Des-Neiges: 514-738-2036

## City of Montréal Services

- [www.likehome.info](http://www.likehome.info)
- [www.ville.montreal.qc.ca](http://www.ville.montreal.qc.ca)
- SPVM (Police Department): [www.spvm.qc.ca](http://www.spvm.qc.ca)
- SIM (Fire Department): [www.ville.montreal.qc.ca/sim](http://www.ville.montreal.qc.ca/sim)

## Helpful Resources

- Project Genesis: 514-738-2036
- [Young Bar of Montréal](#) : 514-954-3446
- Educaloi – [www.educaloi.qc.ca](http://www.educaloi.qc.ca)
- Canada Anti-Spam – [spam@fightspam.gc.ca](mailto:spam@fightspam.gc.ca)
- TANDEM: [www.arrondissement.com](http://www.arrondissement.com) – (French Only)

## Hospitals

- Montréal General Hospital: 1650 Cedar Avenue – 514-934-1934
- Royal Victoria Hospital: 1001 Décarie Blvd – 514-934-1934
- Montréal Hôtel Dieu Hospital: 3840 rue Saint-Urbain – 514-890-8051
- Jewish General Hospital: 3755 Cote-Sainte-Catherine Rd. – 514-340-8222
- St. Mary's Hospital: 3830 ave Lacombe – 514-345-3511

## McGill Services

- [Midnight Kitchen](#): 514-398-2337
- [Yellow Door](#): 514-845-2600
- McGill Student Health Services: 3600 McTavish (Suite 5500) – 514-398-6019
- [McGill Counselling Services](#): 3600 McTavish (Suite 4200) – 514-398-3601

## Popular Service Providers

### Utilities

- Hydro-Québec: (Electricity, Hot Water, Heat): [www.hydroquebec.com](http://www.hydroquebec.com) – 514-385-7252 // 1-888-385-7252
- Énergir: (Natural Gas): [www.energir.com](http://www.energir.com) – 514-593-3222 // 1-800-361-4568

### Telecommunication Services

- Videotron: [www.videotron.com](http://www.videotron.com) – 514-380-2967 // 1-866-380-2967
- Bell: [www.bell.ca](http://www.bell.ca) – 1-866-301-1942
- Rogers: [www.rogers.ca](http://www.rogers.ca) – 1-888-395-1077
- Telus: [www.telus.com](http://www.telus.com) – 1-866-558-2273
- Fido: [www.fido.ca](http://www.fido.ca) – 1-888-481-3436

### Major Banks

- RBC – [www.rbc.ca](http://www.rbc.ca)
- CIBC – [www.cibc.ca](http://www.cibc.ca)
- HSBC – [www.hsbc.ca](http://www.hsbc.ca)
- TD Canada – [www.tdcanadatrust.com](http://www.tdcanadatrust.com)
- Scotiabank – [www.scotiabank.com](http://www.scotiabank.com)
- BMO – [www.bmo.ca](http://www.bmo.ca)
- Desjardins – [www.desjardins.ca](http://www.desjardins.ca)



# Apartment Checklist



## Important Points

While visiting an apartment, you might not feel comfortable opening the fridge, closets and cupboards especially if the tenant is still living there. Remember you are signing a 12 months contract, so you have the right to check everything in the apartment. Once you sign a lease you will not be able to just break it because there is a hole in the wall or it is disgusting under the kitchen counter.

- **Open the fridge and the freezer.**
- **Open the closets (even if there are clothes in) check the ceiling and walls: are there cracks or mold?**
- **In the kitchen, open cupboards and check under the counter to see if there is mould growing.**
- **In the bathroom check if there is mould around the bathtub, if any tiles are loose, flush the toilet and turn on the bathtub tap at the same time to make sure the water pressure is good, etc.**
- **Sometimes tenants & landlords will cover a hole in the wall with a nice painting or cover shoddy flooring with a nice carpet, so check these aspects as much as you can.**

## BE PICKY....

The landlord will be busy pointing out all the good things about the apartment, it's your job to notice the bad things.

## BE CAUTIOUS.

Negotiate with the landlord if there is anything that needs improving. If there is any promise about painting the place, new stove or changing the carpet, etc. for before or after you move in, make sure it is written in the lease.

# Apartment Checklist

The following questions will allow you to evaluate the value of the apartment you wish to rent. The physical aspects of the apartment are very important.

## Walls, Floors, and Ceilings

1. Are the walls, floors and ceilings in good condition? Yes \_\_\_ No \_\_\_

## Windows and Doors

2. Do the windows open and close well?  
Yes \_\_\_ No \_\_\_
3. Are the window frames in good condition?  
Yes \_\_\_ No \_\_\_
4. Are screens provided for the summer?  
Yes \_\_\_ No \_\_\_
5. Are the doors and doorknobs in good condition? Yes \_\_\_ No \_\_\_
6. Do the doors close and lock properly?  
Yes \_\_\_ No \_\_\_
7. Open all the cupboards, do they smell musty?  
Are there any dead cockroaches or mouse droppings? Yes \_\_\_ No \_\_\_

## Running Water and Plumbing

8. Are the sinks, the bath and the shower in good condition? Yes \_\_\_ No \_\_\_
9. Is the water pressure good from each faucet?  
Yes \_\_\_ No \_\_\_
10. Is there hot water at all times? Yes \_\_\_ No \_\_\_

## The Balcony

11. If there is a balcony, is it in good condition?  
Yes \_\_\_ No \_\_\_

## Emergency Exits, Stairways and Entrances

12. Are the walls, floors and ceilings of the entrance and stairwells in prime condition?  
Yes \_\_\_ No \_\_\_
13. Are the floors, hallways, and stairs cleaned regularly? Yes \_\_\_ No \_\_\_
14. Are the emergency exits cleaned regularly?  
Yes \_\_\_ No \_\_\_

## Laundry Room

15. If there is a laundry room, is it well maintained? Yes \_\_\_ No \_\_\_

## Heating

16. Is the apartment well heated in the winter?  
(Ask other tenants) Yes \_\_\_ No \_\_\_

## The Kitchen and Fridge

17. If there is a stove in the kitchen, does it function properly?
18. Do the burners work? (check the burners and the oven) Yes \_\_\_ No \_\_\_
19. If there is a fridge in the apartment, does it function well? Yes \_\_\_ No \_\_\_

## The Elevator

20. If there is an elevator in the building, does it function properly? Yes \_\_\_ No \_\_\_

## The Lawn

21. Is the lawn surrounding the building well maintained? Yes \_\_\_ No \_\_\_
22. Is snow and ice cleared regularly during winter? (ask other tenant) Yes \_\_\_ No \_\_\_

## The Garbage & Recycling

23. Ask the janitor or landlord who takes the garbage and recycling out

## Security

24. Smoke alarm (according to municipal by-laws, apartments are to be equipped with a functional smoke alarm). Does the apartment have one? Yes \_\_\_ No \_\_\_
25. If not, ask the landlord to put one in and specify it on your lease in section E.
26. Does the emergency exits open easily from the inside in case of emergency? Yes \_\_\_ No \_\_\_
27. Is there a buzzer, intercom or locked front door? Yes \_\_\_ No \_\_\_
28. Are there bars on the basement/ground floor?  
Yes \_\_\_ No \_\_\_
29. Are there any exposed wires or other sharp protruding objects? Yes \_\_\_ No \_\_\_

NOTE: Make sure the maintenance of the above is included in writing on your lease form in section E –Services and Conditions, before you sign the lease.



# Roommate Finder Compatibility Checklist

## Finances

Bills should be paid:

- ☐ Immediately
- ☐ When they're due
- ☐ Whenever we can get around to them

Common-Use items (e.g cleaning supplies, toilet paper, kitchen towels) will:

- ☐ Be bought in turns
- ☐ Have their cost split evenly between us
- ☐ I'd prefer we purchase and use those individually

## Cleanliness and upkeep

When does cleaning happen?

- ☐ Daily
- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Monthly
- ☐ Whenever we feel like it. Cleaning is a non-issue

How will Cleaning be handled?

- ☐ Rotating chore schedule
- ☐ Permanent chore assignments
- ☐ We can clean whenever we get the urge to; I'm okay with a little mess in my life
- ☐ Special occasions call for special cleaning – we're going to practically sterilize the place!

## Sharing and borrowing

What are your thoughts on sharing and borrowing?

- ☐ What's mine is yours, and what's yours is mine. Everything is fair game!
- ☐ You can probably borrow my stuff, just ask first
- ☐ I won't say no in an emergency, but I prefer to keep my stuff to myself
- ☐ Sorry, I don't ever lend my stuff out

What small appliances are you willing/able to share?

- ☐ Toaster
- ☐ Kettle
- ☐ Microwave
- ☐ Vacuum
- ☐ Coffee Maker
- ☐ Other \_\_\_\_\_

## Noise levels and quiet hours

When is noise acceptable?

- ☐ I like things LOUD, all the time
- ☐ During the day, and most of the evening
- ☐ Strictly during the day, never in the evening
- ☐ I like things QUIET; I'd prefer you use headphones

How much noise is acceptable?

- ☐ Anything up to deafness-inducing levels is fine. Bring it on!
- ☐ I'm ok with things being loud, but if I need quiet, I should get it
- ☐ A little noise is fine, but I like things peaceful
- ☐ Imagine a library... good. I need even less noise than that

## Food, eating and cooking

Anything about food I should know?

- ☐ I'm a vegetarian, but meat doesn't bother me
- ☐ I'm a vegetarian, and I can't have meat in the house
- ☐ I'm Kosher all the way
- ☐ I'm all about Halal meat
- ☐ I'm allergic to \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Do you plan on cooking a lot? What are your thoughts on sharing cooking utensils and containers?

- ☐ I never cook man. All I need is a can opener
- ☐ We could buy some utensils together, and split the cost
- ☐ I'll be bringing my own; you're more than welcome to use them
- ☐ I'll be bringing my own; you should invest in a set of your own, because I'm unable to share mine

## How do you feel about alcohol?

- ☐ I drink responsibly, no other restrictions
- ☐ I save it for the weekends. That's when I party
- ☐ I drink moderately, and socially
- ☐ I don't drink, but I don't mind if you do
- ☐ I don't drink. I'd like my home to be a 'dry' zone

# Roommate Finder Compatibility Checklist

## **Guests, overnight guests, and socializing**

What's your guest policy?

- ☐ The more the merrier! My doors are always open
- ☐ I have no problem with guests, but I do need a heads up
- ☐ The occasional guest is fine, just let me know
- ☐ It's fine in an emergency, but otherwise I'd rather not have any over
- ☐ Zero guests. If they're not a leaseholder, they're persona-non-grata

Are you okay with guests staying the night?

- ☐ Doesn't bother me at all
- ☐ Sure, within reason. Just give me a heads up
- ☐ Once in a while is fine, but I'm not a fan of permanent 'couch-surfers'
- ☐ I'm really not comfortable with having people stay the night

How do you feel about parties?

- ☐ Love them. I'd party every day if I could
- ☐ They're fine with me, just let me know ahead of time
- ☐ The occasional dinner or casual party is fine
- ☐ We both need to agree, before any partying goes down

## **Relationship with roommate**

It goes without saying that you'd want a responsible, reliable roommate. This is just to gauge what you expect above and beyond that.

- ☐ I'm looking for someone who wants to hang out and do a lot of stuff together
- ☐ I'd like someone friendly, but we don't have to be BFFs
- ☐ I'm just looking for someone to split bills and chores

