



**Charleston Residence
Residential Tenancy Agreement
Staff Accommodation of
The Lake Louise Ski Area Ltd.**



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1.0 WELCOME TO HOUSING

Charleston Residence is a housing facility for The Lake Louise Ski Area Ltd. (“LLSA”) employees only and/or for a resident who has a written contract with LLSA. Employees living in any other LLSA leased staff accommodation will be subject to this agreement and any other:

- Charleston Residence staff accommodation is provided only to full time employees of the LLSA as a benefit of employment but not mandatory to use, and is subject to the conditions stated in this contract.
- Rent for a LLSA employee living in Charleston Residence and other accommodation properties will be deducted from each pay cheque every two weeks. LLSA has the right to increase the rent provided proper notice is given.
- A damage deposit of \$200 must be paid prior to checking in to Charleston. Charleston Residents who have been laid off or dismissed and followed the checkout procedures in this contract will be eligible for a return their damage deposit. If you have damaged your unit in any way, any damages will be charged against your damage deposit and further damage charges may be incurred.
- LLSA will provide furniture (for detailed list please see item list attached) and linen is available which includes one set of linen, one blanket, one pillow and pillowcase (if required). It is the responsibility of the resident to keep these items clean and return issued items (in good condition) upon checking out.
- You will be asked to sign the housing contract, in signing the housing contract, you agree to abide by all the policies. Failure to comply with the guidelines set may result in eviction from the residence.

If you have any questions or concerns that you need to discuss please direct all matters to the Housing Department Coordinator or Management.

2.0 GENERAL HOUSING INFORMATION

2.1 Types of Accommodations

- There are four types of accommodations available:
 - Hostel
 - Charleston
 - Saddleback & Pinnacle
 - 4-2 Site

2.1.1 Charleston Building

- Charleston Residence has 24 units that consist of 5 bedrooms. These units contain two shared bedrooms and three single bedrooms.
- Charleston Residence has 12 units that are made up of three single bedrooms and one couple's bedroom.

2.1.2 Hostel

- The Hostel is one of LLSA leased accommodations. This is entry-level accommodation. Four people share each room: 4 beds, toilet and sink. Showers are located in the hallways outside the rooms. Located within the building are kitchen facilities, free wireless internet, TV room, steam room and restaurant.



2.1.3 Saddleback & Pinnacle

- This accommodation is one of LLSA leased accommodations. This is entry-level staff accommodation. Each house contains three shared bedrooms, bathroom, kitchen and living area.

2.1.4 4-2 Site

- 4-2 residences are senior staff accommodations for LLSA. You must be eligible for senior housing and any requests must go through your department manager and the housing manager.

2.2 Housing Criteria

- Eligibility for a Charleston single room or couples room will depend on tenure and position of the employee and room type availability.
- Accommodation requests can be made at the housing department and will be looked at based on the above criteria and the order in which they are received, Housing cannot guarantee each request can be met.

2.3 General Care of Units

- All occupants are required to cooperate in the cleaning of the common area, kitchen, and bathrooms. You are expected to keep these well maintained.
- Housing will provide cleaning supplies in order for you to maintain a clean living environment. You are responsible for purchasing your own household supplies (i.e. toilet paper, light bulbs, sponges etc). If in the course of an inspection we notice any problems such as a lack of general cleaning or damage, a written warning will be issued to your unit to clean up within a certain time frame. If after this period the unit has not been cleaned, a second written warning will be issued and possibly a charge of \$100 or more to the unit for the house person to clean the area the next day. **At any time the housing department may bypass written warnings and evict person(s) depending on severity of a situation.** A unit that commits another offence may result in the entire unit losing their rent bonus and a third offence can result in eviction of the unit.
- If any damages, negligence or vandalism are found upon inspection, the maintenance department will fix them as soon as possible and the cost will be passed on to each person living within the unit, unless someone takes full responsibility. **It is therefore mandatory to report any general maintenance issues within 24 hours and newly developed damage problems immediately, so the damages can be dealt with promptly and fairly.** If you do not report any damages, negligence or vandalism we will assume the unit is free and clear of any damage and you will be subject to maintenance charges for any damages found thereafter.
- Maintenance requests can be made at the housing office and will be completed on a priority basis, and availability of parts. Cost for maintenance repairs can be found on the last page of the housing contract.
- Please make sure that you respect yours and your housemate's living space and LLSA property; in order to do so you need to abide by the following:
 - **Do not place stickers or write on refrigerators, stoves, walls, doors, cupboards or furniture. Do not alter the furniture from its original state.**
 - **Do not carve anything into the logs.**
 - **Do not paint or alter your units in anyway.**
 - **Do not place any thumb tacks/push pins in walls.**



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- **Do not affix anything to the walls, floors, ceilings, or doors, which will cause damage once removed. Use only poster tack when putting posters on walls.**
- **Do not take down the original blinds/curtains from any of the windows.**
- **Respect your roommate's belongings and the unit.**
- **Do not change the locks at anytime.**
- **Placing and storing liquor bottles/cans is not permitted on window ledges or top of the kitchen cupboard area.**

2.4 Room Inspections

The housing department has the right, in accordance with the law, to enter any unit, including bedrooms with no advance warning for the following reasons:

- If there is reason to believe there is an emergency;
- Any health and safety issues;
- If there is reason to believe that the tenant has abandoned the premises;
- Unit inspections every Sunday;
- Fire Alarms;
- If a resident of that unit makes a formal complaint of another housemate; and
- Any maintenance needs.

The Housing Department will be doing full unit inspections (including bedrooms) every week on Sundays. These inspections are for general care, cleanliness and maintenance issues.

2.5 Room Changes

The Housing Department must approve all room changes, including within your own unit.

- If you would like to move from your present accommodation to a different room/unit you must contact the Housing Office to register your name on the 'Room Change Request' form. Priority is given to residents based on a variety of criteria as outlined in housing criteria section.
- Should you feel uncomfortable about your current living assignment due to activities of your roommates, please contact the housing department or security immediately. These issues may be handled in confidence, if desired. The housing department will do their best to correct the situation or try to find you an alternate room to reside in.
- It is unacceptable to force a roommate to change rooms because of your wants or behaviors. Making your roommate feel uncomfortable in their own unit is grounds for eviction.
- Once a room change has been approved and documented, a maximum of one day will be given to complete your move or the room will be re-assigned to someone else. A special request for longer time frame needs to be approved by the housing department.
- You must not move furniture around between units and rooms unless approved by the housing department. All tenants of each unit are responsible for all furnishings. Missing items from units will result in forfeiting your rent bonus and all tenants in the unit may incur further replacement costs.
- At anytime in the season the housing department may have to consolidate units in order to accommodate incoming tenants or maintenance issues. This necessitates that some moves may be inconvenient, but are necessary. Please be patient 😊



2.6 Checkouts

- **All residents must checkout with the housing department during office hours.** Checkouts must be completed no more than 24 hours following your final shift. If you need an extension please contact the housing coordinator or management.
- Upon checking out, a housing representative will inspect your room and unit to ensure it is clean and there are no damages. If you have damaged your unit in any way, any damages will be charged against your damage deposit and further damage charges may be incurred.
- You must check out prior to getting your final pay cheque so that any additional charges or damages can be deducted from your final pay. It is your responsibility to leave a forwarding address at the Human Resources Department in order to receive your final pay cheque or T4 slip for tax purposes.
- Charleston Residents who have been laid off or dismissed and followed the checkout procedures in this contract will be eligible for a return their damage deposit.
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- LLSA will provide furniture (for detailed list please see item list attached) and linen is available which includes one set of linen, one blanket, one pillow and pillowcase (if required). It is the responsibility of the resident to keep these items clean and return issued items (in good condition) upon checking out.

2.6.1 Proper Checkout

- Housing will only check you out when you have finished your cleaning and you have completely moved out.
- To complete a proper checkout you must:
 - Clean the common areas (living room, the kitchen and bathroom);
 - Take out the garbage;
 - Wash dishes; and
 - Clean the bedroom that you are checking out of.
- All issued items must be returned upon checkout (issued keys, linens, blankets, and Charleston Residence Parking Pass). Failure to do so will result in charges.
- **If you need to checkout after 18:00, you must make prior arrangements with the housing office, only special cases permitted or improper checkout, cleaning and replacement charges will be incurred.**

2.6.2 Improper Checkout

Failure to check out of your staff accommodation will result in a charge of \$30.00 and loss of your rent bonus for an improper checkout, as well as any other charges that are pending including: any damages that are incurred, replacements for furniture and missing items from your unit, and replacement lock and keys.

2.7 Guest Registration

- All guests must register to stay between the hours of 23:00 and 08:00. This can be done through the **housing department between 8 a.m. and 6 p.m.** Dated guest passes will be issued and your guest must carry this pass while staying in the residence.
- Guests can only stay up to a maximum of 3 days (extensions may be granted through re-application in the housing department). If a guest is staying longer than one night it must be approved by all of your housemates.
- Only two guests can be signed into a unit at one time. You are responsible for your guest's actions while on property. They must abide by the rules in this agreement.



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- The Housing Department has the right to refuse and/or limit the number of times a guest may be signed into the residence.
- Unregistered guests may be issued with a trespassing notice and the RCMP will handle removal from the property. The tenant(s) responsible will be evicted from staff accommodations, if no one claims responsibility the whole unit may be evicted.
- Resident(s) accommodating a guest that has not been signed in, or are trespassers, will be considered in violation of the Residential Tenancy Agreement and will be evicted.
- If the non-registered guest has already received trespassing notice and the resident does not ensure that they vacate the premises immediately, the resident will be evicted.

3.0 TERMINATION OF RESIDENCY

- In order to live in Charleston Residence, you must be employed by LLSA or a lessee of LLSA.
- When you give your two weeks notice for employment, you must provide two weeks notice in writing to the housing department. **When your employment is finished, you have until 3pm the following day, from your last day worked to vacate the premises.**
- If an employee wishes to stay longer, a written request needs to be submitted to the housing department and eligibility will be determined based on termination and room availability. Since we do not have to provide subsidized housing to non-employees or evicted employees, **any individuals wishing to stay longer will have to pay \$50.00 per day up front starting the day after they were supposed to vacate.**
- Final cheques will not be printed until you have checked out and returned issued items (such as keys, uniforms, pass, linens, etc) unless we receive the \$50 per day upfront for the number of days you wish to stay.

3.1 Evictions and Warnings

- The housing department and Security have the right to evict a resident for violation of any of the rules outlined in the Residential Tenancy Agreement.
- If an employee has been involved in a breach of the Residential Tenancy Agreement for Charleston Residence, or if they have repeated violations after three warnings, they will be evicted from housing and will not be permitted on any LLSA housing property. In extreme cases those evicted may be served with trespassing notice, in this case you will not be allowed on LLSA property indefinitely.
- An accumulation of 3 written warnings will result in immediate eviction.
- The use or possession of illegal drugs or drug paraphernalia will result in immediate eviction. All occupants will be evicted, unless the individual(s) will take full responsibility.
- Excessive damage of any LLSA property will result in immediate eviction and accumulated damages will be charged. If extensive damage has occurred charges will be filed.

3.2 Vandalism, Harassment and Assault



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- Any damages or maintenance issues must be reported within 24 hours. If you do not report any damages we will assume that the unit is free and clear of any damage and you will be subject to charges for any damages found thereafter. Any damages not reported and found during routine inspections will require the entire unit to report to the housing office and damages will be calculated. Depending on the severity of the damages, eviction can occur.
- Every resident has the right to feel comfortable in their own unit, as well as any LLSA property. If you feel you have been harassed in any manner or for any reason, please see Housing or call security at (403) 760-0594. Harassment will end up with warnings being given and may result in an eviction.
- Anyone caught assaulting anyone or vandalizing anything on any property of LLSA will be evicted immediately and charged for damages. As well, the RCMP will be called in and appropriate charges will be laid.

3.3 Noise

Quiet time is 24 hours, 7 days a week!

- Please be aware that your roommates and other units nearby may work different schedules than you. There are many workers that are on the night shift and need sleep during the day.
- A noise complaint will result in a written warning.
- A resident has the right to ask anyone to be quiet, if the request is not respected, the resident may make a complaint to security and/or the housing department, whoever is available. **Security can be reached at (403) 760-0594.**
- There are no parties allowed with large gatherings of people or excessive noise in Charleston Residence at anytime. If security gives a verbal warning and instructions to disperse are not followed, the person(s) responsible will be evicted. This is a zero tolerance policy.
- A party consists of more than 6 people in a unit who are not registered in that unit. Tenant gatherings are condoned, but must adhere to the housing contracts and rules regarding noise.

3.4 Drugs & Alcohol

- **The use and/or possession of illegal drugs or drug paraphernalia within the residence and/or within LLSA property will result in immediate eviction, and will not be allowed on any LLSA property. All occupants in a unit will be responsible, unless an individual or individuals take full responsibility.**
- Alcohol is restricted to residents 18 years of age or older.
- If you feel uncomfortable about your current living assignment due to activities of your roommates please contact security or the housing department immediately.

3.5 Smoking

- Charleston is a *smoke free* environment.
- Ashtrays are located on the outside stairwells.
- This ban includes all areas within each unit as well as bedrooms, stairways, hallways and common areas and buses for staff functions.
- Please respect the building and your roommates and please smoke outside. Anyone caught smoking inside the building will receive a written warning plus \$50.00 fine; a



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second offence will result in a written warning plus \$50.00 fine, and a third offence will result in a final written warning plus a \$50.00 fine, and considered eviction.

- Any ashtrays, or cigarette butts found in units will result in a written warning for the entire unit; a second offence will result in a written warning, and a third offence will result in a final written warning and considered with eviction for the entire unit unless the guilty party confesses and takes full responsibility.

3.6 Weapons

- Storage or possession of weapons, including knives and BB guns on property is strictly prohibited. A weapon is defined in the Criminal Code.

3.7 Crawl Spaces

- You are not permitted to enter any crawl spaces within Charleston including extra rooms, crawl spaces or attic.
- If you are found to have entered any crawl spaces you will be evicted immediately.
- For safety reasons and to prevent any damages, no one is allowed on the roof. Anyone caught on the roof will be subject to immediate eviction.

4.0 GENERAL INFORMATION

4.1 Garbage

- As a business that operates within a National Park, we have a responsibility to ensure that we are doing everything possible to lessen the impact that we have on the environment around us. In order to prevent any confrontations with animals, please take your garbage to one of the two animal safe garbage bins located in the parking lots.
- Garbage must be placed inside the bin. If the bin is full please use second bin provided by the loading dock or you must take your garbage back to your unit until such time when the bin is empty. Parks Canada will levy fines up to \$5,000 for garbage left outside.
- Leaving your garbage on the landing, laundry rooms, hallways, or inside common areas garbage's will result in a fine; the fines will be individually determined. Fines may be up to \$50 per person in a unit.
- If you would like to recycle your bottles, please sort them and place them in the recycling shed.

4.2 Pets

- Pets are not allowed in Charleston Residence. If a pet is found on property a written warning will be given, if it is not adhered to the tenant will be evicted.

4.3 Insurance

- LLSA does not provide insurance or any means of coverage to protect your belongings from damage, fire, loss or theft. We strongly urge all residents to obtain tenant insurance coverage. Please contact RCMP for any theft issues and advise the Housing Office.

4.4 Laundry



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- Laundry rooms are located on the first, second and third floors. Laundry rooms are open daily from 8:00 to 23:00. Laundry facilities are for LLSA staff only
- Machines accept loonies and quarters.
- Laundry facilities are for LLSA staff and leases of LLSA only.
- PLEASE DO NOT OVERLOAD THE MACHINES.

4.5 Groceries

- The Rocky Mountain CO-OP is a grocery store available to our staff.
- The CO-OP is located in the basement of Charleston Residence.
- It is open 7 days a week from 4:00pm – 9:00pm. Memos will be posted to advise of changes to the hours of operation.

4.6 Parking Regulations

- The housing department will assign all parking stalls and issue a Charleston Residence parking pass that must be displayed at all times.
- There is a monthly charge of approximately \$10 for each parking stall that will be deducted from your paycheck every second week in the amount of \$5.00 per pay period.
- All vehicles in the National Park are required to have a Banff National Park Pass. Please stop by the housing department to obtain a letter of employment for Parks Canada to be able to obtain a free Banff National Park Pass.

Please make sure:

- In accordance with the Alberta Traffic Safety Act, vehicles must be legally registered in Alberta within three months of arrival.
- All vehicles on LLSA property must be registered with the Housing Office, including visitors.
- The vehicle must be maintained as legally registered. If registration expires, the vehicle may be towed away, at owner's risk and expense.
- Vehicle information must remain current. Any changes please contact the Housing Office.
- Garbage, oil spills, used car parts etc., that are found in a designated location are the responsibility of the person assigned to that location. The assigned person will be responsible for the clean up, and held accountable for the state of their assigned parking stall.
- All vehicles must be fully operational to remain on LLSA property. Any vehicle that is not fully operational will be removed at the registered owner's risk and expense. Due to the risk of vehicle and property damage and for overall safety of residents and vehicle owners, at no time parking areas are to be used for the purpose of playing sports such as; Frisbee, skateboarding, football, catch etc. There is a recreation area across the road from the Charleston Residence. Likewise during the winter season please do not ski, snowboard, toboggan, etc. on LLSA property.

4.7 Parking Violations



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Parking violations will be dealt with in the following manner:

- Please obey all 'no parking' signs; anyone disregarding these signs will be towed with a 24-hour warning.
- Vehicles parked in unassigned parking stalls will be given a warning and will be towed with a 24-hour warning.
- Unregistered vehicles will be towed without any advance warning.
- Any vehicle that has been issued a previous towing notice will be towed immediately without notice or warning.
- Please inform all guests to park in the visitor-parking stall and they must register with the Housing office or Security.

4.8 Telephone & Fax Services

- Each unit is equipped with a telephone in which you can make local phone calls; however, you will be required to purchase a phone card to place a long distance call.
- The housing department does not give out names and phone numbers and do not take messages unless it is an absolute emergency.
- Please ensure that you give your family and friends your unit's phone number.
- If there are repairs that are needed on these phones please notify the housing department.
- Pay phones and charge phones are available in the lobby.
- You can arrange private telephones or dial up Internet in your apartment directly with TELUS Communications at 310-2255.
- Faxes can be received in the housing department. The fax number is 403-522-7201.
- Please notify the housing department if you plan to receive a fax and arrange a time mutually agreeable by each party to pick it up.
- Faxes may be sent from the housing department at a cost of \$2.00 for a domestic fax and \$5.00 for an international fax.

4.9 Internet

- Charleston Residence provides free wireless Internet to its residents. To access Internet you must fill in an application for log in information.
- Our wireless will be restricted to prevent use of download programs for music and movies.
- Residents are permitted to arrange for private Internet through a service provider.
- The Network you can connect to is called llsa-public. This requires a user name and password

4.10 Vacuum Cleaners

- Vacuum cleaners are available on a complimentary basis with a retainer deposit of your staff pass, or other piece of ID.
- Your staff pass or ID will be returned after the return of the borrowed vacuum.



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- Vacuums can be picked up from the Housing Office between 8:00 a.m. and 5:30 p.m. daily. Ensure that you return the vacuum within an hour after borrowing it or you will receive a warning.

4.11 Televisions

- Televisions are not provided in any unit.
- All units in Charleston are equipped with basic satellite capabilities.
- All you will need to do is plug your television into the cable outlet for connection to these channels.
- Should you experience difficulties in setting up your television, please let the Housing Department know and we will assist you.
- A television is provided in the 2nd floor lounge for viewing pleasure.

4.12 Bus Schedules

- All bus schedules are posted in the main lobby. All staff buses between Charleston and the Mountain Resort are free of charge.

4.13 Facilities

- Second floor lounge is available for LLSA employees and it is equipped with computers, a TV and lounge area, pool tables, a shuffleboard and a foosball table. Lounge closes at 11pm.
- Gym and fitness room is located on 3rd floor and available to all LLSA employees. Cost is \$20.00 per month and hours are posted on the gym door.
- The barbecue pit, located on the balcony off the 2nd floor lounge, is for the use of all tenants.
- This area and all outside areas are to be kept free of garbage as per the Canadian National Parks Act.

4.14 Lost and Found

- All lost and found items in or on Charleston Residence property should be reported to the housing department or security.
- All household items of no apparent value, that have been abandoned, will be kept for 30 days. Items found of value will be kept for 60 days. Items remaining after that period will be returned to the finder, or dispersed of through a charitable organization.

4.15 Security

- You can reach Security during the hours of 18:00 and 04:00 at 760-0594.
- Security will be able to assist you with any situations that may arise within the Charleston Residence.

Please Note: Security personnel and/or Housing personnel may approach anyone, at anytime on R.C.R. property and request proper identification, (staff id. with picture) to verify tenancy. Those that are non-compliant with providing identification will be issued a trespassing charge if they are not able to produce appropriate identification.

Please remember that this security check process is for the safety and peace of mind for all tenants of Charleston Residence. Your cooperation is appreciated.



5.0 FIRE REGULATIONS

5.1 Fire Safety Regulations

- Your unit is equipped with smoke detectors and alarms to ensure you are alerted to an emergency.
- All residents must evacuate the building in the event of a fire alarm. All residences must listen to security/ housing department in the event of a fire or alarm.
- All rooms will be checked and no one will be allowed in the building until everyone is out and the situation is assessed.
- A fire plan can be found on the back of the front door in each unit.
- Tampering with any fire equipment including smoke detectors, fire alarms, bells and extinguishers is a very serious offence. We will not only evict the person responsible, but also have them charged under the Fire Safety Act of Alberta.
- Any use of a fire extinguisher must be reported to the housing department immediately, failure to do so will result in a written warning for the unit and a second offence will result in a final written warning and considered with eviction.

The following are considered to be fire hazards and will not be permitted:

- No smoking in the building at any time.
- At no time may candles be burnt anywhere in Charleston.
- Materials covering lamps or light fixtures other than original coverings.
- Excessive grease build-up in kitchen areas.
- Overloading of electrical outlets, use of damaged electrical cords or equipment.
- There are no fires allowed on Charleston grounds. You may use the provided barbeque area. Absolutely no barbeques are allowed on the staircases.
- If anyone is in violation of any of the above Fire Safety Regulations, you not only put yourself at risk, but you are risking the lives of other residents and guests in the building. The housing department may consider eviction if any of the above regulations are violated.

5.2 Fire Plan

Please familiarize yourself with the following:

- Do not panic.
- If the fire is in your unit and is small enough to be handled with the fire extinguisher, you may extinguish the fire; however, please call the fire department (911) and Housing during regular business hours and contact Security after 6pm at 760 0594 so that they can assess the situation.
- If the fire is in your unit and too big to control with your extinguisher, get everyone out of the apartment and close the door behind you. Pull the nearest fire alarm and call the fire department (911) and Housing office during regular business hours and contact Security after 6pm at 760 0594.
- If there is no fire in your unit and you hear the alarm, **everyone must exit the building.** Close doors and windows and go to the nearest exit (refer to map of building). Once you are outside, make your way to the main entrance for further instructions. Do not re-enter



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the building until a Security or a Housing/Human Resources Staff Member informs you
that it is safe to do so.

PLEASE NOTE: In case of fire, do not attempt to remove personal belongings. You may be
endangering your life, as well as others.

PLEASE CONSIDER ALL FIRE ALARMS AS AN EMERGENCY.

Contact Information

You can reach the Housing Department at 403-522-7200.

The fax number is 403-522-7201.

Your mailing address is the following:

**Charleston Residence
C/O YOUR NAME
P.O. Box 555
Lake Louise, AB.
T0L 1E0**

Our physical address for shipments is the following:

Charleston Residence, #104 Village Road, Lake Louise, AB. T0L 1E0



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Resident Telephone List

Room Number	Telephone Number
101	522-7211
102	522-7212
103	522-7213
104	522-7214
105	522-7215
106	522-7216
107	522-7217
108	522-7218
109	522-7219
110	522-7220
111	522-7221
112	522-7222

Room Number	Telephone Number
201	522-7223
202	522-7224
203	522-7225
204	522-7226
205	522-7227
206	522-7228
207	522-7229
208	522-7230
209	522-7231
210	522-7232
211	522-7233
212	522-7234

Room Number	Telephone Number
301	522-7235
302	522-7236
303	522-7237
304	522-7238
305	522-7239
306	522-7240
307	522-7241
308	522-7242
309	522-7243
310	522-7244
311	522-7245
312	522-7246

Housing Department

External Housing Phone Line
 Internal Housing Phone Line
 Security's Cell Phone

403-522-7200
 7200
 760-0594

Please note that for Security reasons the Housing Department will not give out your name and room number. Please ensure you give your friends and family your contact information.



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Charges

Please note that you are responsible for damages to your unit. The following are the current prices that may be charged for such damages and/or repairs. These prices are estimates and may vary. Cleaning charges may escalate for repeat offenders or will vary on severity of damage.

Cleaning	\$50.00 + depending on time
Steam cleaning	\$70.00
Linoleum (Kitchen)	\$200.00
Linoleum (bathroom)	\$200.00
Light Shade	\$20.00
Toilet Paper Holder	\$35.00
Carpet (full replacement)	\$2,000.00
Carpet (bedroom replacement)	\$550.00
Carpet (small burn)	\$5.00
Maintenance Labor	\$40.00/hour
Pin Holes	\$2.00 each
5'x5' hole in drywall	\$80.00 upon evaluation
Replacement for damaged furniture	Sofa \$400.00 Box Spring \$150.00 Mattress \$200.00
Dinette \$200.00 Bed Frame \$50.00	Coffee Table \$135.00 Dresser \$100.00
Individual Chairs	\$55.00
Shower Curtain (Bath)	\$35.00
Shower Door (stall)	\$250.00
Blanket	\$35.00
Sheet	\$15.00
Pillow	\$15.00
Pillow Case	\$10.00
Door Repair	Estimate
Window Repair	Estimate
Carpet (large burn)	\$25.00
Replacement Keys	\$25.00 per key
Replacement Door Lock	\$50.00
Improper Check-out	\$30.00
Smoking	\$50 + Warning
Screw Holes	\$5.00 each
Larger holes	\$25.00 + upon evaluation
Graffiti/Stickers	\$15.00 +
Outside security doors (lost key)	\$150.00
Phone	\$20.00
Pillows	\$7.50
Single Fitted Sheet	\$12.50
Single sheet	\$12.00
Double Fitted Sheet	\$15.00
Double Sheet	\$14.00



LLSA Housing Residential Tenancy Agreement
CHARLESTON RESIDENCE TENANCY AGREEMENT
SIGNATURE PAGE

Checked in by:		Arrival date:	
Name (print):		Department:	
Apartment #:		Room #:	
Rent per day:	\$		

Parking Stall #:		Vehicle Type:	
Color:		License #:	

*I, _____ agree that **\$5.00** will be taken off my pay cheque to pay for parking at Charleston Residence.

	Issued	Returned	Damages/Charges
Sheets			
Blankets			
Pillow			
Pillow case			
Unit Keys			
Security Key			

** Initial the number if any changes have been made prior to the checkout

Signature for items received: _____

Check out date: _____ **Checked out by:** _____



LLSA Housing Residential Tenancy Agreement

Items your unit should contain:

If your unit does not contain these items then please let housing know.

CHECK IN

CHECK OUT

2 Couches
Coffee table
Kitchen Table- If space provides
4 Chairs-If space provides
Bed
Dresser
Curtain and Rod

Kitchen Appliances:

Fridge
Stove
Toaster
Kettle
Phone

Kitchen Utensils:

3 Cutting Knives
1 Flipper
1 Wooden Spoon
Can Opener
Vegetable Peeler
2 Frying Pans
3 Pots
1 Baking Tray
1 Chopping Board
8 Forks, Knives, Spoons
8 Dinner Plates
8 Bowls
8 Mugs
8 Glasses

Cleaning Products:

Comet Cleaner
Multi-Purpose Cleaner
Broom and Dustpan
Mop and Bucket

Miscellaneous:

Fire Extinguisher
Fire Safety Plans

Upon check out if your unit is missing one or more of these items you will be responsible for the cost of replacement.



LLSA Housing Residential Tenancy Agreement

DAMAGE REPORT

	Note of damage & vandalism checking in:	Note of damage & vandalism checking out:
Living Area:		
Kitchen:		
Bathrooms:		
Bedroom:		
Damage to furniture:		
Other:		

If any damages or vandalism are noticed in your unit (bedroom or common area) please report them back to the Housing Department within 24 hours and ensure that they are recorded in the space below. If you do not report any damages or vandalism we will assume that the unit is free and clear of any damage and you will subject to possible eviction and accumulated charges for any damages found thereafter.

Signature for acknowledgement of damages and vandalism policy:

Print Name: _____ Signature: _____



LLSA Housing Residential Tenancy Agreement

The Lake Louise Ski Area Ltd, reserves the rights to amend, modify, or cancel this agreement, as well as, the conditions outlined within it. Should this happen, proper notification will be provided to all residents.

I _____ agree that I have received, read and understand the Residential Tenancy Agreement for Charleston Residence. I agree to abide by these conditions while I am living in Charleston Residence at 104 Village Road, Lake Louise, Alberta. I will ask the Housing Department for clarification on any area of the agreement in which I do not understand.

Signature

Date

Signature for LLSA

Date



CHECK OUT

Name: _____ Unit-Room: _____

Date of Checkout: _____ Time of Checkout: _____

Task	Completed	Yes	No	Charges
Room cleaned		<input type="checkbox"/>	<input type="checkbox"/>	\$
Common areas cleaned		<input type="checkbox"/>	<input type="checkbox"/>	\$
Linen washed and returned		<input type="checkbox"/>	<input type="checkbox"/>	\$
Both keys returned (\$10 per key)		<input type="checkbox"/>	<input type="checkbox"/>	\$
Any damage to room		<input type="checkbox"/>	<input type="checkbox"/>	\$
Any damage to unit		<input type="checkbox"/>	<input type="checkbox"/>	\$
Any outstanding charges		<input type="checkbox"/>	<input type="checkbox"/>	\$

_____ **Total \$**

Notes

The tenant agrees to have any of the charges above deducted from their final pay slip.

Name _____ Date _____

Signature _____

Checked out by: _____