



# The Elizabeth Fry Society of Manitoba, Inc.



A United Way Member Agency

## Rental Agreement for 544 Selkirk Avenue Housing Unit

**THIS RENTAL AGREEMENT** is made with effect as of the \_\_\_\_ day of \_\_\_\_\_, 2013.

**BETWEEN:**

THE ELIZABETH FRY SOCIETY OF MANITOBA, INC.  
(the "Landlord")

- and -

\_\_\_\_\_  
(Name of Tenant)

\_\_\_\_\_  
(Address of Tenant)

\_\_\_\_\_  
(Tenant's Telephone Number)

(the "Tenant")

**WHEREAS:**

- A. Subject to availability, The Elizabeth Fry Society of Manitoba, Inc. provides short-term, emergency transitional housing to qualifying women who have been involved with the criminal justice system (the "Program").
- B. The Tenant has applied to take part in the Program (the application being attached as Schedule "A" to this Rental Agreement) and has represented and warranted to the Landlord that she meets the Program requirements;
- C. In order to participate in the Program, the Tenant must also agree to the House Rules (attached as Schedule "B"), the Personal Belongings Agreement (attached as Schedule "C") and the Confidentiality Agreement (attached as Schedule "D"), which form part of this Rental Agreement.
- D. The Tenant acknowledges and agrees that depending on the demand of qualifying women for access to the Program, residency in the Unit (as hereinafter defined), at any time during the Term, may have to be shared with another occupant.

**NOW THEREFORE**, in exchange for good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge, the parties agree as follows:

**1. Description of Premises**

On the terms and conditions set out in this Agreement, the Landlord shall lease to the Tenant the following unit in the premises described as: (include suite number, street address, city and province)

\_\_\_\_\_  
\_\_\_\_\_  
(the "Unit").

The Tenant acknowledges and agrees that depending on the demands of qualifying women for access to the Program, residency in the Unit (as hereinafter defined), at any time during the Term, may have to be shared with another occupant, as may be directed in writing by the Landlord. The Rent payable by the Tenant to the Landlord under this Agreement is standard for all Tenants and any shared occupancy will not affect the amount of Rent payable to the Landlord under this Agreement.

### **Furnished Unit**

The unit shall be furnished and shall contain the items specified in Schedule "E". These furnishings are the belongings of the Landlord and shall be returned to the Landlord and left in the Unit at the end of the Term in the same condition as provided to the Tenant, excepting reasonable wear and tear.

### **Term**

The Tenant will be granted occupancy of the Unit on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Occupancy Date"). It is understood by the parties that rental of the Unit is on a month-to-month basis, and that the occupancy of the Unit by the Tenant shall not exceed three months from the Occupancy Date.

### **Rent**

Tenant shall pay Landlord Rent in the amount of: \$\_\_\_\_\_ CDN payable per month plus applicable taxes, in advance, which is due on the first of each month at the Elizabeth Fry Society of Manitoba, Inc., 544 Selkirk Avenue, Winnipeg, MB, R3G 2G4, without deduction or set-off except as expressly permitted under applicable legislation.

The Tenant shall pay to the Landlord interest on any amount of Rent payable under this Agreement that remains unpaid after the date on which it becomes due, at a rate of \_\_\_\_ percent per annum.

If the Tenant fails to pay Rent within three (3) days after it is due, the Landlord may give the Tenant notice terminating the tenancy on the day the rent was due.

### **Utilities**

Included in the Rent, are the following utilities with respect to the Unit, namely hydro, natural gas and water. Cable television, telephone and any other utilities are the responsibility of the Tenant. Given the temporary nature of occupancy, no cable television or telephone may be installed without the Landlord's prior written consent which shall not be unreasonably withheld.

### **Security Deposit**

**Is a damage deposit payable by the Tenant under this Agreement?**

If the above-noted box is checked, the Tenant shall pay to the Landlord a security deposit equivalent to one-half (1/2) of the first month's Rent and the Landlord shall acknowledge receipt of same in writing (such receipt to include the amount received, the date of receipt, and the Unit and residential complex for which it was given). The Landlord shall hold and administer the security deposit in accordance with its obligations as a landlord under *The Residential Tenancies Act of Manitoba* (the "Act").

### **Use of Premises**

The Tenant shall use the Unit as a dwelling unit only and for no other purpose. Without limiting the generality of the foregoing, the Tenant shall not conduct any trade or business from the Unit, and agrees to comply with the House Rules set forth in Schedule "B". Any other uses are expressly prohibited unless agreed to by the Landlord in writing. The Tenant shall notify the Landlord in writing if she will be absent from the Unit for more than one (1) week in duration, such notice to be provided by no later than the first day of the intended absence.

## **Maintenance of the Unit and the residential complex**

In addition to the House Rules, set out in Schedule "B" hereto, and the obligations imposed on the Tenant under the Act, the Tenant comply with the following requirements:

- a. The Tenant shall maintain ordinary health, cleanliness and sanitation standards in the Unit and the residential complex. The Tenant shall not allow the accumulation of rubbish or garbage in the Unit.
- b. The Tenant shall not alter or redecorate the Unit or residential complex without the prior written consent of the Landlord.
- c. The Tenant shall take reasonable care, and ensure that any person she permits in the Unit takes reasonable care, not to damage, willfully, negligently or by omission the Unit or the residential complex, including services and facilities, and shall repair any damage in a good and workmanlike manner, or pay compensation to the Landlord, within seven (7) days after receiving a notice to do so by the Landlord. Please note that the Tenant will not be liable for reasonable wear and tear to the Unit or the residential complex.
- d. The Tenant shall not unreasonably disturb, or allow another person permitted to attend in the Unit or the residential complex to unreasonably disturb, the enjoyment for all usual purposes of the residential complex or any other rental unit by the Landlord, another Tenant or occupant of the residential complex, or a person permitted in the residential complex by any of those persons.
- e. Use in a reasonable manner all electrical, sanitary, heating, ventilating, air-conditioning and other facilities and appliances in the premises, including all shared portions and/or common areas of the premises.
- f. The Tenant or a person the Tenant permits in the Unit or in the residential complex shall not, by act or omission, impair the safety or other lawful right or interest of the Landlord, another Tenant or occupant of the residential complex or a person permitted in the residential complex by any of those persons.
- g. The Tenant shall, before vacating or abandoning the Unit, remove all of her personal property.
- h. The Tenant shall, before vacating or abandoning the Unit, repair or compensate the Landlord for any damage done to the Unit by the installation or removal of personal property.

The parties acknowledge and agree that the House Rules may be amended by the Landlord in writing from time to time, and the Landlord shall provide the Tenant with notice in writing of any such amendments.

## **Landlord's Right of Access**

The Landlord may require access to the Unit during the Term of this Rental Agreement, including without limitation for the purposes of inspection, making repairs, alterations or improvements, supplying services, or exhibiting the premises to new Tenants. Except in the case of an emergency or in accordance with the Act, the Landlord shall provide the Tenant with notice in writing of its intention to enter the Unit, such notice to be provided no less than twenty-four (24) hours prior to entry and may be provided no earlier than two weeks in advance of the date of entry. The time of entry shall be at reasonable hours, and at times that are convenient to both parties, as required under the Act.

## **Fixtures and Improvements**

Any fixtures or improvements attached to or made upon the premises by the Tenant shall be agreed upon by Landlord and Tenant prior to the changes, and shall be at the Tenant's own expense. Any such fixtures or improvements shall remain upon the Unit or the Premises upon Tenant's surrender of the Unit, unless otherwise agreed in writing between the parties.

## **Fire or Casualty Damage**

In the event that the Unit is damaged or destroyed by fire or other casualty to such an extent that the Tenant's enjoyment of the premises is impaired, the Tenant may:

- a. immediately vacate the premises and notify the Landlord in writing within fourteen days of the Tenant's intention to terminate the rental agreement, in which case the rental agreement terminates as of the date of vacating; or
- b. if Tenant's continued occupancy is lawful, vacate a part of the dwelling rendered unusable by the fire or other casualty, in which case the Tenant's responsibility for rent shall be reduced in proportion to the diminution of the fair rental value of the Unit.

In the event of Tenant's termination of the Agreement pursuant to subparagraph a. above, the Landlord shall return all prepaid rent and security where required by law. Accounting for rent in the event of termination or apportionment is to occur as of the date of casualty.

### **Surrender and Termination**

At the termination of this Agreement, the Tenant shall peaceably surrender vacant possession (excepting the furnishings set out in Schedule "E") of the Unit to the Landlord in good repair, excepting only reasonable wear and tear, and complete, save only those items which the Tenant has the right to remove.

### **Inspection and Habitability**

Tenant has had the opportunity to inspect the Unit prior to signing this Agreement and any pre-existing damage to the Unit is noted on the attached itemization, set out in Schedule "F" hereto. The Tenant acknowledges that the Unit is in a reasonable and acceptable condition of habitability for the intended use, and the agreed Rent is fair and reasonable for the Unit in the present condition. The Tenant shall notify the Landlord in writing if, during the Term of this Agreement, the condition of the Unit changes in such a manner as to alter Tenant's opinion.

### **Notices**

All notices required by law or by this Agreement shall be in writing and delivered by personal delivery service, or by certified or registered mail, return receipt requested, to the address set forth below:

For the Landlord:

The Elizabeth Fry Society of Manitoba Inc.  
544 Selkirk Avenue  
Winnipeg, Manitoba R2W 2M9

For the Tenant:

[NAME]  
[Address]

### **Miscellaneous**

The Tenant may not assign or sublet the Unit, without the prior written consent of the Landlord.

Words and phrases herein shall be construed as in the single or plural number, masculine, feminine or neuter gender, according to the context.

This agreement with any attachments constitutes the entire agreement between the parties and no other statements, representations or promises made by the parties regarding this agreement are binding upon the parties unless in writing and signed by the parties.

### **Severance**

If any provision of this Agreement is declared invalid, illegal, or unenforceable by a Court of competent jurisdiction such provision shall be severed from the Agreement and all other provisions of the Agreement shall remain in full force and effect.

**Governing Law**

This Agreement shall be construed in accordance with the laws of the Province of Manitoba.

**DATED** on the date first written above.

THE ELIZABETH FRY SOCIETY OF MANITOBA INC.

Per: \_\_\_\_\_  
Authorized Signing Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Tenant Signature

## SCHEDULE "A"



# The Elizabeth Fry Society of Manitoba, Inc.



A United Way Member Agency

## EFSM Housing Intake Assessment Form

### Information for Applicants:

This Housing Intake Assessment form constitutes your application for entry into The Elizabeth Fry Society of Manitoba Inc. Housing Unit suite rental program, which provides short-term, emergency transitional housing to women who have been involved with the criminal justice system. **The maximum rental term for housing under this program is 3 months, which period cannot be extended.** As this program is for short-term, emergency housing, occupancy of any rental unit on the premises may have to be shared at any time during the term of occupancy, depending upon demand. It is understood that during the term of occupancy, if granted, you will access available resources provided by The Elizabeth Fry Society of Manitoba Inc. to assist you in locating alternative housing.

In order to be eligible for entry into the program, women must be 18 years of age or older, have been involved with the criminal justice system, and given the potential for shared occupancy, must be able to reside safely with other women. Women who pose a safety risk to others will not be permitted to participate in or to continue to participate in the program.

Women who qualify for entry into the program will be provided with a Rental Agreement concerning her tenancy and participation in the suite rental program.

The Elizabeth Fry Society of Manitoba Inc. requires the information set out in this Intake Assessment form in order to assess whether you qualify for entry into the suite rental program. A Personal Information Sheet is attached to this Intake Assessment Form and outlines the purposes for which your personal information as detailed in the Form is required. The information you provide must be complete and accurate. Failure to provide complete and accurate information are grounds to terminate your occupancy.

The Elizabeth Fry Society of Manitoba Inc. will use the personal information that you provide solely to assess your eligibility for entry into the program, to administer your tenancy, to process rental payments, and to contact designated individuals in the event of emergency, unexplained absences, or where your belongings remain on the premises after your tenancy ends. The Elizabeth Fry Society of Manitoba Inc. will also use the information provided to compile statistics, which will be provided to our funders and to other third parties, and will be included in our annual report.

### INTAKE ASSESSMENT FORM

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You should read the previous Information for Applicants page as well as the attached Personal Information Sheet which sets out the purposes for which The Elizabeth Fry Society of Manitoba Inc. will collect, use and disclose your personal information. This Intake Assessment Form is separated into information that is mandatory (namely information that you must provide in order for your application to be considered) and information that is voluntary (namely information that you may choose to provide, and failure to provide this information will not negatively affect your application).

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#### A. MANDATORY INFORMATION

The following information must be provided by an applicant in order that their application be considered by The Elizabeth Fry Society of Manitoba Inc. in connection with the suite rental program.

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: (current home) \_\_\_\_\_ (work) \_\_\_\_\_

Alternate Telephone Numbers or Personal Contacts (to be used in case of emergency, unanticipated absences, or should personal belongings be left behind at the end of your tenancy). **By including someone's name and contact information below, you authorize The Elizabeth Fry Society of Manitoba Inc. to contact such persons for the aforementioned purposes.**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Languages Spoken:

English ( ) French ( ) Other (please specify, including dialect) \_\_\_\_\_

Income Source:

Employed ( )            Social Assistance ( )            Other government benefits ( )  
Band Assistance ( )            Spouse/partner ( )            Other ( ) (please specify) \_\_\_\_\_

If The Elizabeth Fry Society of Manitoba Inc. is going to be asked to contact government bodies or third parties regarding rental payments, please provide the following:

If applicable, name of worker: \_\_\_\_\_

Worker's office: \_\_\_\_\_

Worker's phone: \_\_\_\_\_ Case number: \_\_\_\_\_

If you will be relying on Employment and Income Assistance with respect to rental payments, confirm whether you have ever received a damage deposit or start-up from Employment and Income Assistance? If so, when?

\_\_\_\_\_  
\_\_\_\_\_

Protection Order (or other "no-contact") order in place?    Yes ( )            No ( )

If so, regarding whom?

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Please provide any relevant details concerning the order: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you in particular situations with particular people that cause you to fear for your safety?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Please note that the current rental premises has units located only above the main floor and no elevator is provided. Do you have any special needs or disability requiring consideration or accommodation that may affect your tenancy? [NOTE: Any special need or disability identified does not disqualify your application.]

Hearing ( ) Vision ( ) Physical ( ) Other ( )

Please explain (including with respect to your requirements):

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Tenants are responsible for independent living. Are you able to attend matters necessary to live independently, for example, grocery shopping, meal preparation, cleaning, laundry etc.? \_\_\_\_\_

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Please note that as the accommodations may be shared, for safety assurance purposes, the following information is required:

Have you been diagnosed with a mental illness? If so, please explain: \_\_\_\_\_

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Are you on any medication and do you take your medication as prescribed?

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The Elizabeth Fry Society has an obligation to ensure that the Premises are safe and violence free, Please specify your history of involvement with the criminal justice system. A release may be required to confirm this information.

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**B. VOLUNTARY INFORMATION**

The following information may be used to select roommates based on language skills, where applicable, and for statistical purposes.

Aboriginal Status:

First Nations ( ) Band: \_\_\_\_\_

Band Number: \_\_\_\_\_ Tribal Agency: \_\_\_\_\_

Non-Status Aboriginal person ( ) Métis ( ) Other (please specify) ( ) \_\_\_\_\_

Languages Spoken:

Cree ( ) English ( ) French ( ) Michif ( ) Ojibway ( ) Saulteaux ( ) Sioux ( )

Island Lake Dialect ( ) Other (please specify) \_\_\_\_\_

Relationship status (please mark all that apply): Married ( ) Divorced ( ) Separated ( )  
Common Law ( ) Single ( )

Previous Address Information

This information will assist us in identifying your previous housing background.

If current address is not a correctional institution, please answer the following questions:

Is the current address a shelter ( ); a treatment facility ( ); a rented room, apartment or house ( ); the home of a family member or friend ( )?

Has rent been paid at this address for the current month?

Yes ( ) No ( ) Address: \_\_\_\_\_

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Additional Information

The following information will assist us in providing resources to you in connection with your tenancy and return into the community:

What are your goals for your time at The Elizabeth Fry Society Suites?

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How do you manage living with a roommate?

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Do you feel free to tell a roommate if you have a problem with their behavior?

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Are you sometimes aggressive with others, or have people told you that you are aggressive at times?

If so, please explain: \_\_\_\_\_

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How do you manage feelings of anger or frustration toward other people in your life?

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How can we help you to deal with those feelings? What has worked for you in the past?

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Which relationships are helpful to your reintegration process? And which ones might make it more difficult?

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How do you manage your money? \_\_\_\_\_

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Are you currently involved in any social/recreational activities? Do you have any hobbies or interests?

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Are you working or actively looking for work? If not, do you wish you were?

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## PERSONAL INFORMATION SHEET

This Personal Information Sheet sets out the purposes for which The Elizabeth Fry Society of Manitoba Inc. requires your personal information in connection with The Elizabeth Fry Society of Manitoba Inc. Suite Rental Program. The Elizabeth Fry Society of Manitoba Inc. recognizes the importance of protecting personal information. We have established this Personal Information Sheet to clarify our requirements for the information contained in the Intake Assessment Form.

The Elizabeth Fry Society of Manitoba Inc. will use your personal information solely to assess your application to the program, to administer your tenancy if application, and for statistical purposes. The Elizabeth Fry Society of Manitoba Inc. will not release your personal information to third parties without your consent, unless required or permitted by law.

Should you have any additional questions or concerns with respect to the information requested, please speak with the Intake Assessment Worker or contact **[please include title and contact info of the privacy officer]**.

### A. MANDATORY INFORMATION

Full Legal Name: Confirming your identity is a requirement of processing the application.

Date of Birth: This allows The Elizabeth Fry Society of Manitoba Inc. to confirm the applicants are above the age of 18.

Current Address and Telephone Number: This contact information allows The Elizabeth Fry Society of Manitoba Inc. to contact you with respect to your application.

Alternate Telephone Numbers or Personal Contacts: This information will be used in the case of emergency, unanticipated absences, or should personal items be left behind at the end of your tenancy.

Languages Spoken: Given that the rental unit may be shared at any time during your occupancy, dependant on need, it is important that The Elizabeth Fry Society of Manitoba Inc. confirm whether or not you can communicate with a roommate and this information will also be used with respect to any programs you may wish to access during the term of your tenancy.

Income Source: Rent is charged to all tenants who are accepted into the program, and The Elizabeth Fry Society of Manitoba Inc. must thus be aware of your income source.

Damage deposit or start-up from Employment and Income Assistance: Normally a damage deposit may be required by The Elizabeth Fry Society of Manitoba Inc. as Landlord, however, if Employment and Income Assistance has issued a damage deposit or start-up in the past, this may affect their willingness to provide one in this case.

Protection Order: Given that the rental unit may be shared at any time during your tenancy, it is important for The Elizabeth Fry Society of Manitoba Inc. to confirm whether you are prohibited

from contacting any other residents or whether any other residents may be prohibited from contacting you. This is a specific safety concern.

Are you in particular situations with particular people that cause you to fear for your safety: Given that the residential unit has the potential to be shared accommodations and that there may be circumstances where you are fearful however no protection order having been issued, it is important that The Elizabeth Fry Society of Manitoba Inc. be apprised of such situations.

Do you have any special needs or disability requiring consideration or accommodation: Given the nature of the rental unit, any such special needs or disability will have to be considered for safety and accommodation reasons.

Ability to live independently: The residential units are not staffed to provide assisted care and it is imperative that all tenants be able to live independently.

Mental Illness and Medication: This is a safety consideration as The Elizabeth Fry Society of Manitoba Inc. has an obligation to provide a safe working environment.

Involvement with the criminal justice system: This is a requirement for entry into the program and is also a safety consideration.

## **B. VOLUNTARY INFORMATION**

You may choose whether or not to provide voluntary information, and failure to provide this information will not have a negative impact on your application form. The information that is voluntary assists us in matching roommates, providing more detailed programming better suited to your needs and allows us to compile statistics as required by our funders.

## SCHEDULE "B"



# The Elizabeth Fry Society of Manitoba, Inc.



A United Way Member Agency

### House Rules for 544 Selkirk Avenue Housing Units

These rules are an attachment to the Rental Agreement between the Elizabeth Fry Society of Manitoba, Inc. and \_\_\_\_\_ (tenant's name) and form part of that binding agreement. In signing the Rental Agreement and this document, the tenant agrees to abide by these House Rules and is aware that breach of any of these House Rules or the Rental Agreement is grounds for termination of the tenancy.

- 1) The tenant will keep the premises in a reasonable state of cleanliness and good repair and will inform The Elizabeth Fry Society immediately upon discovering any damage or disrepair in the suite.
- 2) The tenant will not deliberately or negligently destroy, damage or remove any fixtures on the premises, nor any other property of The Elizabeth Fry Society that was provided to the tenant during her tenancy.
- 3) The tenant will treat other tenants, as well as representatives of The Elizabeth Fry Society, with respect and courtesy. Representatives of The Elizabeth Fry Society similarly agree to treat tenants in a respectful and courteous manner.
- 4) The tenant will not use violence on the premises, nor will she bring any weapons on the premises or permit anyone else to bring weapons on the premises.
- 5) The tenant will not smoke on the premises, nor will she permit anyone else to smoke on the premises.
- 6) As the Premises are shared housing, the tenant will not permit any non-tenant's on the premises (other than authorized maintenance personnel or others authorized by The Elizabeth Fry Society).
- 7) The tenant will not permit any alcohol or drugs on the premises.
- 8) The tenant will not permit any pets on the premises.
- 9) The tenant will not leave the front door unlocked at any time.
- 10) The tenant will not go on the roof of the building next door (i.e., through a window), nor will she permit any person except authorized maintenance personnel or representatives of

the Elizabeth Fry Society to go on the roof of the building. The tenant will not take the screens out of the windows and will not use the window to escape the building, except in case of an emergency where it is not possible to use the door.

I understand the House Rules set out above and agree to be bound by them. I understand that breach of any of these Rules is grounds for termination of the Rental Agreement and eviction from the premises.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date



SCHEDULE "C"



The Elizabeth Fry Society of Manitoba, Inc.



A United Way Member Agency

Personal Belongings Agreement

The Tenant acknowledges and agrees that under the Rental Agreement that it entered into with the Elizabeth Fry Society of Manitoba, Inc., she has an obligation to remove her personal property from the Unit on the earlier of the time she vacates the Unit or when the Rental Agreement is terminated. The Landlord shall not be responsible in any way for any of the Tenant's property during the Term or thereafter, except in accordance with The Residential Tenancies Act of Manitoba.

Should any of the Tenant's personal property be left in the Unit, the Landlord must take action with respect to such personal property. Should such personal property have no monetary value, be unsanitary or unsafe to store, then the Landlord may remove the items and dispose of them at an appropriate disposal facility.

If the personal property left in the Unit is not unsanitary or unsafe to store, the Landlord shall make a reasonable effort to contact the Tenant to give the Tenant an opportunity to claim the property and will prepare an inventory of the property and provide same to the Tenant at her last known address.

If, in the discretion of the Landlord, acting reasonably, the value of the abandoned property would be less than the costs removing, storing and selling it, then the item may be given to a charitable or non-profit organization, or be disposed of should the property not be claimed within 60 days.

With respect to more valuable property, after notifying the Tenant in the manner prescribed above, the Landlord must store such property for at least 60 days, following which the Landlord may sell or dispose of the abandoned property. The proceeds of such sales shall be handled in accordance with The Residential Tenancies Act of Manitoba.

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Should I leave personal property in the Unit upon vacating or abandoning the Unit, or following the termination of the Rental Agreement, I, \_\_\_\_\_ (tenant's name) authorize the Elizabeth Fry Society of Manitoba to contact the following individuals for the purpose of retrieving my personal belongings and authorize release of same to the individuals named below:

1ST CONTACT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

**2<sup>ND</sup> CONTACT:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_



\_\_\_\_\_  
Witness

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**Waiver of Liability Concerning Personal Belongings**

I, \_\_\_\_\_ (tenant's name) hereby agree to release The Elizabeth Fry Society of Manitoba, its directors, officers, employees and agents from and against any and all liabilities, costs, loss, claims or charges of any kind or nature arising out of loss, theft or disappearance of any of my personal belongings brought into the Unit or on the Premises during my tenancy.

I also hereby release The Elizabeth Fry Society of Manitoba from and against any and all liabilities, costs, loss, claims or charges of any kind or nature arising out of the transfer, sale, disposal or distribution of personal property abandoned or left by me in the Unit or on the Premises following the termination of my tenancy.

I have also been explained and understand the procedure that will be used in the event my tenancy is terminated and my belongings are left in the Unit or on the Premises.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**SCHEDULE "D"**



**The Elizabeth Fry Society of Manitoba, Inc.**



A United Way Member Agency

**Oath of Confidentiality**

I, \_\_\_\_\_, the undersigned, agree that I will not at any time during my tenancy and/or association with the Elizabeth Fry Society of Manitoba divulge any confidential information to any person within or outside the Society. This includes confidential and/or private information concerning clients, staff, of the business of the Elizabeth Fry Society of Manitoba which may come to my attention in the course of my tenancy or association with the Society.

I understand that the provision outlined above will survive the termination of my tenancy/association with the Society.

As a tenant, I also understand that the unauthorized disclosure of such information may result in immediate termination of my tenancy/ association.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

**SCHEDULE "E"**



**The Elizabeth Fry Society of Manitoba, Inc.**



A United Way Member Agency

**List of Furnishings in the Unit**

**SCHEDULE "F"**



**The Elizabeth Fry Society of Manitoba, Inc.**



A United Way Member Agency

**Damage Report**