



Carleton
UNIVERSITY

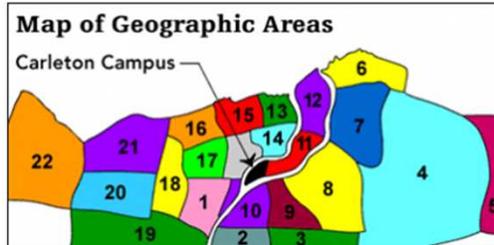
Canada's Capital University

**International Student
Services Office**

Off-Campus Housing Workshop



<http://housing.carleton.ca/off-campus/map-and-locations/>



Ottawa South: #11
Glebe: #14
Centretown: #13
Civic: #15 (Civic Hospital, Hintonburg, Mechanicsville, Little Italy, etc. Chinatown also borders on this area)
South Keys: #3
Lowertown: #12 (Byward Market, Sandy Hill, University of Ottawa, etc.)

How will you get to campus? Bus routes 4 & 7 serve campus 7 days a week. Route 111 serves campus Monday-Friday. Visit http://www.octranspo1.com/routes/universities_and_colleges for info and to access the Quick Planner to find your best route to campus.

*How many bus transfers will it take to get to campus? How late does the bus run in the evenings?



Know Your Budget

- How much can you afford to pay in rent?
- What is your budget for utility bills, food, etc.? When viewing apartments, find out if utilities are included. If not, how much do they cost on average? Especially important for heating in Winter.
- Budget for set-up costs like basic furniture, etc.
- Will you have roommates? How will you split rent and utility bills? What happens if someone leaves or is unable to pay?
- Make a monthly budget to track income and expenses



Average rent prices

Unfurnished apartments

Bachelor: \$766/month
1 bedroom: \$932/month
2 bedroom: \$1,132/month
3+ bedroom: \$1,396/month

* Remember, if you sign a 12 month lease, you will be responsible for rent even if you aren't in Ottawa for the summer. If you are here less than a year, is month-to-month an option? Subletting?

**Be prepared to pay full rent, not just your share. This is what "joint and several" liability means, a term included or implied in nearly all leases.

*** Remember, average rent prices will vary depending on the neighbourhood. Compare the apartment you are interested in to other similar listings. If a deal seems too good to be true, it probably is.



Carleton Off-Campus Housing Listing*:

<http://housing.carleton.ca/off-campus-housing>

Kijiji: www.kijiji.ca (Ontario M-Z – Ottawa)

Ottawa Real Estate Portal: <http://ottawaliving.ca/>

Rentseeker: www.rentseeker.ca/Ottawa.aspx

Other places to look:

- Classified ads in local and community newspapers
<http://ottawastart.com/newspapers.php>
- Bulletin boards around campus, community centres, etc.
- Visit a neighbourhood you are interested in and take note of “for rent” signs
- Contact the management of a building you are interested in to see if any units are available for rent or will be available soon

*If you are using Carleton’s off-campus housing listing, keep in mind that Carleton does not inspect or endorse these properties or listings. **You should always view any unit you are interested in for yourself.** If this is not possible (because you are out of country) have someone you trust, who is familiar with renting in Ottawa, view the unit for you.



Always view the apartment/unit in question before signing a lease!

- When is rent due? How is it to be paid?
- Are there laundry facilities in the building? How much does laundry cost?
- Is parking available? Does it cost extra?
- Is the unit clean and pest free?
- Are all the faucets and appliances in working order?
- Are the locks on the doors and windows working? Do the doors and windows all open/close properly? Who has access to the keys?
- What repairs/updates will the landlord make between tenants? (e.g. painting, cleaning, etc.)
- What are the other tenants like? (e.g. students, families, etc.)

How do I make an application for the unit? What information is required? Is a rent deposit required?

- Under the Human Rights Code, tenants have the right to expect equal treatment regardless of place of origin, ethnic origin, citizenship, creed, etc.
- Landlords have the right to ask for income information, a credit check, rental history, etc.



Helpful Tools

Rental Unit Evaluation Worksheet:

http://www.cmhc.ca/en/co/reho/yogureho/salewo/salewo_002.cfm

Rental Unit Comparison Worksheet:

http://www.cmhc.ca/en/co/reho/yogureho/salewo/salewo_003.cfm

*Note: In Ontario, landlords can ask for a rent deposit (up to one month's rent). This is not a security deposit. It will be applied to your last month's rent.



If you are renting a room in a house, be sure to consider the following:

- Kitchen/laundry privileges – what are the rules?
- Visitor restrictions?
- Is there enough privacy? A lock on your door? Who has access to the key? Do you/can you have your own phone or cable hook up?
- If you are sharing facilities (e.g. bathroom, kitchen, living space), make sure you meet the other tenants



- Is there access to public transportation nearby?
- Where is the nearest police station/fire station/hospital?
- What kinds of amenities are nearby (e.g. grocery stores, coffee shops, etc.)?
- What is the neighbourhood culture like (e.g. mostly students, mostly families, mostly young working people, etc.)?
- Are the streets well lit and well kept? Does the neighbourhood appear to be safe?



- **Always read the lease in full before signing. If you don't understand the lease, have someone you trust review it as well.**
- Remember: a lease is a legally-binding contract.
- If the landlord has agreed to make repairs, etc. make sure this is included in writing in the rental agreement.
- Make sure both you and the landlord have a signed copy of the lease.
- If edits are made to the lease at the time of signing, make sure they are noted (and initialed) on *all* copies of the agreement.
- Paying by cheque, money order, automatic withdrawal allows you to prove payment if needed. **If you pay in cash, get a receipt!**

Things to think about now that you've signed a lease

- Do I need to set up utilities (e.g. hydro)? Who do I call?
- Make arrangements for getting phone/internet/cable set up if you are planning to do so.



*If the tenancy agreement is not in writing, the tenant must be provided with written notice of the legal name and address of the landlord for the purpose of giving notice or delivering other documents. The landlord must provide the tenant with this information within 21 days after the tenancy begins. If the landlord fails to provide the required information, the tenant's obligation to pay rent is suspended until the landlord complies. If there is a written tenancy agreement, the landlord must give a copy to the tenant within 21 days of the tenant signing it.



Tenant/Renter's Insurance

Insurance purchased by the tenant to protect personal property contained in a rental unit from loss due to fire, theft, water damage and other circumstances. Liability may also be included in coverage. Specific terms of coverage are determined by the policy purchased from the insurer.

- CMHC-SCHL

- Your landlord may require you to have tenant insurance.
- Cost varies based on policy. Estimated cost: \$250-\$360/year (Globe and Mail, 2011)
- Get quotes from several insurance companies to find the price/policy that is best for you.
- To get an insurance quote, you may need to know: How old is the building? How many floors/units are there? How is the building heated? Where is the nearest fire hydrant and fire station?



- Who is responsible for maintenance? Make sure you have landlord/property manager's contact info.
- What is the garbage disposal/snow removal process?
- What is your mailing address? Where do you pick up the mail?
- How do you buzz someone into the building (if applicable)?
- Make sure smoke detectors are working and that you know where the fire extinguishers are located. What is your fire escape route?
- Before moving all your furniture in do an inspection of the property. Note any existing damage and take pictures. Send a copy to your landlord and keep a copy for your own records.

www.cmhc-schl.gc.ca/en/co/reho/yogureho/salewo/salewo_005.cfm



Be a Good Neighbour

- Find out the noise by-laws in your area and/or rules for your building and respect them.
- Keep your property clean and free of litter. Avoid hanging signs and banners in the windows.
- If you plan on hosting a party, inform your neighbours, limit the number of guests, make sure your guests know the rules re. parking, and always clean up afterwards.
- Be friendly. Wave hello and stop and chat.

Governing or Regulatory Body:

Landlord and Tenant Board

Name of Act:

Residential Tenancies Act

Landlord and Tenant Board: <http://www.ltb.gov.on.ca/>

Canada Mortgage and Housing Corporation:

www.cmhc.ca/newcomers/

www.cmhc-schl.gc.ca/en/co/reho/yogureho/fash/fash_009.cfm

Community Legal Education Ontario:

<http://yourlegalrights.on.ca/legal-topic/housing-law>

Tenant Survival Manual*: <http://torontotenants.org/resources/tenant-survival-manual>



*Toronto-specific contact information, but applies to renting in Ontario as a whole



Carleton University – Ombuds Services

www.carleton.ca/ombuds/

Carleton University Legal Clinic

www.carleton.ca/ombuds/legal-aid/

Overall, make sure this is
somewhere you can see yourself
living for the next 8-12 months