



Northern Ontario
School of Medicine

APPENDIX 1

NOSM Learner Housing Agreement

BACKGROUND

The Northern Ontario School of Medicine (NOSM) rents accommodations from various public and private landlords throughout Northern Ontario for the use of learners.

The purpose of this agreement is to set the terms and conditions by which NOSM will allow learners associated with the school to occupy the premises for purposes related to school business.

NOSM is obliged to ensure that the persons permitted to occupy rented premises respect the landlord's property, adhere to the rules and regulations established by the landlord for all persons living in the rented premises, do not disrupt the reasonable enjoyment of other tenants and their families and comply with the NOSM Learner Housing Protocol.

AGREEMENT

In consideration of being permitted to occupy the premises, the parties agree as follows:

1. NOSM agrees to provide occupation of the premises to the undersigned for the duration of the learner's undergraduate or postgraduate studies as applicable.
2. During occupation of the premises by the learner, the learner, and guests or invitees, will abide by the NOSM Learner Housing Protocol.
3. Learners understand that it is their responsibility to safeguard property as well as belongings while residing in NOSM Housing. NOSM will not be held responsible for lost, stolen or missing personal items. For this reason, learners are encouraged to maintain an insurance policy which covers their personal contents. If damage or loss occurs, the learner agrees that security deposits and/or additional fees may apply. Under exceptional circumstances, NOSM reserves the right to seal the learner's academic record until the loss or damage has been paid. Learners are also reminded that they have the right to appeal such actions as outlined in the NOSM Learner Housing Protocol.
4. NOSM's Housing Unit will issue keys to learners (when applicable) at the beginning of their clinical placement. Keys must be returned to the NOSM Housing Unit upon completion of training. Loss of keys should be immediately reported to the NOSM Housing Unit. Non-returned or lost keys and the associated fees to have keys re-cut and/or to have locks re-keyed will be charged back to the learner. Fees related to dispatching a lock-smith or landlord/cleaner to unlock a door due to locked/misplaced keys will also be the learner's responsibility.
5. The learner and the learner's roommates will be responsible for ensuring all furnishing and NOSM property remains on the premises, and is not moved (e.g. moving furniture to a different room, hanging pictures or shelving on walls, painting)

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- NOSM will invoice the learner for any costs related to damage or removed property. Failure to pay the invoice will be treated as a failure to pay a fee or fine pursuant to NOSM's policy and procedures. Any damage to the premises, furnishings or property (including any maintenance requirements) should be reported as soon as possible to the landlord and the NOSM Housing Unit.
6. The learner will not make long distance telephone calls billable to the premises while staying in NOSM housing. Personal cellular or third party credit card billing is suggested.
 7. There is a NO SMOKING POLICY in all NOSM housing. Those who disregard this policy will be asked to find their own housing and will be charged for the expenses incurred in cleaning the furniture and carpets to remove the odors.
 8. NO PETS are permitted in the NOSM housing facilities. Those who choose to disregard this regulation will be required to obtain alternative personal housing, at the learner's own expense. This stipulation is for the protection of the individuals (present/future learners and their family members – infants, small children) who may suffer from allergies or other medical conditions.
 9. NOSM is considered to be the TENANT of the premises it manages. No subletting is permitted. Premises are only for the personal use of the occupants assigned by NOSM.
 10. Learners are responsible to bring their own food and personal items.
 11. Learners are responsible for the following cleaning on a weekly basis: vacuuming carpets, moping tile floors, cleaning kitchen and washrooms (sinks, bathtubs and toilets) as required. Premises will be cleaned by the cleaning staff between occupants or on a monthly basis pending location. Learners will be advised of any scheduled cleaning times. Occupants are asked to pick up any personal items before cleaning staff arrive to clean.
 12. It is anticipated that learners from different professional schools will occupy units at the same time and learners are expected to demonstrate respectful behaviour to one another at all times.
 13. When unoccupied, all lights, bathroom and kitchen fans, televisions, radios, etc are to be turned off.
 14. The housing facility may be visited by NOSM staff periodically, with 24 hour prior notice.
 15. It is important that learners arrive no earlier than the check-in time and date, and depart no later than the check-out time and date outlined in the housing confirmation letter. If a learner has a conflict with the check-in and/or check-out date they must contact NOSM Housing immediately.

16. NOSM reserves the right to make additional reasonable rules with respect to the use and occupation of the premises from time to time. Such rules, when communicated to the learner in writing, shall be deemed to be part of the Agreement.
17. When the apartment is vacated, the occupant must attend to this Departure Checklist:
 - ✓ Turn off all lights, bathroom and kitchen fans, televisions, radios, etc.
 - ✓ Assure that all water sources are turned off.
 - ✓ Leave all areas of the apartment clean and tidy.
 - ✓ Lower thermostats to 20 degrees Celsius or 65 degrees Fahrenheit when apartment is vacant.
 - ✓ Please empty the refrigerator before vacating the premises – either bring the food with you or dispose of it in the exterior garbage bin for weekly pick up. Keep in mind that the next tenant may not be scheduled to arrive for several months.
 - ✓ Ensure dishes have been cleaned and put away. Do not leave any dishes in the draining tray or sink on departure.
 - ✓ Lock all doors – close and lock windows before you leave the residence. Also close the blinds/curtains.
 - ✓ Remove all garbage and recyclables from premises.
 - ✓ Complete and remit your Site Evaluation (One45) and return with your keys to the Housing Unit.
18. I agree and acknowledge that NOSM shall be entitled to terminate this Agreement in the event that I or anyone that I permit on the premises:
 - i. performs an illegal act on the premises
 - ii. causes or permits undue damage to the premises
 - iii. disrupts the reasonable enjoyment or peace of mind of other tenants and their families
 - iv. otherwise breaches any term or condition of the agreement

I, the undersigned, have read and understand the [NOSM Learner Housing Protocol](#) and agree to the terms and conditions of this agreement:

LEARNER NAME (Please Print)	SIGNATURE	DATE
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*It is imperative that you **DO NOT** enter NOSM accommodations before your “check in” date for any reason. Any early admittance **MUST** be approved by the Accommodations Coordinator. Please sign and return this agreement by email to housing@nosm.ca or mail to the NOSM Housing Unit along with any applicable housing fees. Cash can be dropped off in person to the Housing Unit. Cheques or money orders must be made payable the Northern Ontario School of Medicine. Interac/email transfers are not available.*