

## **Somerville House Residence Agreement**

A resident of Somerville House is a guest of the Vancouver School of Theology (VST). As such, the legal relationship of landlord and tenant is not created.

### **Location**

Somerville House residence is located at 6015 Walter Gage Road on the UBC campus. There is no public access to the building. The Housing Office is located in room 123A in VST's main Iona Building, situated at 6000 Iona Drive, Vancouver, BC V6T 1L4.

### **Mail and Courier Delivery**

Residents need to use the following address for their mail and courier deliveries:

Resident's Name  
Somerville Suite #  
Vancouver School of Theology  
6000 Iona Drive  
Vancouver, BC  
V6T 1L4

All mail and courier items for Somerville House residents are delivered to 6000 Iona Drive. VST staff take over letter mail (and notices about courier packages) on weekdays to residents' mailboxes in the Somerville House lobby. Residents may pick up packages from Room 123 in the Iona Building, 8:30 – 4:30 weekdays (other than holidays). VST is not able to accept any residents' packages on which payment is owing.

### **Eligibility**

A resident must be registered as a student of UBC or one of its affiliated colleges. All adults and children occupying a resident's premises must be named in full on the Housing Application form, and the ages of children provided.

### **Length of Residency**

Application for residency is for a fixed term, commencing on September 1 (the start date) and ending on April 30 (the termination date).

Residents who wish to arrive before September 1 must enquire in writing to the VST Housing Office as to availability. There will be an additional daily charge for this occupancy.

Residents who wish to remain after April 30 must submit a written request for a specific departure date by February 28 to the Housing Office. Residents who remain during the summer months must also reapply for the following September term. Summer residents who are not staying in September will need to vacate no later than August 24 so that their rooms can be prepared for incoming students.

### **Deposits**

Residents are required to pay a security deposit and first-month rent deposit by the date specified in their housing contract. The security deposit is non-refundable if a contract is cancelled prior to the termination date. The rent deposit is refundable prior to the start date if we are able to find another student to occupy the apartment for the academic year.

## **Telephone Service and Internet Access**

Each unit has a telephone jack. A resident who wants to have landline phone access will need to bring a phone and contact Shaw Communications at 604-310-SHAW, as per the information on UBC's web site at <http://www.it.ubc.ca/phones/studentphones.html>.

High-speed internet is available in Somerville House (wireless internet is unstable) and is serviced by UBC ResNet at 604-822-2008 or [http://www.it.ubc.ca/service\\_catalogue/internet\\_telephone/resnet.html](http://www.it.ubc.ca/service_catalogue/internet_telephone/resnet.html). Residents will need to bring or buy an ethernet cable. ResNet is responsible for servicing ports in Somerville apartments – residents need to report problems to ResNet.

UBC monitors the Internet traffic, including copyright and legal infringements, and alert VST staff to infringements. It is VST's responsibility to follow up with residents to ensure that Canadian law is followed. If VST staff are alerted by UBC that there is an infringement through a resident's system, the resident will be charged a \$50 fee to cover staff time and work.

## **Furnishings**

Apartment furnishings are described in detail on the VST web site at <http://www.vst.edu/main/rooms/student-housing/apartment-types>. There is no storage available in Somerville House, and furniture is not to be moved out of apartments into common areas. If furniture is moved within the apartment, it must be put back into its original position prior to departure.

## **Supplies to Bring**

Residents are expected to bring their own bedding, towels, clothes hangers, cooking utensils, dishes, radios, alarm clocks, cleaning equipment and supplies, flashlights, and microwave ovens. It is advisable for residents in quad apartments to coordinate items for common areas prior to arrival – to do so, they must agree to having their email addresses shared amongst quad roommates.

## **VST Housing Office**

The VST Housing Office is located in room 123A of the Iona Building. Office hours are 8:30 – 4:30 Monday to Friday (other than holidays). The direct phone number is 604-822-6398 and email address is [housing@vst.edu](mailto:housing@vst.edu). Residents who need to meet re housing issues during the year and cannot come during these hours can phone or email to request an appointment at another time.

## **Rent**

Rent is due on the first business day of each month, and includes heat, hot water, electricity, high speed internet, and cablevision.

Payment may be made by post-dated cheque, debit card, Visa or MasterCard. (Note that shared rent in a two- or three-bedroom suite is a collective rent. If one of the residents vacates before the end of the contract term, the remaining resident(s) will be responsible for the full monthly rent until the end of the contract term.)

If paying by cheque, a resident must provide the Housing Office with post-dated cheques for the term of the contract. Cheques are to be made out to VST. If paying by credit card, a resident agrees to notify the Housing Office of any change in card number or expiration date prior to the payment due date.

A late payment charge of \$50 shall apply unless other arrangements are made in advance with the Housing Office. If a resident does not make payment within 15 days of the due date and fails to provide an acceptable schedule of payment in writing to the Housing Office by that date, this agreement is no longer valid. In this case, VST staff may re-enter, remove all property, and take repossession of the residential premises. The resident shall remain liable under this agreement for any outstanding rent.

## **Security Deposit Refund**

Residents should complete an Apartment Inspection form at the time of arrival and return it to the Housing Office. Residents' units will be inspected upon or after departure. Residents are not charged for normal wear and tear.

Charges for damage or missing items, oil leaks in the garage, and cleaning required by VST staff will be deducted from the security deposit. VST may also apply the security deposit to any rent or outstanding charge of the resident's occupancy of the unit.

Upon termination of this agreement, the security deposit shall be returned to the resident within 30 days of the resident's departure less any deductions made by VST.

## **Cleanliness**

Residents are expected to maintain hygiene and cleanliness standards, and must not allow conditions to exist that encourage infestation of insects or vermin. For long-term residents or in cases where concern about hygiene and cleanliness exist, Housekeeping Staff may arrange an inspection (and any necessary cleaning) during the term and prior to issuing of a housing contract for the next academic year. A resident who would like Housekeeping Staff to clean his or her premises periodically needs to arrange this with the Housing Office. This cleaning will be assessed at an hourly rate.

A resident whose apartment is not thoroughly cleaned upon departing (including the stove and fridge) will be charged cleaning fees. VST does not provide mops, vacuum cleaners or other cleaning supplies for long-term residents.

## **Garbage & Recycling**

Residents are responsible for taking garbage and recyclable items to the Garbage/Recycling room in the Somerville garage (near the entrance gate). Containers are provided for recycled cardboard, glass/metal/plastic, and paper. Cardboard boxes are to be flattened and deposited into the container.

Housekeeping Staff clean common areas weekly. A resident who disposes of his or her apartment garbage or personal items in common areas will be charged cleaning/removal fees.

## **Condition of Unit**

Residents are expected to maintain their apartments in good condition. Painting or wallpapering of walls is not permitted; hooks, nails or screws in walls or on woodwork should not be used. Residents are not permitted to remove smoke detectors – these are required to be in place by law.

## **Electrical or Plumbing Problems**

Residents are responsible for replacing light bulbs in lamps. If an electrical circuit is overloaded, a resident can restore power by opening the breaker box in the apartment (in the quad apartments it typically is in unit B) and flipping the appropriate switch back to its normal position. If a toilet is plugged, the resident should use a plunger, available in the laundry room.

For replacement of ceiling or bathroom light bulbs, or other electrical or plumbing problems, residents should complete a Maintenance Work Order form. These forms are available in the 1<sup>st</sup> floor lounge in Somerville and will be picked up by Maintenance staff each week. Maintenance staff are typically on site weekdays (except for holiday periods). Work order requests give the staff permission to enter residents' rooms.

For plumbing or electrical emergencies, residents should call the Emergency Contact number shown on the notice posted behind the resident's door. If electricity goes off in the whole building, it is a BC Hydro problem and

residents will need to use their own flashlights until power is restored. Emergency lighting in the hallway and stairwells is battery operated and will last a few minutes for residents to leave the building.

### **Laundry Facilities**

Coin-operated laundry rooms are provided on the 1<sup>st</sup> and 4<sup>th</sup> floors of Somerville House. Hours of use are posted in the rooms. Problems with the machines should be reported to the company whose phone number is displayed in the laundry room. It is not permissible to hang clothing to dry on apartment balconies. Residents are not permitted to install or use washing machines and clothes dryers in their apartments.

### **Common Areas**

Lounges located on the 1<sup>st</sup> and 4<sup>th</sup> floors of Somerville House are for use of residents. The 4<sup>th</sup> floor lounge and kitchen are primarily for studio residents. A resident may occasionally invite guests to a lounge, but should put up a prior notice out of courtesy to other residents and must remain with his or her guests. Common areas are not to be used for non-resident group meetings, meals, bible study, etc. but rather are for the enjoyment of all residents.

The stove, refrigerator and freezer in the 4<sup>th</sup> floor kitchen are for studio residents who do not have large appliances in their units. All items should be labelled and the kitchen must be cleaned after preparation and serving of food. Signs will be posted by Housekeeping Staff giving advance notice of cleaning and defrosting of appliances, prior to which all items must be removed or they will be discarded.

### **Parking**

A resident who is assigned a parking space in the Somerville garage must have valid car insurance, display the parking decal in the car, and provide the car licence plate number to the Housing office. The parking space is for one normal-sized vehicle only. Residents with parking spots are not permitted to open the garage door for others to drive in to park – this is a security issue and is cause for loss of parking privileges. Any resident who leaves the garage door propped open for others to enter will be considered in breach of the residence contract.

### **Keys and Garage Door Openers**

Keys and garage door opener “fobs” are issued to residents on arrival. A fee of \$25 for a lost key and \$50 for a lost garage fob will be charged. A \$10 administrative fee will be withheld from a refund for lost keys/fobs that are subsequently returned. If lost keys affect building security, the resident will be charged for re-keying costs. Similarly, a resident whose keys are not returned upon departure will be charged for re-keying costs.

### **Bicycle Storage**

A locked cage is located in the garage in Somerville House. Residents who wish to store bicycles need to request a bike cage key. No bikes are to be stored in apartments or affixed to posts or drain pipes outside. It is recommended that residents do not bring valuable bikes to residence as there is a high rate of bike theft on campus.

### **Smoking, Alcohol and Drugs**

Smoking is not permitted inside Somerville House or on the balconies or surrounding patios. Consumption of alcohol in public areas is also not permitted. Use or growth of illegal drugs is not permitted in the residence and will be cause for immediate expulsion.

### **Weapons**

No dangerous or offensive weapons are permitted. Possession of such weapons will result in immediate expulsion from the residence.

## **Pets**

For health and allergy reasons, pets are not permitted in Somerville.

## **Authority and Oversight**

The resident acknowledges that authorized VST Housing or Maintenance staff will have access to the resident's unit at any reasonable time. Twenty-four hours notice will be given except in cases of emergency, or when VST has reasonable belief that the resident is in breach of this agreement.

## **Liability**

VST is not responsible in any way for the death, or personal injury, suffered by a resident or other occupants of the resident's premises or their guests.

VST is not responsible for property belonging to a resident which may be lost, stolen or damaged in any way and however this may occur on the resident's premises.

VST does not carry insurance for the benefit of residents and residents are strongly encouraged to obtain their own insurance.

## **Residence Security**

Residents are responsible for ensuring that apartment doors are locked at all times, and that ground floor windows are not left open when residents are out or sleeping. Outer doors of the building must be closed tightly after entering or exiting. Residents should report any suspicious persons to UBC Campus Security or the RCMP.

## **Conduct**

Residents are responsible for the behaviour of guests on their premises.

Residents are expected to respect the right of other residents and neighbours to quiet from 10:00 PM to 7:00 AM. Residents are encouraged to speak directly to others if problems occur, and to contact the Housing Office if a meeting of all parties needs to be arranged.

## **Quad Apartments**

Quad apartments are designated as male or female and students apply with that understanding. It is not appropriate for female residents to invite male friends or relatives to remain overnight, or similarly, for male residents to invite female friends or relatives.

## **Departure prior to Termination Date**

A student who is no longer studying on the UBC campus must show proof when requesting to leave the residence prior to the termination date. Notice must be given in writing two months' prior to the requested departure date, e.g. by October 31 for a December 31 departure.

There will be no refund of rent owing for residents departing in March or April.

Residents are not permitted to sublet apartments.

### **Vacating**

Residents must vacate the premises and return all keys by 12:00 PM (noon) on the termination date unless prior arrangements have been made with the Housing Office. Residents shall leave the premises in the condition that VST has stipulated.

Residents agree to provide stamped, self-addressed envelopes to VST for forwarding of their mail. Mail will be held for pickup by a resident or his or her designated substitute for up to two months only. Following that period, or if no pickup has been arranged, VST will return the mail to Canada Post.

### **Abandoned Premises**

A resident's premises will be considered abandoned when the resident's property has been substantially removed and the rent is unpaid after that date. The resident acknowledges that VST staff will remove and dispose of the resident's personal property. The resident agrees that VST shall be under no obligation to store the belongings of the resident.