

300
THREE HUNDRED MAIN



CUSHMAN &
WAKEFIELD
Winnipeg



Stevenson

Tenant Manual



Welcome Home,

On behalf of 300 Main, we take pleasure in welcoming you to your new home. It is our sincere hope that you will enjoy your tenancy with us at Winnipeg's Tallest Building, 300 Main.

To encourage a successful relationship, we provide this Resident Manual as a resource for information. This package includes information regarding rental payments, Rules and Regulations, our Rent Café Resident Portal and additional building information. Please review it carefully and keep it in a safe place to refer to as needed.

As always, we would love to hear from you and welcome your feedback. Please see the contact information page should you have any questions, comments or suggestions.

Thank you,

CW Stevenson Inc.
(As Agents for the Owner)

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Contact Information

This is how we'll stay in touch.

300 Main is professionally managed by:

CW Stevenson Inc.

200 – 55 Donald Street Winnipeg, Manitoba R3C 1L8 Telephone: (204) 928-5000

Your Building Superintendents are:

Anthony & Evelyn Kushniruk

Direct Line: (204) 451-6471

Email: 300mainoperations@cwstevenson.ca

Our business hours are Monday to Friday, 8:30 am to 4:30 pm. The office is closed on weekends and Statutory Holidays.

After Hours Inquiries

CW Stevenson Inc. 24 After Hours Inquires Line is: (204) 928-5000, Option 7

What is an Emergency?

Fire, medical, or police emergency: Call 9-1-1

Please contact CW Stevenson Inc. for inquiries regarding the following:

- Flood, leaking pipes, roof leak, sewer backup
- Power failure
- No heat/air conditioning
- Elevator not working
- Building security seriously compromised
- Security Issue
- Lost keys or fobs
- Noise & Disturbance

The following situations should be dealt with during regular business hours:

- Objects dropped down elevator shaft
- Move-Ins or Outs
- Intercom Inquiries
- Parking Passes
- Administrative Request

Rental Payments

1. Rental payments are due and payable on or before the first (1st) day of every month.
2. Late payments received after the first day of the month will be subject to late fees beginning with \$10.00 for the first day late and an additional \$2.00 per day including the day the rent is paid in full, for a maximum late charge of \$100.00.
3. There is a \$60.00 service charge for any returned payment.
4. Payment types accepted; Pre-Authorized Payment: a)Cheque, b)Money Order, and c) Online Payment
5. Online payments can be made via our online Resident portal, RentCafe.
6. If making payment in the form of cash, please pay directly to the CW Stevenson Inc. office, and ensure that you are provided with a receipt. Under no circumstances will cash payments be accepted on-site.
7. These rules are set in accordance with the Manitoba Residential Tenancies Act.

Move-In Checklist

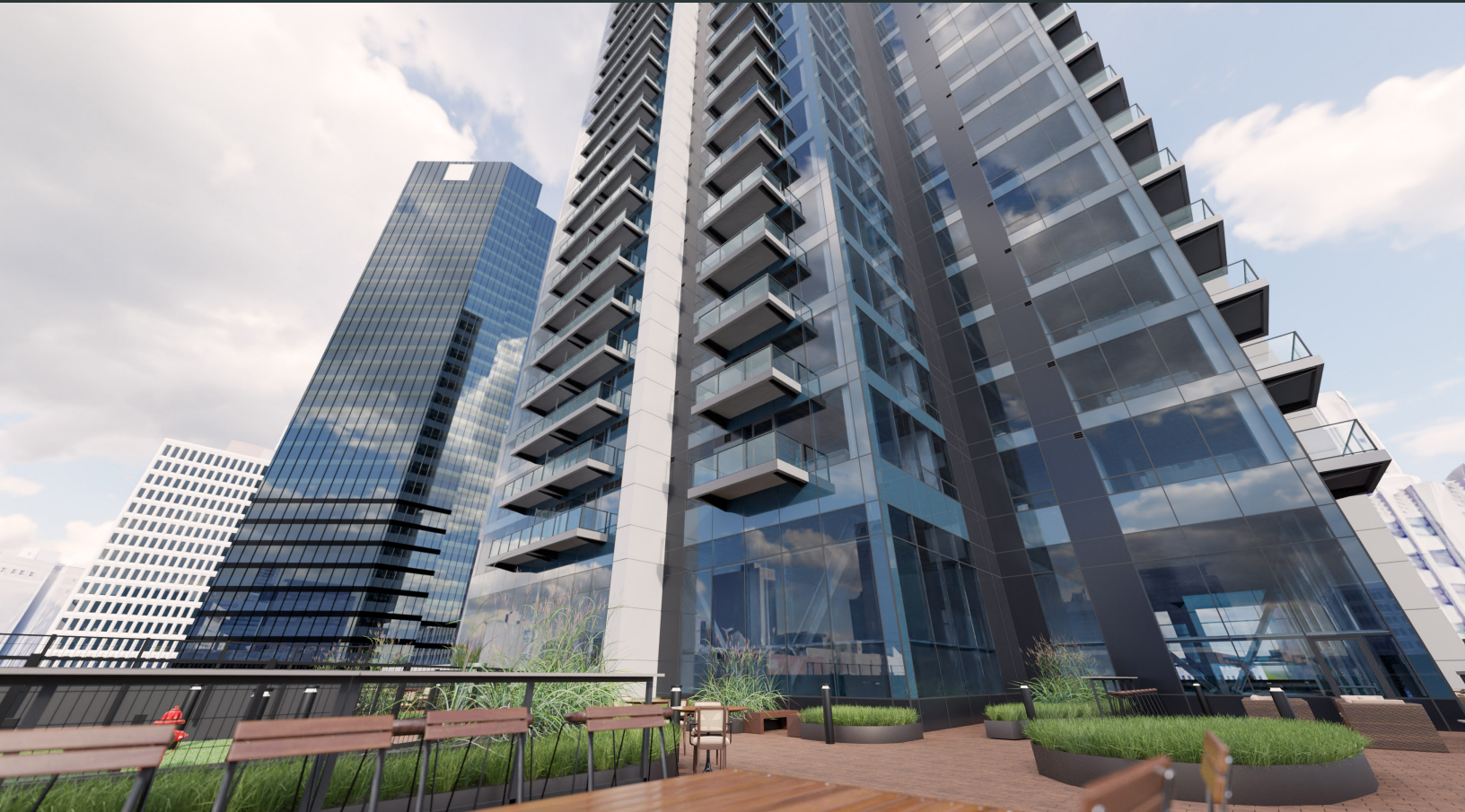
- ☐ Confirm your Move-In Date
Choose your move in date and check availability with our Leasing team. Ensure your movers start and finish on time or additional charges may apply.
- ☐ Select Moving Company
Take advantage of utilizing 300 Main's designated movers, Quick Transfer.
- ☐ Set-Up or Transfer Utilities
Manitoba Hydro *Please refer to following pages
Internet/Cable *Please refer to following pages
- ☐ Change your address with Canada Post
- ☐ Ensure your Tenant Insurance is in effect and that CW Stevenson Inc. The Rules & Regulations outline that the Tenant should carry adequate tenant insurance. Excluded from the insurance the building carries, the following are the responsibility of individual tenants; personal property, personal liability, glass coverage and building deductible.

All residents are to provide CW Stevenson Inc. will proof of tenant insurance coverage.
- ☐ Sign all documents including your Tenancy Agreement, Pet Policy, Parking/ Storage Agreements as required.

300

THREE HUNDRED MAIN

RESIDENT ONLINE PORTAL



MANAGE YOUR ACCOUNT

Review your payment history, change payment information, setup automatic payments or make [one time](#) payments at anytime from anywhere in the world

PROPERTY MANAGEMENT

Request maintenance, tenant insurance link, access to important documents, stay up to date on announcements, notices & events.

PORTAL ACCESS INFORMATION

If you applied by online application:

Go to 300main.ca, click the Resident button and login using the same e-mail and [password](#)

Or



Search RentCafe Resident



Tenant Insurance

Liability and Property Coverage for Renters

Scan to
purchase
online



WHY YOU NEED TENANT INSURANCE

The insurance that your landlord or property management company has on the building does not insure your belongings, regardless of how damage occurs. A fire, burst pipe or sewer backup in your building can cause damage to your personal property. The only way to avoid having to pay out of pocket to repair or replace your damaged property is by purchasing a Tenant Insurance Package.

Communal living comes with added risk. If you cause a loss, you are more likely to affect the people living around you or even the entire building. If you are found responsible for a loss at your rental premises, whether it is in a house, duplex, townhouse, apartment or condo complex, it could leave you in financial ruin.

WHAT IS INCLUDED WITH TENANT INSURANCE?

LIABILITY

Liability coverage is very important for tenants. Damage unintentionally caused to the building, other units or other tenants' personal property will only be covered if you buy a Tenant Insurance Package. Without a Tenant Insurance Package, you will have to pay out of pocket for those damages.

CONTENTS

The insurance that your landlord or property management company has on the building does not insure your belongings, regardless of how damage occurs. A fire, burst pipe or sewer backup in your building can cause damage to your personal property. The only way to avoid having to pay out of pocket to repair or replace your damaged property is by purchasing a Tenant Insurance Package. A fire in your building could affect you even if it occurs down the hall or on another floor. Smoke and water from firefighting can cause significant damage to your belongings. A Tenant Insurance Package will provide money to have your belongings professionally cleaned to remove smoke and soot damage or replace the items if necessary.

ADDITIONAL LIVING EXPENSES

If there is a fire or major water damage and you have to move out of your rental, how will you pay for the extra expense? Your landlord is not responsible to pay for temporary accommodations if you have to move out of your unit. A tenant policy includes coverage for your additional living expenses to pay for a hotel or new rental place until you can move back into your damaged unit.

IF YOU HAVE A CLAIM

HUB International has a 24-hour emergency claim line. If you have an emergency claim to report, you can call 204-792-7929 for assistance.

OPTIONAL COVERAGE TO ADD

Sewer Backup

This is not available with the basic package, it must be added.

Scheduled Items

Increases coverage and reduces the deductible for items such as jewellery, bicycles, laptops and artwork.

OTHER THINGS TO CONSIDER

If you are moving, your comprehensive tenant policy can be transferred to your new location and may also cover your belongings for damage that occurs during the move.

Buying a tenant package helps build insurance history which may help reduce the premium for home insurance when you are ready to buy a house.

Help reduce claims in your building; never leave a burning candle unattended; only run your dishwasher or in suite washing machine when you are home.



This document is for information purposes only. Refer to policy wordings for more details.





What will tomorrow look like?

Will it be what you expected?

Or something you never could have predicted?

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HUB provides complete protection: property, casualty, life and health insurance products; employee benefits and business risk management; and wealth management products and services.

When you work with HUB, you're working with a team of experts dedicated to helping you understand your risks and manage all of your insurance requirements.

Visit our office in Winnipeg Square

With offices placed around the province, the team at our conveniently located Winnipeg Square branch is only a few steps away to assist you with any of your insurance needs.

Address: A 10-360 Main Street

Hours: 8:30AM - 4:30PM (Monday to Friday)

Phone: 204-985-8424

Scan here for more HUB offices in Manitoba!



What matters most to you?

That's what HUB protects.



Personal
Insurance



Auto
Insurance



Employee
Benefits



Farm & Agriculture
Insurance



Life
Insurance



Business
Insurance



Travel
Insurance



Home, Tenant &
Condo Insurance

Manitoba Hydro

- Tenants will be responsible to set up their Manitoba Hydro utility account for their suite. To complete set up, please contact Manitoba Hydro at:

204-480-5900 or www.hydro.mb.ca

- All adults (spouses or roommates) in a household who share responsibilities for utility bills should have their names included on the account. Those names should be updated as circumstances change.
- If you have not yet established a satisfactory credit history, you may be required to provide a credit guarantee (i.e. Pre-authorized Payment Plan, credit reference letter. Irrevocable letter of credit from a financial institution, credit worth third-party co-signer, or a monetary security deposit).
- If you are an existing customer, your account number will change when you move to a different resident. If you currently pay your bill by telephone or an online payment service through your financial institution, be sure to inform your financial institution that your Manitoba Hydro account number has changed.
- Your bill will be more accurate if you submit your final or initial natural gas and electric meter readings.
- Your meter reading will be provided to you upon possession.
- Current tenants are responsible for their suites' utility bills until their lease is up or an approved assignment or sublet has moved in.



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- ✓ An amazing Whole Home PVR which allows you to store tons of shows and keep them as long as you need



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\$50 activation fee applies.⁸ Includes Easy Self Connect kit and priority shipping to your door.⁹

NEW TO SHAW? CONTACT YOUR LOCAL SHAW AGENT.

Name: Jacques Cadet

Phone: 204-509-1522

Email: Jacques.Cadet@sjrb.ca

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THE SHAW ADVANTAGE



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1. Savings based on comparing eligible offers to month-to-month service rates. Offer is open to new and existing customers in eligible communities. Existing customers will be subject to any early cancellation fees that apply for cancelling an existing ValuePlan. Customers that have chosen a 2-year ValuePlan will receive a price guarantee on those base service(s). The monthly fees payable for the price guaranteed base service(s) during month 1 through 24 will remain fixed and not increase during the stated term as a result of normal rate increases applicable to all Shaw customers. See shaw.ca/price-guarantee for details. When subscribing to Shaw TV and Internet 2-year ValuePlan, customers receive up to two (2) complimentary Shaw TV Players. Otherwise, a monthly rental fee of \$5 per month per Shaw TV Player will apply. Early cancellation fees apply and will be calculated based on the number of months remaining in the 2-year ValuePlan multiplied by the early cancellation fee (\$20 per month for the Internet and TV agreement). Offer subject to change or cancellation without notice. © 2022 Shaw Communications. All rights reserved. All Shaw services are subject to our Joint Terms of Service, Privacy Policy and Acceptable Use Policies located at www.shaw.ca. 2. Shaw's Fibre+ Gateway 2.0 is WiFi 6 certified. 3. Watching Netflix, YouTube, hulu and Prime Video on Shaw TV uses your Internet service and will count toward your monthly data allowance. Netflix, Crave, hulu and Prime Video subscriptions required to access Netflix, Crave, hulu and Prime Video content on Shaw TV and may not be included in your Shaw TV subscription. Netflix and related service marks are the property of Netflix, Inc. Crave TV and all associated designs are trademarks of Bell Media Inc. Amazon, Prime Video and all related logos are trademarks of Amazon.com, Inc. or its affiliates. All rights reserved. All other images, artwork and trademarks are the property of their respective owners. Taxes extra. 4. Based on number of access points. 5. Online orders or orders for 2-year ValuePlans where customers are adding a new service are eligible for no-fee installation. Internet customers and TV customers may be eligible to Self Connect certain Internet and TV hardware with no-fee. Hardware Self Connect eligibility is determined at checkout. An installation fee of \$50 will be applied for all other service and hardware orders. For customers that Self Connect hardware, the billing cycle for the added or new service(s) will begin on the earlier of the date of hardware installation and activation or 6 days from the date of shipping. 6. A one-time, non-refundable \$50 Activation Fee may be applied for new Shaw customers. Offer and Activation fee are subject to change without notice.

Home

CW Stevenson Inc. (As Agents for the Owner) aims to provide an exceptional experience to all of our Residents. As a resident at 300 Main, you are enjoying the benefits of a luxury, maintenance free, planned environment made possible through community living. To fully enjoy your experience, please ensure you are familiar with your rights and responsibilities as a resident, and you have a clear understanding of the obligations and responsibilities that the Building Superintendent, Property Manager, and other residents have to you.

Basic Etiquette

1. Noise – We kindly ask that you respect your neighbors and avoid making excessive noise at all times and remain polite & courteous in your community. Although your building has been designed and constructed with sound proofing that meets or exceeds the building code standards, loud noises may still carry through the floors, walls, and hallway doors. Loud music, televisions, dog barking and allowing doors to slam in your suite can disturb your neighbors. All residents should be considerate to others in the building and be mindful of the noise that they may be generating within their suite.
2. Mailbox – Junk mail should not be discarded at the mailboxes. Please put all waste in the recycling receptacle in the mail room or dispose of such mail in your unit.
3. Hallways – Common area hallways should not be used to store personal items like shoes and boots of residents and visitors. Door mats in the hallway violate the fire code and are not permitted. The exterior door of your unit forms part of the hallway and the exterior of your units' door should not be altered in any visible form.
4. Care of Common Areas – Be mindful not to damage common property such as hallways, ceilings, elevator and amenity spaces, etc.
5. We take pride in maintaining a clean and safe environment for all. Please ensure the use of provided waste and recycling receptacles onsite to dispose of your household garbage. Disposal of large household items such as furniture, or large boxes, must be removed by the tenant or arranged for pick-up by a garbage removal service at the expense of the tenant. If these items are left around the garbage bins, the cost of removal can be charged back to the tenant. Please do not let trash accumulate in your apartment and do not leave garbage or recycling out in the hallways.

In-Suite

Insurance

The Rules and Regulations outline that the tenant should carry adequate tenant insurance. Excluded from the insurance the owner carries for common areas, the following are the responsibility of the individual tenants; Personal property, personal liability, glass coverage and owner's deductible. ***All residents are required to provide the Management company with proof of insurance coverage for their unit.***

Quartz Countertops

All hard surface materials are susceptible to staining and care should be given when placing products on your countertops. We strongly recommend that you quickly wipe spills of acidic liquids such as wine, lemon juice, vinegar, and chemical products. In most cases, soap and water or a mild detergent is all that is required to maintain its luster. If necessary, apply common, non-abrasive, household cleaners on a cloth or sponge and wipe the surface, rinsing thoroughly after cleaning.

Materials that harden as they dry, such as gum, grease, nail polish or paint should be removed by gently scraping away the residue material with a blunt plastic scraper. Then the quartz surface should be cleaned with a household vinegar/water solution (always follow the manufacturer's dilution instructions) or with a non-abrasive cleaning pad (such as a white 3M Scotch-Brite) together with a non-bleach, non-abrasive liquid cleaner and rinse thoroughly with clean water. Surface should be dried with a clean white paper towel or white cloth.

Do not expose quartz surfaces to abrasives, strong alkaline, acetone, acid, free radicals, oxidizers or similar products (whether high, neutral or low pH) cleaners. Don't expose quartz surfaces to such products as bleach, oven cleaners, Comet, Soft Scrub, SOS, Pumice products, batteries, paint removers, acetone, nail polish remover, furniture strippers, oil soaps, tarnish, or silver cleaners.

Quartz countertops are non-porous, so spills and stains are not absorbed into the surface, making it stain-resistant. Permanent markers/inks and some chemicals, solvents (e.g. acetone, paint thinner, nail polish remover) or dyes may, however, cause permanent discoloration to the surface and should be avoided. Should these agents come into contact with the surface, wipe up immediately and rinse with plenty of water.

Please note that countertops are not to be used as a cutting board. Never cut anything directly on the countertop because the knife will dent or damage the surface.

Your countertops should be protected from hot items such as pots, pans, baking dishes or hot mugs and plates. It is the resident's responsibility to keep heavy objects off countertops to prevent damage. Also, do not stand, kneel, or sit on countertops. Do not apply any sealers, penetrants or topical treatments to quartz surfaces, such products will wear off and cause the gloss to appear dull or inconsistent.

Appliances

All appliances in your suite have been checked to ensure that they are in working order. Operational manuals are provided for your appliances. Please read all instruction literature carefully.

Oven/Stove

Abrasive cleaners are hard on the exterior stainless-steel finish of the stove and should be avoided. Do not use aluminum foil to line any part of the cook top. Use warm water and soap to clean the outside of the range. Before using Self Clean, be sure to remove the racks.

Please refer to the manual for full instructions. In the event of abnormal noise or abnormal overheating of your appliance, immediately stop using the appliance and consult Management.

Washer/Dryer

Clean the washer/dryer exterior with mild soap and water. Never use harsh, gritty, or abrasive cleansers. **Clean the dryer lint screen after every load.** Lint build-up in the screen restricts airflow, which causes longer drying times. Leave washer door open following wash load and when not in use. The water tank on the dryer may require emptying from time to time.

Electrical

Your suite has its own electrical service panel with separate circuits that service different appliance plugs and lights. Breakers control the circuits. The breakers protect against fires that could develop if the wiring becomes overheated by an overload on the electrical system. Each breaker will operate an appliance, lights, plugs, or a specific outlet.

Resetting Breakers

When resetting a circuit breaker, it's important to wait before turning it back on. The recommended interval between the breaker being turned off and on is 30 seconds. Too short a time frame may result in the breaker not being reset properly.

The wait period will allow the breaker to cool down if it was tripped because of an overload. Before resetting, check the circuit breaker for an overload or for an appliance that could be creating a short circuit. To reset the breaker, make sure it's been turned all the way off before turning it to the "on" position again.

Please be advised there is a breaker that can turn off your fan coil (heating/cooling) all together. It is labelled "Do NOT turn off" as power loss is detrimental to the system and could cause significant damage to the fan coil unit and/or suite. Please ensure the switch is left in the "on" position and is not turned off. Should this occur by accident, please advise CW Stevenson Inc. immediately.

Ground Fault Circuit Interrupter (GFCI)

These plugs are installed in areas of your suite where water and electricity could be mixed (i.e., a bathroom). The GFCI will protect you against hazardous electrical shock.

You may still feel a shock, but the GFCI should cut off the power quickly enough so that a person in normal health should not receive serious injury. Infants and small children may still be affected. Multiple GFCI's are on one circuit. Therefore, when the bathroom one trips, you may need to reset on the outlet.

Mechanical

Your suite has its own heating, cooling and ventilation system with separate controls that service your unit alone. A separate mechanical system is in place that services the common areas of the building, and it is controlled by the thermostat(s) located in the common area.

Interior Environment Controls

There are three components to consider when creating a comfortable and healthy indoor environment: Temperature, Ventilation and Humidity. Achieving the proper balance between these three variables is a matter of building design, construction materials and personal environment.

During the building process, a variety of materials and techniques are used to create a building that is well protected from the outside environment. Weather sealing and insulation are used extensively to make your home dry and energy efficient. However beneficial a tightly sealed building may be, we have all come to learn that it does also have its drawbacks. Poor ventilation and internal humidity buildup can be unpleasant and unhealthy as well as damaging to the building. To counteract these potential problems, your home has been equipped with features for you to use in creating your ideal interior climate.

Heat Pump/Fan Coil Maintenance – Important

Studies show that HVAC system failures are caused by dirt and dust- basically a lack of filter replacement. The HVAC system in your suite will be serviced 3-4 times per year. This is mandatory, and notice will be given prior to the maintenance.

Heat Recovery Ventilation System

Your suite is equipped with an HRV system. This unit is designed to exchange air from inside your suite and the outdoors, not control humidity. This unit brings temperature-conditioned air into your suite and exhausts the stale air from the suite. In the winter months, the outside air is very dry, so running the HRV will bring that dry air inside and lower the humidity.

Bathroom Exhaust Fans – Very Important

Bathroom and kitchen ventilations are an important part of your suite's HVAC system. It removes odors from your suite, which improves indoor air quality. But more importantly, it removes moisture, which can increase the level of humidity in your suite.

High humidity can damage building materials. High humidity can also cause mold growth – and mold may affect your family's health. It's not uncommon for new tenants to not realize the importance of proper ventilation and the switches that control them. Damage to materials or finishes due to suite humidity that is outside of the recommended range is charged to the tenant.

Follow these steps to ensure low humidity:

- Close the washroom door when showering or bathing, and always turn the washroom ventilation on. When finished, close the door, and leave the fan on for an additional 10 minutes (it's on a timer).
- When cooking, be sure to open a window and turn on the kitchen ventilation.
- Do not hang up laundry to dry in your suite.
- Open the curtains during the day to allow better air circulation across the windows in the winter and close the shades in the summer to reduce the heat load.

Cleaning Your Exhaust Fan Grills

Please ensure that the exhaust fan grills are cleaned regularly and remain unobstructed.

Reporting a Repair

When something is not working as it should, our aim is to have it resolved as quickly as possible. Requests to maintenance can be made by submitting a request through RentCafe Resident Portal.

Lost, Stolen or Malfunctioning Fobs or Keys

Fobs and mailbox keys are provided at the time of your move-in and are the responsibility of the tenant from that point forward. If your fobs or keys are lost or stolen during your tenancy, please immediately report to your Building Superintendent.

Key FOBS will time out after 7 days and require updating at hot spots throughout the property. If not updated, you may not be able to access your suite. Hot Spots can be found at the Garbage Room, Concourse entrance and back of house hallway close to elevator C. Your key FOB/card will need to be held against the Hot Spot until the light flashes green. This can take up to 5-10 seconds.

Rules & Regulations

Emergency Procedure

Fire, medical or police emergency call 9-1-1.

For afterhours concerns including the below items, please contact CW Stevenson:

- Flood, leaking pipes, roof leak, sewer backup
- No heat/cooling
- Elevator not working
- Building security seriously compromised
- Power failure – MB Hydro 204-480-5900
- No water – City of Winnipeg 311

Call Police or non-emergency 204-928-6222 for:

- Noisy or unruly residents or visitors.
- If your vehicle is broken into or vandalized.

CW Stevenson Inc. 24 Hour Afterhours Concerns line is 204-928-5000, Option 7.

Non-Smoking Agreement

This is a non-smoking property. It is a material term of this tenancy agreement that smoking in the rental unit, including balconies, patios and common areas on the residential property is prohibited. Smoking shall include the inhaling, exhaling, burning, or carrying of any lighted cigarette, cigar, electronic cigarette, vaping device or other tobacco product, marijuana, or other substance.

Safety

1. When leaving the suite for more than five (5) days, Tenant(s) shall notify management how long they will be away.
2. All doors must be locked in the absence of Tenant.
3. Storage of gasoline, cleaning solvent or other combustibles within the unit is prohibited.

Common Area Use Waiver

All users of the common areas must acknowledge and abide by the Terms of Use:

1. Common areas include Hallways, Lobby, Garbage/Recycling Room, Bike Storage Room, Storage Lockers, Loading Dock, Pet Wash station, Level 2 Terrace, Level 2 Pet Playground and Level 40 Tenant Lounge & Exterior Patios.
2. All persons using the common areas do so at their own risk. Neither the Owner nor Management accept liability for any harm or loss suffered in connection with the use of the common areas to Tenant or Tenant pet(s) or guest(s). The common areas are used at the Tenant's own risk.
3. Alcohol is not permitted in or about the common areas.
4. Excessive noise is not permitted.
5. No one under the age of 16 is permitted in any of the common areas unless accompanied by an adult.
6. Tenant shall assist management in keeping all common areas clean (interior & exterior).
7. No littering of papers, cigarette butts or trash is allowed.

8. Common areas are open from 9:00 AM – 11:00 PM daily.
9. Tenants hosting guests in any common area must always remain present and ensure guests are respecting the rules of the space and other residents.
10. Total attendance in any common area shall not exceed the rooms stated capacity. The Owners and/or Management may alter or change at its discretion the operation of the common areas.
11. The common areas are monitored 24/7 by video surveillance.
12. To book select amenities within common areas, residents must complete the required Booking Agreement (found on Rent Café) and agree to the terms and conditions.
13. Residents found damaging the facility or in non-compliance with the rules will be held responsible for any repair costs, may have their rights to use the common area spaces revoked and may result in additional fines.

Balcony Rules

1. No smoking of any kind is permitted on or about the property, including the balcony.
2. Balconies are not to be used for storage or clutter. Balconies must be free of debris.
3. Clothing, curtains, and rugs are not to be shaken or hung outside of any window ledge or balcony.
4. Balcony railing supported tables are not permitted.
5. Bicycles are not permitted to be stored within the unit or on the balcony.
6. Unsecured pillows, small décor items and plants are not permitted on balconies.
7. Tenants are required to ensure all items on the balcony are secured and will not blow away in windy conditions. Any damages caused from result of loose items on a Tenants balcony to property or adjacent property will be the liability of the Tenant.
8. Only Barbeques that use electricity or propane as a fuel source may be used on the balcony. Barbeques that use solid fuel such as wood or charcoal briquettes ARE NOT PERMITTED, pursuant to City of Winnipeg Community By-Law.
9. The Landlord and CW Stevenson Inc. assume no responsibility for loss and/or damage.

Pet Policy

The Tenant shall have the right to keep two pets in the Unit providing the pet is not a nuisance to residents and providing that the Tenant follows the terms of the Pet Policy as described herein. A pet must not weigh more than 35kg (75lbs).

1. For the purpose of identifying a pet, or a pet owner, all pets on the property are required to be licensed with the City of Winnipeg and be up to date on all vaccinations (By-Law No. 92/2013) and the license is required to be renewed annually. A copy of the license and vaccinations shall be kept on hand by the Tenant in the event Management wishes to see the new license and any subsequent renewals.
2. Pets shall not be kept, bred, or used for any commercial purpose. All cats and dogs must be spayed or neutered by six months of age unless the procedure is deemed medically unsafe by a veterinarian.
3. Pets must be kept on a leash or in proper carrier when outside of the unit. Pets must not be left unattended on patios, balconies, pet wash or pet playground.
4. Pets are not permitted in any of the building's common areas, except for the designated area(s) of Level 2.
5. Pet's paws are to be clean upon entering the building.
6. Tenants are responsible for immediately cleaning up after their pets and discarding securely bagged pet droppings appropriately.
7. Pet owners are responsible for any damage caused by their pets. Any damage caused by cleaning chemicals, or other such materials used to remedy said damage is also the full responsibility of the pet owner/caregiver.
8. At all times, the tenant or other person in control of any permitted pet shall ensure that the Landlord or other tenants are not disturbed or annoyed by such pets and that such pets do not cause any disturbance, or nuisance upon or in any part of the property. Examples of nuisance behavior for the purposes of this paragraph are: *a) Pets whose unruly behavior causes personal injury or property damage; b) Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for 1 hour or more to the disturbance of any Tenant at any time of day or night; and c) Pets who exhibit aggressive or other dangerous or potentially dangerous behavior.*
9. Pet caregivers shall indemnify the Landlord and hold it harmless against loss or liability of any kind arising from their pet(s).

Property Rules and Regulations

1. No audio equipment or other musical instruments to be played in the building to cause a nuisance or disturb other tenants or invitees.
2. The Tenant, their family or their guests will take all reasonable precautions to avoid causing a nuisance or disturbance to other tenants in the same or neighboring building.
3. All personal belongings must be kept inside the unit or within storage areas provided. Any items outside the unit are subject to removal by Management and the Tenant may be charged for the cost of removal.
4. No water beds or aquariums permitted.
5. Rent is preferred to be made in the form of pre-authorized payment remittance. If you must pay your rent by cash or cheque, this will only be accepted during regular business hours at the CW Stevenson Inc. office, no cash will be accepted on site.
6. The Tenant is responsible for the cleanliness of the rented premises, the amenities and facilities provided.
7. Any damage caused by willful or negligent conduct by the Tenant or persons who are permitted on the premises by the Tenant will be the responsibility of the Tenant.
8. CW Stevenson Inc. does not permit suite alterations including wallpapering, painting, altering of mechanical, electrical, plumbing, or structural or erecting any antennas. Tenants should be aware that professionals are used to rectify any alterations and costs incurred due to Tenant's unauthorized changes will be the responsibility of the Tenant.
9. The rented premises are to be used for residential purposes.
10. CW Stevenson Inc. and the Landlord have the right of access to the premises for any of the following reasons:
 - a) To show the premises at reasonable hours if the Tenant is not renewing his/her lease and will be vacating on the expiration of said lease,
 - b) In the case of an emergency,
 - c) After giving at least 24 hours' notice to the Tenant.
11. At termination of tenancy the Tenant will ensure the following:
 - a) All light bulbs are present and working where applicable.

- b) All floors and carpets are left clean.
 - c) All walls shall be left in reasonable cleanliness and free of holes.
 - d) Bathroom(s) to be clean.
 - e) All appliances (fridge, stove, dishwasher, microwave, washer & dryer) thoroughly cleaned.
 - f) All keys or fobs are to be returned.
 - g) Must provide forwarding address.
12. Nothing shall be thrown by the tenants, family or guests, out of windows, doors or balconies, down into the passages or elevator shafts of the building.
13. Prior to a tenant moving in, the tenant should provide proof of insurance – Personal Liability coverage in an amount of not less than \$2,000,000.00. Prior to a tenant being permitted use of a barbeque, the tenant MUST provide proof of insurance – with Personal Liability coverage in the minimum amount of \$2,000,000.00. Only Barbeques that use electricity or propane as a fuel source may be used on the balcony. Barbeques that use solid fuel such as wood or charcoal briquettes ARE NOT PERMITTED, pursuant to City of Winnipeg Community Bylaw.
14. Live Christmas Trees ARE NOT PERMITTED inside the Rental Unit – policy strictly enforced.
15. The Tenant understands and acknowledges that no additional locks shall be placed on any doors of the building. Bluetooth access or FOBS shall be supplied by the Agent for the Landlord for entrance to the Premises. Additional Bluetooth credentials or FOBS can be provided upon request for an additional fee.
16. The Tenant must register with Platinum Parking any vehicle that is parked on the property. If the tenant's vehicle information should change, it is the tenant's responsibility to immediately notify Platinum Parking of the updated vehicle information. Failure to do so may result in the removal of the vehicle from the property at the sole expense of the owner of that vehicle.
17. No commercial activity may be conducted anywhere on the premises. For example, Tenants are not permitted to sell tickets, charge admission, or levy any fee for any activities.
18. The posting of paper notices for events, activities or otherwise are not permitted within the premises.
19. These Rules and Regulations may be amended without notice. For further information please visit the Residential Tenancies Branch website at www.manitoba.ca/rtb

Tenants Responsibilities

1. The Tenant shall cooperate with the Landlord in the care, maintenance and repair of the Unit and shall promptly report to the Landlord any necessary repairs, defects or damages within the Unit or Property.
2. The Tenant shall comply by the Landlord Rules and Regulations, as attached hereto.
3. The Tenant shall exercise discretion and consideration with staff, other tenants, and visitors at all times and conduct themselves responsibly. Verbal and/or physical abuse will not be tolerated and is grounds for lease termination.
4. The Tenant will not engage in any illegal trade or activity in the Unit and/or on the Property.
5. The Landlord shall have the right to make such further and other reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness.

I hereby certify that I/we have read and understand the above and agree to adhere to all policies herein. For CW Stevenson Inc. to comply with federal and/or provincial privacy legislation, I understand that all personal information collected from me may be used and disclosed by CW Stevenson Inc. for the purpose of my application assessment, of debt collection, and/or to uphold and maintain the rules and regulations of the property.

Pet Wash Station Rules

- Residents must book the Pet Wash Station in advance using Rent Café. Pet Wash Station Hours of Operation are 9:00 AM – 9:00 PM.
- Wash and clean up time are limited to 60 minutes per visit. A maximum of 2 back-to-back time slots are permitted. Tenants must return room to clean & orderly condition upon completion.
- Pets must be accompanied by owner and registered adult Tenant over 16 years of age. Pets must be secured in the tub using the restraints provided.
- The Pet Wash Station door must be closed at all times when in use. Pet Wash Station tub stairs are for pet use only.
- Anyone under 16 years old, must be accompanied and supervised by an adult and registered Tenant.

- Tenants may be asked to leave if their pet shows aggressive or disruptive behaviour and future use of pet wash may be revoked.
- Tenants must be respectful of others while in the Pet Wash area. Any rude, aggressive, or illegal behaviour will not be tolerated and may result in terminated use of the amenity.
- All pets must be licensed and in compliance with pet regulations outlined in the pet policy and the City of Winnipeg By-Laws.

CW Stevenson, Inc. (As Agents for the Landlord) are not responsible for injury or damages caused by misuse of equipment or injury caused by pets at 300 Main Street, Winnipeg Manitoba.

Pet Wash Station Instructions

1. Guide your pet into the wash station.
2. Use the tub restraints available to secure your pet before turning on water.
3. Turn on the water to set a comfortable temperature for your pet.
4. Rinse your pet.
5. Shampoo and rinse your pet until no soap is visible.
6. Turn off water.
7. Use your own towel and the provided blow dryer to dry your pet. Please note towels are not provided.
8. Brush your pet.
9. Clean and rinse tub.
10. Ensure the equipment and room are left in good, clean condition at the end of your visit.

CW Stevenson, Inc. (As Agents for the Landlord) are not responsible for injury or damages caused by misuse of equipment or injury caused by pets at 300 Main Street, Winnipeg Manitoba.

Storage Locker Rules

- Items that are not permitted in the storage locker include, but are not limited to; tires, flammable substances, combustibles, firearms, narcotics, and perishables.
- The Tenant agrees to provide their own lock for the storage locker.
- Upon termination of the agreement, the tenant must remove their lock and all belongings from the storage locker. Any locks or belongings that are not removed will be disposed of.
- Tenants must keep their storage locker clean and free of waste.
- Tenants must be respectful of others while in the storage room. Any rude or aggressive or illegal behavior may result in immediate termination of the Storage Locker Agreement.
- CW Stevenson Inc. (As Agents for the Landlord) assume NO responsibility for any items stored in the storage locker and are not responsible for lost, stolen or damaged items. All items are the tenant's sole responsibility.
- Any violation of this agreement may result in immediate termination of the Storage Locker Agreement.
- All persons using the Storage Locker Area do so at their own risk. CW Stevenson Inc. (As Agents for the Landlord) accept NO liability for any harm or loss suffered in connection with the use of this area.

Bicycle Storage Rules

- The Tenant agrees to provide their own lock for the bicycle storage stall. Upon termination of the agreement, the tenant must remove their lock and all belongings from the Bicycle Storage space. Any locks or belongings that are not removed will be disposed of.
- Tenants must keep their Bicycle Storage space clean and free of waste.
- Tenants must be respectful of others while in the Bicycle Storage space. Any rude or aggressive or illegal behavior may result in immediate termination of the Storage Locker Agreement.
- Cleaning & washing of bicycles is not permitted in the bicycle storage space. Minor repairs are permitted.

- 300 Main and CW Stevenson Inc. assume NO responsibility for any items stored in the Bicycle Storage space and are not responsible for lost, stolen or damaged items. All items are the tenant's sole responsibility.
- Any violation of this agreement may result in immediate termination of the Bicycle Storage Agreement.
- All persons using the Bicycle Storage space do so at their own risk. 300 Main nor CW Stevenson Inc. (As Agents for the Landlord), accept liability for any harm or loss suffered in connection with the use of this area.

Safety

Fire

In the event of a discovering a fire:

- Leave the area immediately and leave the building via the nearest exit
- Pull the nearest fire alarm
- Call 911
- Contact CW Stevenson

Smoke Alarm

Your smoke alarm has been tested prior to your move in and is working properly.

Do NOT tamper with the smoke alarm. CW Stevenson Inc. is obligated to test the smoke alarms annually and report any Resident who is found tampering with a smoke alarm to the City of Winnipeg Fire Prevention Branch, which could result in fines and/or termination against the tenant.

Please test your smoke alarms regularly. If at any time your smoke alarm is not working properly or is beeping intermittently, please contact CW Stevenson Inc. during regular office hours. If you have any questions, please contact the City of Winnipeg Fire Prevention Branch at 204-986- 6358 about smoke alarms or general fire safety.

Fire Prevention

To avoid creating fire hazards in the building, Residents are advised to:

- Adhere to strict no smoking policy anywhere in or about the property
- Avoid unsafe cooking practices (deep frying, unattended stoves, loose hanging sleeves, etc.)
- Dispose of unsafe electrical items with exposed wiring or frayed extension cords.
- Utilize a portable fire extinguisher on small fires

**Tenants will be held financially responsible if a fire is deemed to have started as a result of unsafe practices.*

Fire Planning

- Know how to deal with different types of fire should one occur. Always have a pre-determined plan of action in case of fire. Equally important is to plan and occasionally practice an escape route for you (and your family) should a fire occur.
- There will be regular fire safety checks of the fire warning system. These safety checks can also be used as a time to practice your family's drill. Be sure to establish a meeting place after escape with friend and family. Know the location of fire extinguishers, fire alarms and fire exits.
- Pay attention to children and others requiring assistance. They may panic or become disoriented during the fire. It's important to keep in mind that fires may occur at any time. Do not take fire safety for granted. Knowing the risks and being prepared may not only reduce damage but may save lives, including yours.

Building Fire Protection

The common areas of the building are protected by a centralized fire protection system. This system consists of Smoke Detectors, Heat Detectors, Rate of Heat Rise Detectors, and a Sprinkler System. When one of these devices is activated the central fire alarm system will notify the fire department and sound the fire alarm in the buildings common area and throughout the suites. In the suite, the fire protection system consists of an independent smoke alarm(s), fire annunciator system and a sprinkler system.

Heat Detectors

These devices are in the common areas only. If a fire is present, these detectors will sound the alarm when the heat reaches a certain predetermine value. If the heat detector is activated, the central fire alarm in the building will sound.

Sprinklers

The sprinkler heads are localized. That is, only the head in the affected area of your suite will release. The sprinkler system can only be shut down by the fire department.

Caution: The heads can be activated by inadvertently knocking the head. Be especially careful when moving furniture, tall objects or when working in confined spaces such as closets. Activation of a sprinkler head will release a flood of water at high pressure, which will result in damage not only to your suite but also to other suites in the building. If you see a problem with the sprinkler system in your suite, DO NOT touch it. Contact Management immediately.

Barbecue Policy

Barbeques can be used on the balcony of the rental unit provided that Tenants have Tenant Insurance with \$2 million dollar liability coverage, and that the barbecue uses electricity or propane as a fuel source. Use of solid fuel such as wood or charcoal briquettes is strictly prohibited.

When using a barbecue, please be mindful of the following:

- Only use outdoors in a well ventilated area away from the combustible materials
- Maintain constant supervision and never walk away from a barbecue while in use
- Ensure proper storage of propane cylinder. Storing of propane is not permitted in-suites or in storage lockers.

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