



# Northland School Division

## Housing Services Informational Handout



## Table of Contents

Overview of Housing Services	04
Eligibility	04
Assignment of Housing	04
Lease	04
Term	04
Rent and Utilities	04
Security Deposit	05
Furniture and Equipment	05
Complete Landlord and Tenant Responsibilities	05
Housing Forms	05
Maintenance Repairs	05
Regular Household Maintenance	06
For Your Information Tips	08
Appendix 1 – Buildium Resident Portal	10
Appendix 2 - Housing Deduction Authorization Form	16
Appendix 3 – Housing Change Request and Notice to Vacate Form	17

## Welcome to Northland Housing!

Northland School Division provides approximately 82 residences for professional teaching staff accommodation.

Our continuing focus is to:

- Be client focused with professional staff as clients.
- Implement a standardized rental fee structure over the Division with equity as the driving force.
- Provide quality maintenance service to tenants within budget constraints of housing rental income.
- Pursue a policy of continuous improvement in provision of housing services.

Our goal continues to be one of synergy, working together to leverage our resources for the benefit of our students. This handout is designed to provide you with pertinent information necessary for the enjoyment of your home.

Best wishes for a great year!



**Matthew Gonzales**  
Housing Coordinator  
Phone: (780) 624-2060 ext. 6165  
Cell: (780) 618-7594  
Email: [matthew.gonzales@nsd61.ca](mailto:matthew.gonzales@nsd61.ca)



## Overview of Housing Services

### HOURS OF OPERATION

MONDAY – FRIDAY

8:30 A.M. – 4:30 P.M.

AFTER HOURS EMERGENCIES  
PLEASE CALL MY CELL PHONE.

(Ex. No heat or water)

Matthew Gonzales 780.624.2060 ext. 6165  
or Cell: 780.618.7594

### AREA 1 HOUSING:

### AREA 2 HOUSING:

### AREA 3 HOUSING:

Northland housing policy is governed by the “Residential Tenancies Act”. Each residence possesses a unique residence number. **Kindly note that all housing units are smoke free.**

### ELIGIBILITY

Northland professional staff are automatically eligible for housing in the School’s residences. At times, the Division may rent to paraprofessionals and/or other agencies.

New teachers will be required to complete the online housing application.

### ASSIGNMENT OF HOUSING

The Housing Coordinator in collaboration with the school Principal assigns housing units to the professional staff.

### LEASE

Leases are a month to month lease; as per legislation, 30 days written notice is required when vacating.

Each tenant is required to sign a lease prior to or within the first few days of taking possession of the residence. Leases will be sent for electronic signing through our online maintenance program Buildium which uses Dropbox Sign.

### TERM

Term coincides with employment, the exception being the need to adjust for professional staff housing. This may necessitate a para-professional staff member needing to vacate the residence.

### RENT AND UTILITIES

Rent is paid by way of payroll deduction which is on the last teaching Friday of each month or the twenty-fifth (25<sup>th</sup>) of the month, whichever is earlier. The rent that is deducted is for the current month. For example: September’s rent would be deducted on September 25<sup>th</sup>.

For new teachers coming into the Division, the Housing Department has included all utilities with the rent except for satellite, telephone services and in some cases, electricity. An electricity analysis will be conducted on an annual basis to determine if there will be an electricity increase in the fall.

Current tenants will continue to be responsible for electricity, internet, satellite and telephone services.

### **SECURITY DEPOSIT**

A security deposit equivalent to one month's rent will be deducted from wages over a two (2) month period starting in month two (2) and three (3) of employment.

**Example:**

September Rent Deduction = \$792.00

October Rent Deduction: = \$792.00 + \$396.00 (1/2 Damage Deposit) Total Deduction \$1,188.00

November Rent Deduction: = \$792.00 + \$396.00 (1/2 Damage Deposit) Total Deduction \$1,188.00

### **FURNITURE & EQUIPMENT**

Each unit is equipped with stove, fridge, washer and dryer. For those units that are furnished, removing items from the assigned unit is strictly prohibited unless authorized by the Housing Department.

### **SECURITY SYSTEMS**

For housing units equipped with a security system, it is the tenant's responsibility to pay for the monitoring services.

### **COMPLETE LANDLORD AND TENANT RESPONSIBILITIES**

The complete description of Landlord and Tenant responsibilities is contained within the lease.

### **HOUSING FORMS**

The following forms can be found on our website at <https://nsd61.ca/departments/housing/forms> or in your resident portal under the "Documents" tab.

**FORM 584-1 – HOUSING DEDUCTION AUTHORIZATION FORM:** This form is mandatory as it gives Division permission to deduct the rent and any other charges from your payroll cheque.

**FORM 584-2 – NOTICE TO VACATE AND/OR HOUSING CHANGE REQUEST:** This form is to be completed and submitted to the Housing Department when tenants are vacating their units permanently or for the summer months. In addition, if a tenant would like to transfer to different housing unit, this form is to be used.

### **MAINTENANCE REPAIRS**

Our office uses an online program for submission of maintenance repairs called Buildium. Please ensure that you complete your profile in your resident portal. This includes a current contact phone number. You are encouraged to OPT in for text messages as well.

We ask that tenants also submit all maintenance repair requests in the resident portal which includes emergency repairs. Please remember to only submit one repair per

request.

Any changes to the residence (such as approval for installation of satellite dishes, etc.) must be directed to the Housing Coordinator for prior approval. The Tenant initiates these requests.

Please be advised that if we send our contractor to make a repair or repairs due to carelessness and/or negligence of the tenant or their guests, the tenant will be responsible for reimbursing the Division for the cost of the repair.

## **REGULAR HOUSEHOLD MAINTENANCE**

Regular household maintenance is important for the comfort and safety of the occupant(s) and your visitors. The following list contains some of the things you can do to make your home a safe place to live.



## **TENANT RESPONSIBILITIES**

### **GROUNDS**

- Grounds surrounding your residence should be mowed on a regular basis, if you happen to be gone for an extended period of time, please arrange to have your grass mowed. The Housing Department has supplied mowers and weed eaters for the tenant's use; some communities may have to share the equipment. Please use them with care.
- The driveways and sidewalks surrounding your residence should be kept clear of any ice, snow and any obstructions.

### **ABSENCE FROM UNIT**

- If you are going to be away from your residence for any period of time (48 hours), you should arrange to have someone check to ensure the heat is on and the water is running, especially in the winter months as required by the lease. Please ensure that the individual is 18 years of age or older.
- If a "walk through" is not undertaken after 48 hours of the unit being unoccupied, your insurance could be canceled.

### **GENERAL MAINTENANCE**

- Tenants are responsible for clearing clogged toilets, sinks and drains
- Cleaning and replacement of furnace filters
- Replacement of incandescent and fluorescent light bulbs
- Replacing the batteries in smoke detectors and carbon monoxide detectors
- Furnaces that are high efficiency need to have the exhaust pipe cleared of ice to avoid shut down. The exhaust pipe is a white PVC that is usually waist height.
- For faster drying times and lower electricity costs—remove lint from your dryer filter after each use.

- Light bulbs should be changed when they have burned out
- Regular care and maintenance should be given to the carpets and floors, especially if you have young children and/or pets
- If you live in a mobile home ensure that the heat tape is plugged in and functional prior to the onset of winter. Heat tape prevents plumbing from freezing. You can check that it is on by looking at the circuit breaker on the electrical panel.

Residential Garbage Pick Up Schedule (Please contact M.D. and/or Settlement)

ANZAC	Fridays
CALLING LAKE	
CONKLIN	
JANVIER (CHARD)	
GIFT LAKE	
MISTASSINIY	Mondays
PADDLE PRAIRIE	
ST. THERESA	Thursdays





### **NORTHLAND SCHOOL DIVISION HOUSING POLICIES**

Copies of the policies and procedures can be found on our website.

<https://www.nsd61.ca/division-office-documents/administrative-procedures>

### **TENANT INSURANCE**

Effective September 1, 2019, tenants are encouraged to purchase contents and liability insurance. With the recent wildfires and flooding over the last couple of years, tenants should consult with their insurance broker to ensure that their policy includes “Loss-of-Use” coverage. This coverage may reimburse you for additional living expenses such as temporary living expenses. Copies of your Certificate of Insurance or letter from your broker can be uploaded in your portal on Buildium.

Please note that the Division’s house insurance policy does not cover tenant’s personal contents and/or liability.

### **LINK TO RESIDENTIAL TENANCIES ACT**

Can be found on the Northland Website in the Housing Section or by clicking on the link.

<https://www.nsd61.ca/departments/housing>

### **LIVING IN A MOBILE HOME**

To keep the water running, make sure that the heat tapes are plugged in and functional before winter comes around.

### **FURNACE FRESH AIR INTAKES**

In houses equipped with a separate fresh air intake for the furnace and hot water heater, please ensure that the intake pipe remains open.

It is against the gas code to block or redirect the fresh air pipe into a cold air return as it will defeat the purpose of the intake to supply air for furnace and water heater combustion.

This is the PVC pipe that is located on the side of the housing unit.

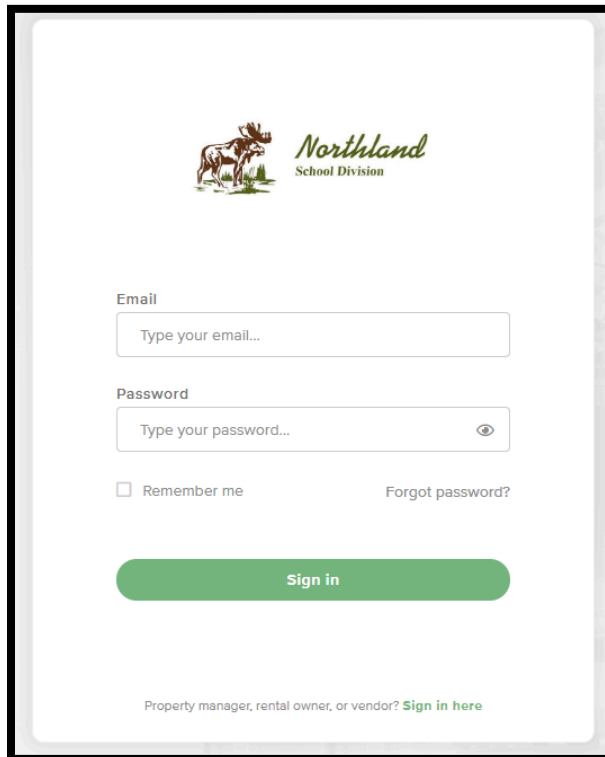
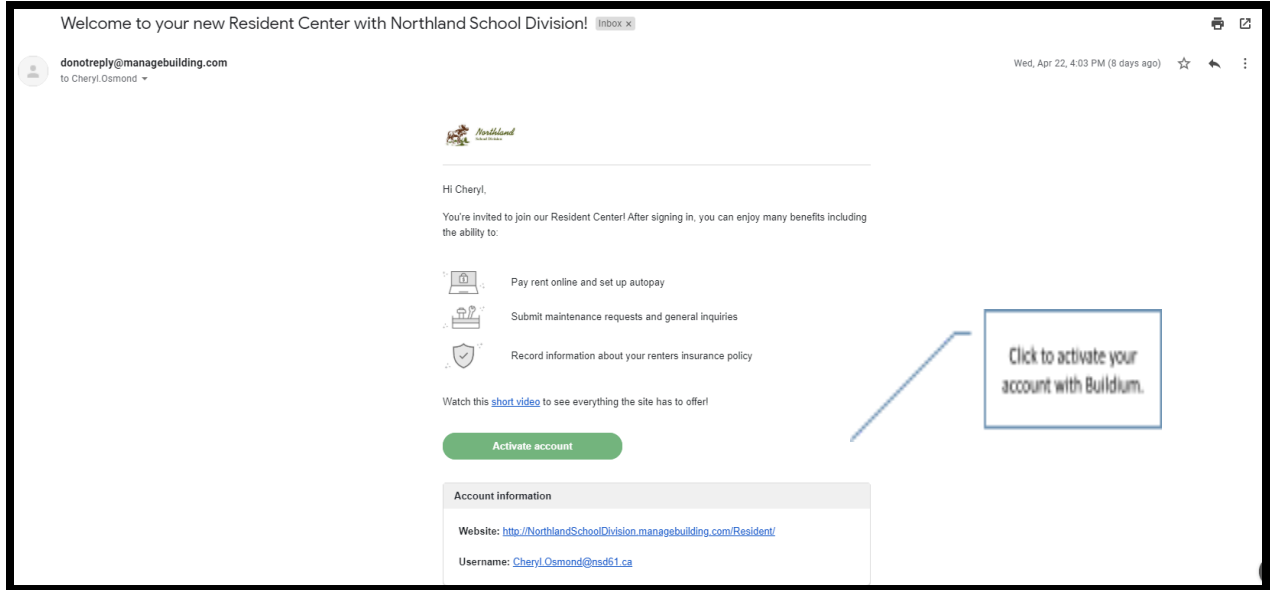
### **MOULD REMOVAL**

During the winter season normal residence condensation can result in mould forming in the channels of sliding windows and like locations. To remove mould in a residence, use one-part bleach and three parts hot water in a spray bottle. Spray the bleach solution on and wipe off with a wet cloth after a few minutes.

## APPENDIX 1

### BUILDIIUM RESIDENT PORTAL

Tenants will receive a welcome email to Buildium



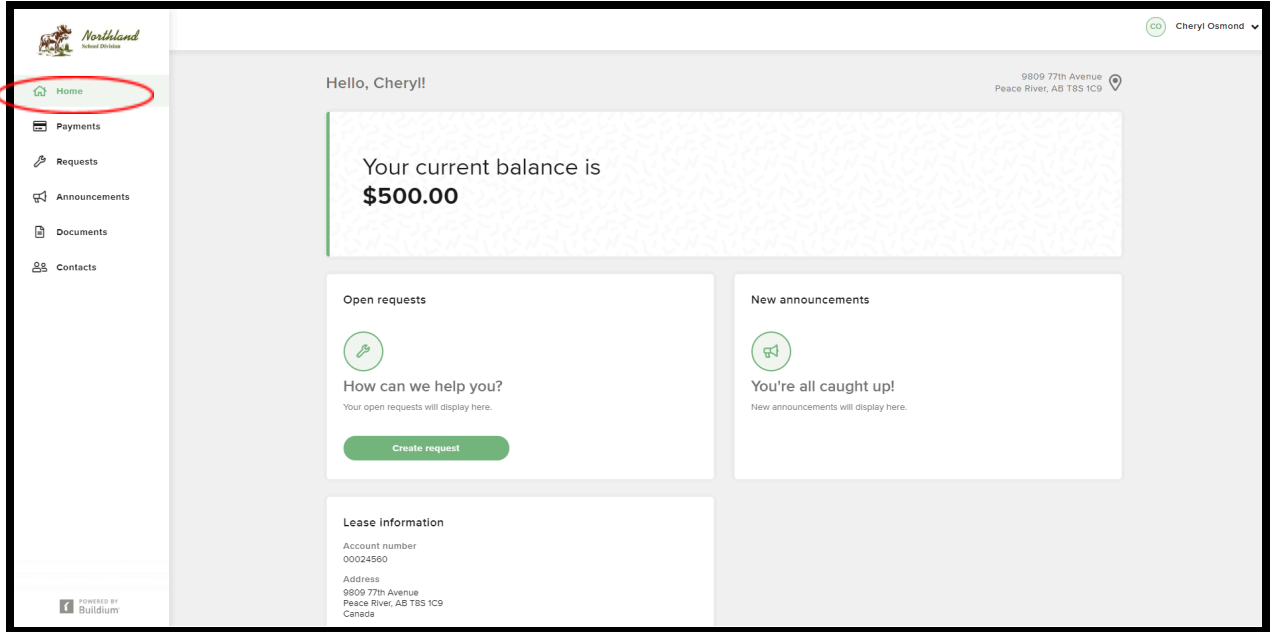


Figure 5: Home Dashboard – Can view your current balance, open maintenance requests, new announcements from the Housing Department and certain lease information.

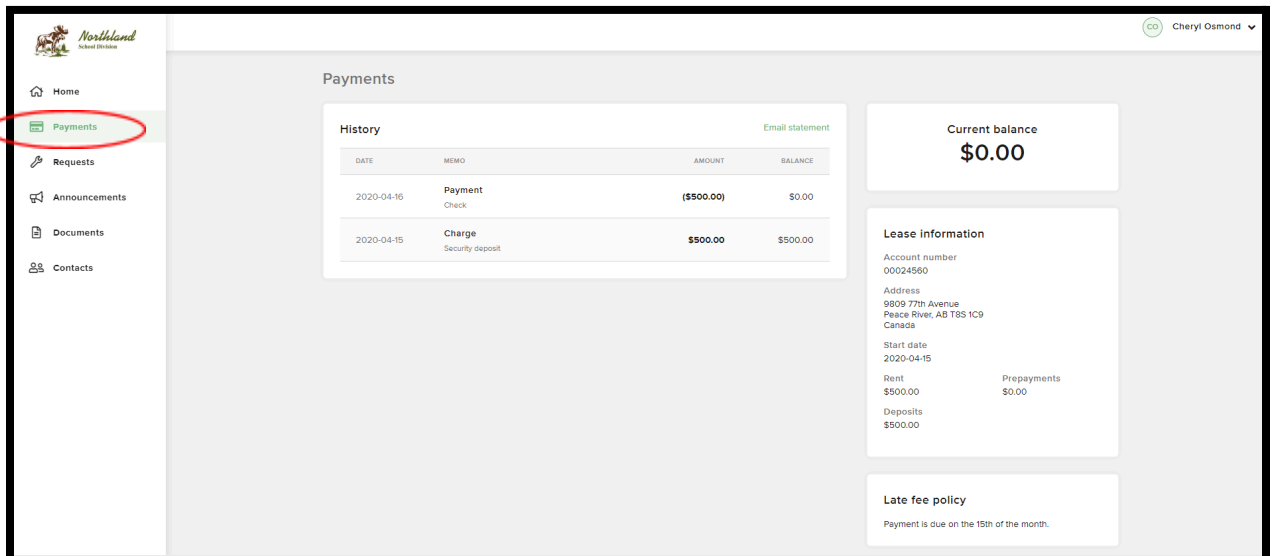


Figure 6: Payment Section – This section you will view all your rent charges and payments, can email yourself a statement of account and general information with regards to your lease.

The screenshot shows the Northland School Division website interface. On the left is a navigation menu with items: Home, Payments, Requests (highlighted in green), Announcements, Documents, and Contacts. The main content area is titled 'Request details' and contains the following fields:

- Type:** A text input field containing 'Maintenance request' with a 'Change' link on the right.
- Category:** A dropdown menu currently set to 'General'.
- Subject:** An empty text input field.
- Description:** A large empty text area.
- Attachments (Optional):** A dashed border box with the text 'Drag & drop files here or browse'.
- Scheduling:** A section with the question 'Do we have permission to enter the property if you aren't home?' and three radio button options: 'Yes', 'No', and 'Not applicable'.

At the bottom of the form are two buttons: a green 'Submit request' button and a white 'Cancel' button.

Figure 7: Request Section –Submit all maintenance repair requests, including all emergency items. User friendly screens - when section is highlighted green, information is good, if red, information is required.

This is a detailed view of the 'Request details' form. The fields are populated as follows:

- Type:** 'Maintenance request' with a 'Change' link.
- Category:** 'General'.
- Subject:** 'Living Room Window'.
- Description:** 'Please install blinds on the living room window.'
- Attachments (Optional):** A dashed border box with the text 'Drag & drop files here or browse'.
- Scheduling:** The question 'Do we have permission to enter the property if you aren't home?' has the 'Yes' radio button selected.
- Do you have pets?:** The 'No' radio button is selected.

The 'Submit request' and 'Cancel' buttons are visible at the bottom of the form.

Any other entry notes?

**Request details**

Type  
🔧 Maintenance request Change

Category  
General ▼

Subject  
  
Subject is required

Description

Attachments (Optional)  

Drag & drop files here or [browse](#)

Figure 8: Red indicates an error

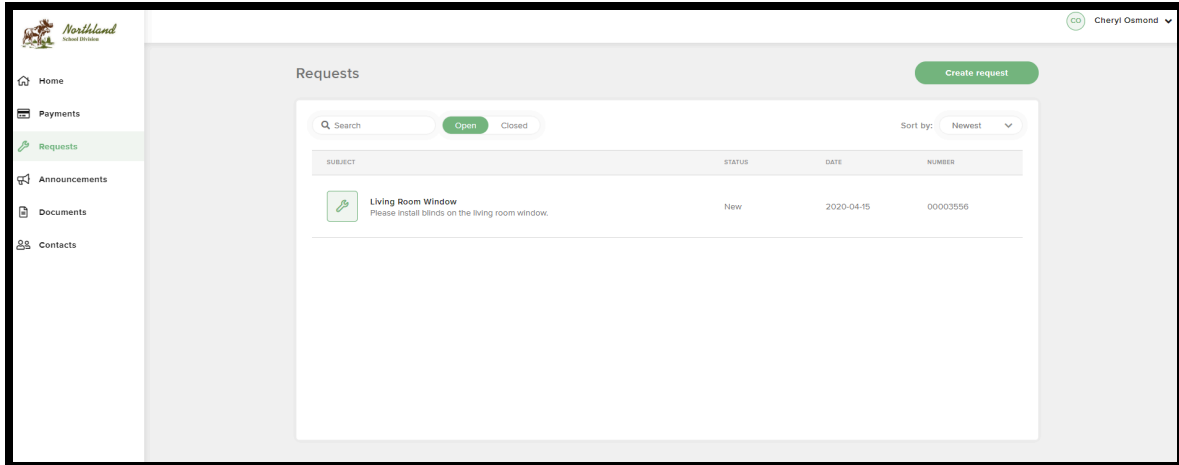


Figure 9: When request has been submitted, it will appear in the "Request" section for you to view.

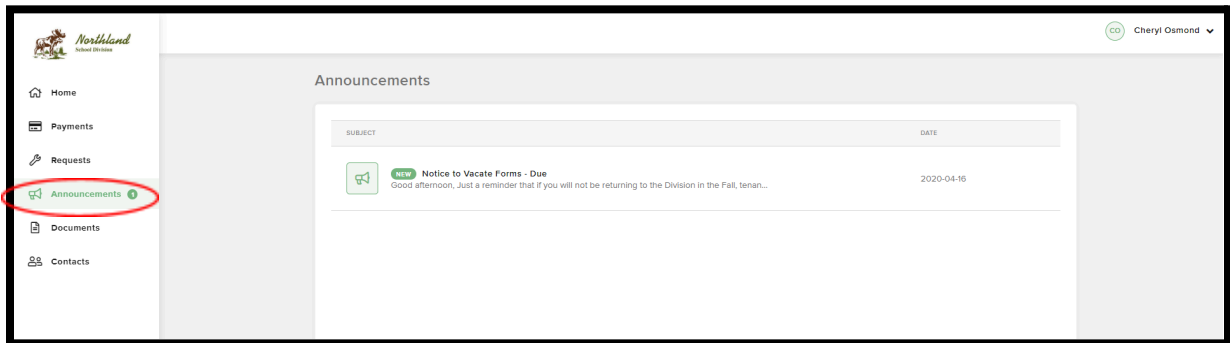


Figure 10: Announcement Section - All important announcements will appear in this section.

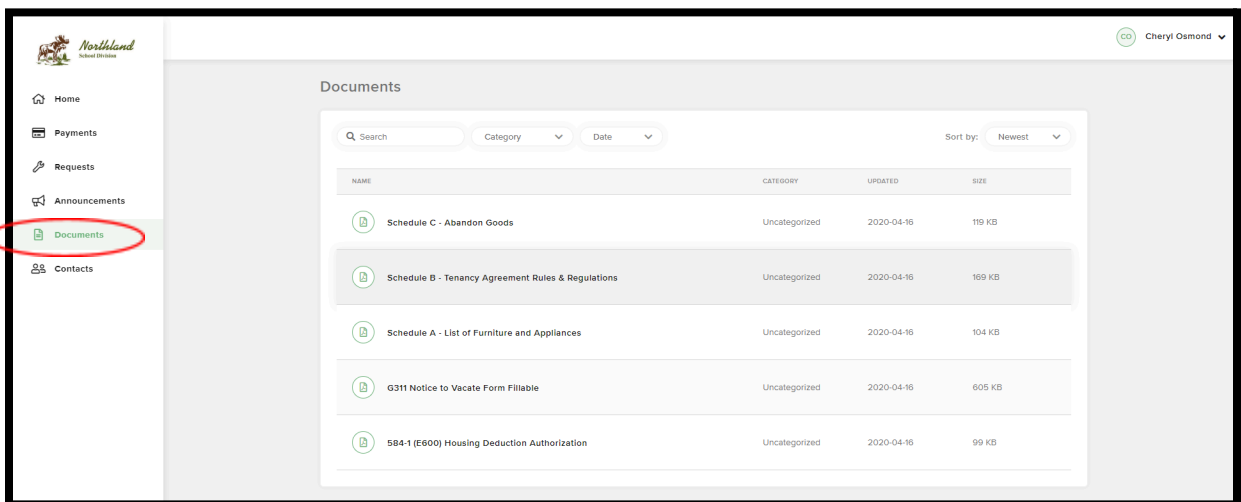


Figure 11: Document Section - All documents that you may require during your tenancy. Housing forms, lease schedules and housing policies and procedures.

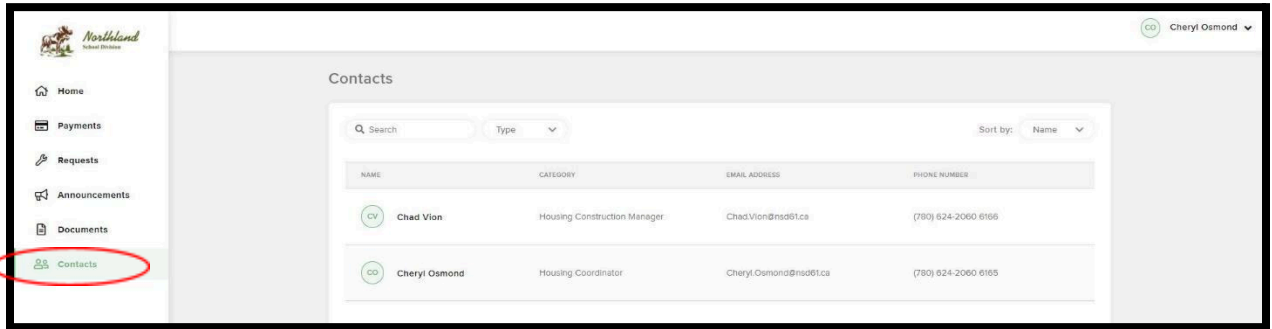
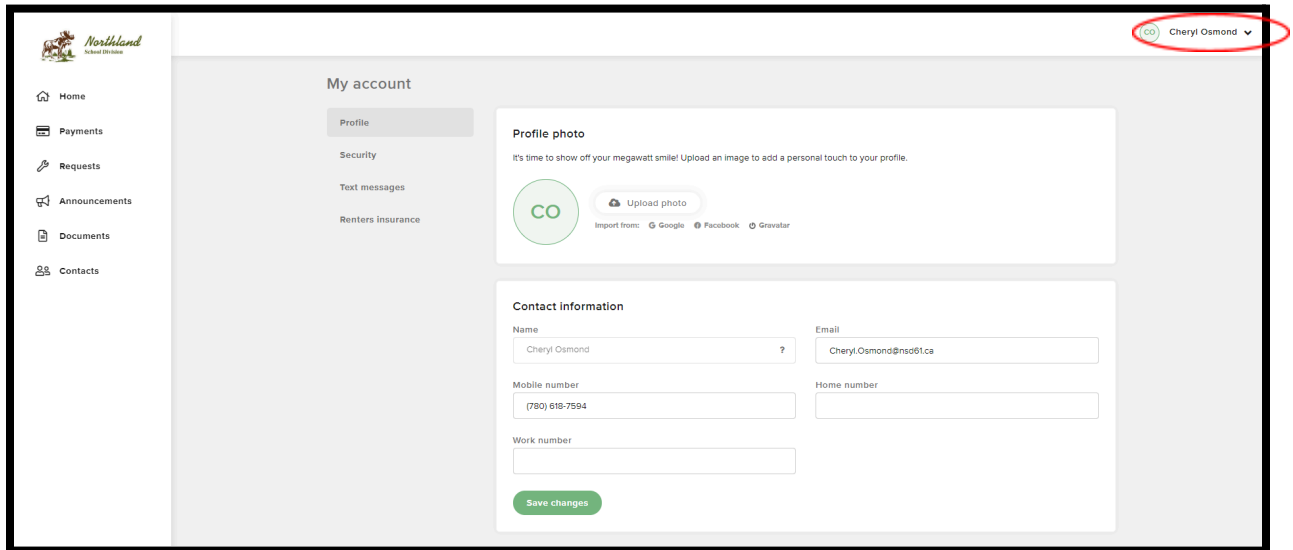


Figure 12: Contact Section - Contact associated with your account.

My Account:





FORM 584-1

HOUSING DEDUCTION AUTHORIZATION

PURPOSE OF FORM: This form applies to employees who reside in divisional housing units. By signing this form, it authorizes the Division to deduct monthly charges and other applicable charges from the employee’s monthly payroll cheques.

EMAIL FORM TO: [Housing.Department@nsd61.ca](mailto:Housing.Department@nsd61.ca)

I \_\_\_\_\_ (print name), agree to the following terms and conditions respecting my agreement to rent premises from Northland School Division and to the deduction of such rent and charges as are specified below from my earnings with Northland School Division No. 61.

1. I hereby authorize Northland School Division (hereinafter the “Board”) to deduct, from my earnings by way of monthly payroll deductions, the monthly rental rate as specified within the Residential Tenancy Agreement in place between myself and The Board of Trustees of the Northland School Division, commencing upon the date of my employment with the Board.
2. I further authorize the Board to deduct a security deposit equivalent to one month’s rent from my wages over a two (2) month period starting in month two (2) and three (3) of employment as specified within the Residential Tenancy Agreement.
3. If, for any reason, while I remain an employee of the Board, I am not in receipt of my regular monthly earnings as a result of being in receipt of extended disability benefits or otherwise being on an unpaid leave of absence, I acknowledge and agree that I shall become immediately responsible for the payment of all monthly rental rates, utility charges, and any other form of charges as provided for under the Residential Tenancy Agreement, in accordance with the terms and conditions of that agreement.
4. I acknowledge and agree that in the event that any keys have been lost, stolen or misplaced, I agree to reimburse the Division by way of payroll deduction all costs incurred by the Division a minimum fee of \$25.00 to a maximum fee of \$250.00 depending on the type of lock that is required.
5. I acknowledge and agree to reimburse the Division any costs that the Division may incur for repairs due to damage caused by tenant negligence.
6. I acknowledge and agree that I will not be given possession of the rental premises until such time as I have signed and returned the Residential Tenancy Agreement with a properly executed Housing Deduction Authorization Form, which document must be returned to the attention of the Housing Coordinator on or before the first day of possession.

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

\_\_\_\_\_  
Date Signed



**APPENDIX 3**



**FORM 802**

**HOUSING CHANGE REQUEST AND/OR NOTICE TO VACATE**

**PURPOSE OF FORM:** To ensure that correct rental deductions can be made; tenants who are requesting a housing change or will be vacating their residence are required to complete and return this form to the Housing Department. **EMAIL FORM TO:** [Housing.Department@nsd61.ca](mailto:Housing.Department@nsd61.ca)

**SECTION 1: GENERAL INFORMATION**

NAME: \_\_\_\_\_ UNIT #: \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_

**SECTION 1B: NOTICE TO VACATE**

I, \_\_\_\_\_ intend to vacate my PRESENT residence on \_\_\_\_\_, 20\_\_\_\_.

I will be returning to the Division, and will require housing. All personal belongings have been removed from the unit.  I will not be returning to the Division.

**IF YOU ARE NOT RETURNING TO THE DIVISION:** The damage deposit will be direct deposited into the account that Accounts Payable has on file for you. If you are not set up, please specify the mailing address to send the damage deposit cheque.

\_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_

*Note: If the Housing Department does not receive the "Notice to Vacate" form, it will be assumed that the tenant is remaining in the residence and normal rental deduction will continue during July and August. If a tenant vacates their unit without continuing to pay rent, we cannot guarantee placement in the same residence.*

**SECTION 2: REQUEST TO TRANSFER HOUSING ASSIGNMENT**

Present Housing Unit#: \_\_\_\_\_ Vacate Date: \_\_\_\_\_  
 New Housing Unit#: \_\_\_\_\_ Move In Date: \_\_\_\_\_

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

**SECTION 3: TO BE COMPLETED BY THE HOUSING DEPARTMENT**

RETURN DAMAGE DEPOSIT  RETAIN DAMAGE DEPOSIT

\_\_\_\_\_  
 Housing Coordinator or Designate \_\_\_\_\_ Date \_\_\_\_\_