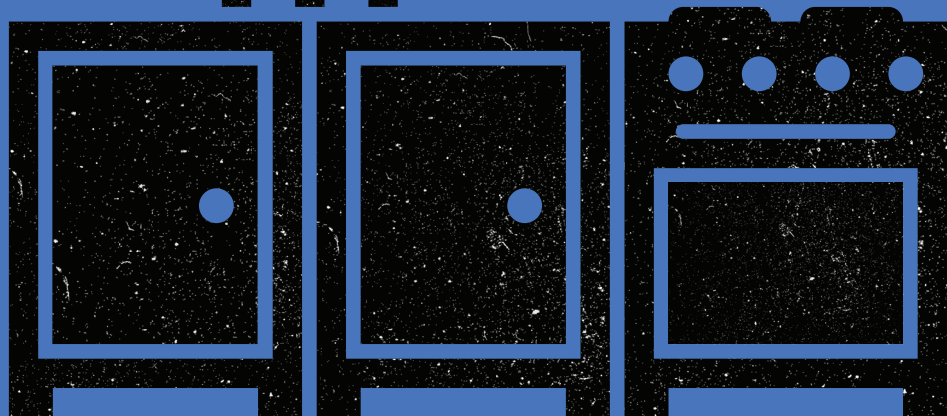
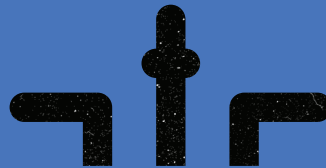


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OFF-CAMPUS HOUSING GUIDE

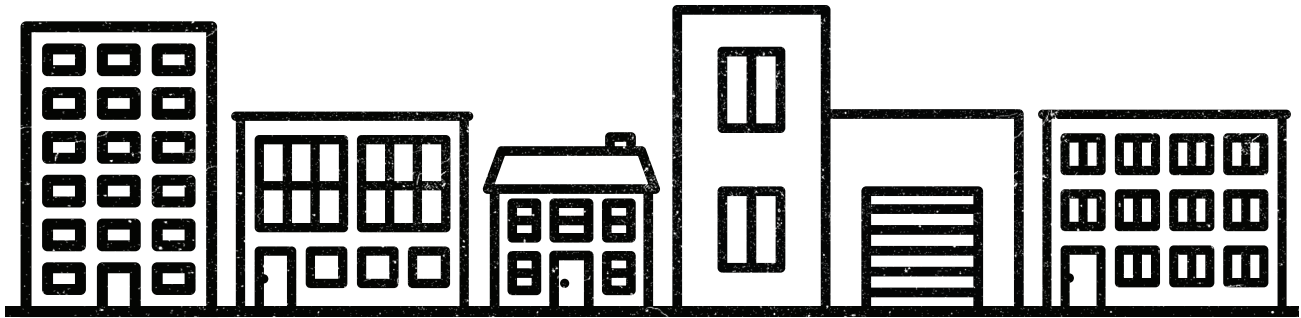




WELCOME TO NSCC

Whether you are planning to relocate for your studies, or you just want to learn more about tips, suggestions and resources available to help you while renting, we have created this off-campus housing guide just for you.

This guide includes questions that will prepare you for the apartment search, websites/resources to help you find housing that will fit your needs, information on utility and other services providers, important things you need to know prior to signing a lease, frequently asked questions and additional resources to help you in your day to day life in Nova Scotia.



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DEFINITIONS

LANDLORD: A landlord is the person to give or permit the occupation of premises.

TENANT: A tenant is an individual who is the occupant of a rental property.

RENT: Rent is the money payable to landlord in order to occupy a rental property.

SECURITY DEPOSIT: A security deposit is the amount of money that can be held by landlord as protection against damage of the property and unpaid rent.

LEASE: A lease is a legal contract that defines your rights and responsibilities in terms of a rental property. There are two types of lease: periodic lease (which includes year-to-year, month-to-month and week-to-week lease and fixed-term lease). Periodic leases renew automatically after a set period (a week, month, or year) until either the landlord or the

tenant gives formal notice that they want to end it. A fixed-term lease begins and ends on a specific day and the tenant must leave on that last day. The landlord and tenant can negotiate to extend this lease if they wish by making a written arrangement.

SUBLET: A sublet is when a tenant, with the permission of the landlord, finds someone else to take over the lease for a period of time. The original tenant remains a tenant of the landlord, and the new occupant becomes the tenant's tenant. The original tenant is still responsible for the lease and for paying rent. The tenant may also ask to leave and to assign any months remaining on the lease to a new person. The new person then becomes responsible for following the lease and paying rent until it has ended. The landlord may charge a maximum of \$75 to assess a sub-tenant or assignee¹.

UTILITIES: Includes heat, hot water, electricity, natural gas, propane, water, telephone, internet, cable services.

¹ <http://www.novascotia.ca/sns/access/land/residential-tenancies/landlord/during-a-tenancy.asp>, Accessed May 27, 2015

QUESTIONS

TO ASK YOURSELF TO GUIDE YOUR SEARCH

1. THINK BUDGET - What's my budget per month for housing and utilities? Have all costs and expenses been accounted for (internet, phone, and cable etc.)? Will I be able to maintain rental payments without making any major financial sacrifices? Have I set aside funds for emergencies and miscellaneous items?

Note: According to the Credit Counselling Society housing costs should absorb 35% or less of your income¹.

2. LOCATION - Do I want to live within walking distance of campus or am I okay to take a bus? Is it in a central location that is close to all amenities or is it far from places I'll frequently need to visit?

Note: If you are enrolled at IT campus, Akerley campus or Ivany campus as a full time student, your U-Pass will allow you to ride Halifax Transit buses, ferries, and Community Transit buses unlimited times from September 1st to May 31st. For more information about U-Pass, please visit NSCC U-Pass website: nsc.ca/upass.

3. SAFETY CHECK - Is it located in a safe and friendly neighborhood? Is it well lit at night? Are bus stops located close by? Does the apartment/building have proper safety procedures

and utilities such as fire detectors and emergency exits?

4. PRIVACY - Am I okay to live with roommates or do I want to live by myself?

5. FACILITIES - Is it near basic amenities such as a grocery store, pharmacy, bank and doctor's office? Is it easily accessible to other facilities such as the community center, gym, local mall, and other places of convenience?

6. LANDLORD/ROOMMATES - Are my landlord/roommates friendly and approachable? Do they share the same perspective about living conditions and habits? Does the living space require repairs? If so, can they be completed before I move in?

7. RULES - Are the rules set by the landlord and/or roommates acceptable? Will I be able to follow them without any hesitation?

8. THE LEASE - Does it infringe on any of my rights as a tenant? Are there any details that should be included in the agreement that aren't?

Note: Make sure to complete review the lease before you sign it.

¹ <http://www.nomoredebts.org/budgeting-guidelines>, Accessed January 16, 2017



HELPFUL RESOURCES

The links are provided as a resource only, and NSCC cannot and does not guarantee the accuracy, adequacy, or completeness of the content or the information contained therein. The inclusion of any property or rental unit on these websites does not constitute, and shall not be construed or reports as (1) an endorsement or approval by NSCC of the landlord, its properties, or its business practices, or (2) a warranty or representation of NSCC as to the quality, safety or other features of such property and/or its owners or management agents. Students should make an informed decision about all rental opportunities. Making an informed decision includes, for example, meeting with the landlord and/or property manager and inspecting the premises prior to making a decision to sign a lease.

Users of these services communicate and contract with each other individually and at their own risk. NSCC, including its Board, officers, agents, and employees, assumes no responsibility for any loss or damage incurred by any individual or entity arising in any way out of the listings in this guide including the rental of any property listed on sites noted below.

APARTMENT SEARCH WEBSITES AND RESOURCES

Places4Students (Places4Students mobile app is also available for download: *iPhone* & *Android*) provides an up to date housing listing that is accessible at the click of a button! You can view available local housing listings near your campus for free at any time.

Kijiji (Kijiji mobile app is also available for download: *iPhone* & *Android*)

[*Rent Donkey Apartment Search* \(Halifax\)](#)

[*Rent Seekers*](#)

[*Canada Rental Guide*](#)

[*RentersPages*](#)

[*prop2go*](#)

UTILITY SERVICE PROVIDERS

WATER: Search the Nova Scotia Utility and Review Board [*website*](#).

ELECTRICITY: [*Nova Scotia Power*](#) @ 1-800-428-6230

HOME HEATING OIL: [*Irving*](#), [*Save On Fuel*](#), [*Wilson's Home Heating*](#), and more.

TELEPHONE, INTERNET & TV: [*BellAliant*](#), [*Shaw*](#), [*Eastlink*](#) and more.

SECOND HAND & DISCOUNT FURNITURE

- [*Kijiji*](#)
- [*Value Village*](#)
- [*Salvation Army Thrift Store*](#)
- [*Wyse Buys Trading*](#)

STORAGE SOLUTIONS

- [*Find Storage Fast*](#)

CAMPUSES WITH RESIDENCE OPTIONS/PARTNERSHIPS

TRURO CAMPUS (TRURO)

NSCC's Truro Campus is the only location with an on-campus residence: Davis Hall. Students can choose from double room, single room, super single room. For more information about Davis Hall, please visit their [webpage](#).

MARCONI CAMPUS (SYDNEY)

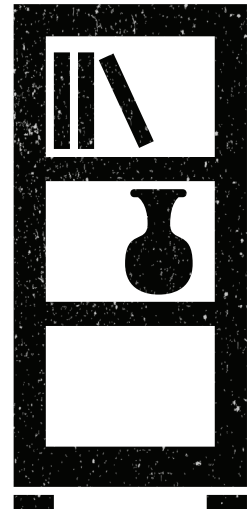
Students can contact the Cape Breton University (CBU) Residence Manager to see if there are rooms available at the Cape Breton University Residences (<http://www.cbu.ca/come-to-cbu/living-at-cbu/>), which are located next to the Marconi Campus.

MSVU ACCOMMODATIONS FOR NSCC STUDENTS

(Best for students at IT campus)
Mount Saint Vincent University offers residence accommodation to NSCC students. For more information, please visit their [site](#).

AST RESIDENCE

(Best for students at Akerley, IT and Ivany campuses)
The Atlantic School of Theology offers residence accommodation to NSCC students. For more information, please visit their [site](#).





TOP 10 TENANCY LIST

1. Research! Check out your potential landlord to see what others think.

2. If you are living with roommates, make sure to find ones you trust. It is important that each of you sign the lease because you are all equally responsible for the rental space.

3. Hold onto your money. Do not give the landlord any money, even a security deposit, unless you are sure you want to rent the space and have completely inspected it.

4. Put it in writing. Don't enter into an oral lease. Always have your lease and any relevant issues documented in writing. Make sure to keep your paperwork handy!

5. Don't let things go unrepaired. As soon as you notice a problem, let your landlord know and put it in writing. And keep a copy!

6. Pay your rent on time! Your landlord can charge you a 1% late fee each month. If your rent is more than 30 days late, your landlord can terminate your tenancy.

7. Note when your lease ends. Just because you aren't there does not mean you don't have to pay the rent. As long as your name is on the lease, you are required to pay the landlord rent on time.

8. Note the notice period given in your lease. You must give advanced notice to terminate your lease.

9. Take everything you own with you when you move. The landlord has the right to dispose of any property left behind after 30 days.

10. When in doubt, seek advice from the Residential Tenancies program.

SIGNING A LEASE

QUESTIONS TO ASK BEFORE SIGNING

1. How much is the rent and what's included (heat & hot water, electricity, water)?
2. What's the security deposit amount?
3. Is it pet friendly? If yes, is there any pet deposit required and how much?
4. Is parking available? Is parking included in the rent or at additional cost and how much?
5. How many appliances are included (fridge, stove, washer/dryer, and dishwasher)?
6. Am I allowed to sublet my apartment?
7. Am I responsible for any damages caused by other people on the lease?
8. Am I responsible for any work to maintain the property (snow removal, lawn care)?
9. Who should I serve the written notice if I have to move?
10. When the lease ends, when do I get my security deposit back?
11. Are there any automatic charges that I will be billed for at the end of the tenancy period (cleaning, garbage removal)?

***Make sure you get the contact information for superintendent/property manager and lease company, including a proper mailing address and a cell phone number. Make sure you have a phone number to call in the case of emergency. ***



FAQ

FREQUENTLY ASKED QUESTIONS

1. WHEN SHOULD I TELL MY LANDLORD IF I AM PLANNING TO MOVE AT THE END OF TENANCY PERIOD?

A periodic lease will renew automatically if the tenant doesn't provide notice they are leaving to the landlord in writing at the end of tenancy period. Tenants should provide the notice they are leaving to the landlord by the following dates:

Year-to-year: 3 months before the end of the tenancy date/ anniversary date.

Month-to-month: 1 month before the end of any month

Week-to-week: 1 full week before the end of any week.

2. IS IT LEGAL FOR A LANDLORD TO REQUEST A SECURITY DEPOSIT?

It is legal and a common practice in Nova Scotia. A landlord can request up to 1/2 month rent as a security deposit.

3. IS IT NORMAL FOR A LANDLORD TO ASK FOR MY PERSONAL INFORMATION SUCH AS EMPLOYMENT INFORMATION, PERSONAL OR PREVIOUS LANDLORD'S REFERENCES ETC.?

Yes it is normal.

A landlord can ask a prospective tenant to complete a rental application that collects standard information, like name and contact information, information about their employment, and personal or landlord references; BUT landlords are not permitted to make tenants provide their Social Insurance Number.

4. IS IT LEGAL FOR A LANDLORD TO PERFORM A CREDIT CHECK ON ME?

Yes, landlords have the right to conduct a credit check on prospective tenants if they wish to.

5. IS IT NORMAL FOR A LANDLORD TO REQUEST A YEAR'S RENT UPFRONT?

No it's not normal. Landlords may ask tenants for post-dated rent cheques, but he/she cannot ask for more than one month (or week) of rent at a time.

6. CAN A LANDLORD REQUEST FOR A CO-SIGNER BECAUSE I AM A STUDENT?

Yes. Based on a tenant's finances, a landlord may request a co-signer on the lease. The co-signer will be held responsible for unpaid rent or damages caused by the tenant.



FREQUENTLY ASKED QUESTIONS (CONTINUED)

7. IS TENANT'S INSURANCE MANDATORY? It's optional; however it's recommended to protect yourself and your belongings in case of accident (like a fire or flooding).

8. CAN I SUBLET MY APARTMENT? Yes but you will have to obtain landlord's permission prior doing it and you will be still liable for any property damage or unpaid rent.

9. AM I RESPONSIBLE FOR DAMAGE OR UNPAID RENT CAUSED BY OTHER PEOPLE ON THE LEASE?

The lease applies equally to each tenant who has signed it. The landlord may take action against one tenant or all of them if there is a dispute. Yes you will be liable for other people's damage/unpaid rent if landlord decides to take action.

10. WHAT WILL HAPPEN IF I PAY MY RENT LATE?

It's not recommended to pay your rent late. A late fee may be charged up to 1% of the rent. Also if the rent is month-to-

month, year-to-year, or fixed term and the rent is 15 days late, the landlord can serve you an eviction notice so you might lose your apartment. *For more information, please check Residential Tenancies Act.*

11. WHAT DOCUMENTS SHOULD THE LANDLORD PROVIDE TO ME?

- a) A copy of the signed lease (within 10 days of when the lease is signed)
- b) Any rules or schedules that are provided by the landlord when the lease is signed (normally attached at the end of the lease)
- c) A copy of Residential Tenancies Act within 10 days of the start of the tenancy d. The original copy of Rental Unit Conditional Report if a property inspection is performed by landlord accompanying by tenants.



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+ INFO

ADDITIONAL HOUSING INFORMATION

- [Residential Tenancies Act](#)
- [Residential Tenancies Regulations](#)
- [A Sample of Standard Form of Lease](#)
- [A Sample of Rental Unit Condition Report](#)
- [Your municipality for info on transit, recycling, waste](#)
- [Mapquest](#) - directions to your campus from your new home
- [Google Maps](#)
- [Housing Nova Scotia](#)



ASK US!

If you have questions during your apartment search, we are happy to help.

Contact **Student Services** at your campus!



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