

# Welcome to the Westmount Group.

Please read through the following requirements for The Westmount Group's policies and procedures.

## **Rent is due on or before the first of each and every month.**

Cheques and or post-dated cheques or money orders should be made payable to

BIA Investments Inc. Please put your unit number on the cheques.

Please place them in the mail slot at the Office Door at 350 Regina Street North.

There is a **\$25.00 LATE FEE** for cheques not received **by or on the 1st of the month and a \$48.00 fee for any cheque returned NSF.**

Cash is not considered received unless you are given a receipt for it by the Tenant Liaison. Notify the office if you want to pay cash and we will let you know when she will be at the OFFICE. If you cannot meet her, it is your responsibility to get to the office to pay in person before or on the 1<sup>st</sup> of the month and get a receipt.

The office number is 519-208-0729, or email [tenantliaison@gmail.com](mailto:tenantliaison@gmail.com)

If you would like to pay by E-Transfer, you need to send payments to [payments@thewestmountgroup.com](mailto:payments@thewestmountgroup.com)

Your password will be the number of your apartment building, the street name and your unit number.

EXAMPLE 20austin3 or 20austin15

**SMOKE DETECTORS ARE TO REMAIN ON THE CEILING AT ALL TIMES. IF YOU REMOVE THEM, YOU WILL BE FINED BY THE FIRE INSPECTOR.**

Garbage and recycling should be brought to the back of the building and the recycling must be placed in the appropriate containers. Do not leave garbage outside your unit or in the hallways

.PLEASE PLEASE PLEASE DO NOT THROW YOUR BAGS OR VARIOUS ITEMS BESIDE THE DUMPSTER, JUST THROW IT IN THE DUMPSTER !!!

**Do not dispose of large furniture in the dumpster or on the curb. The city does not collect it. It is your responsibility to remove it from the complex**

You have been assigned a parking spot and given a parking pass. Please ensure it is visible in your car at all times. Do not leave any valuables in your car. **There is no visitor parking.**

Repairs can be submitted via our website at [www.thewestmountgroup.com](http://www.thewestmountgroup.com). In emergencies please call the repair line at 519-897-2795.

Locking yourself out is not an emergency. You will be required to pay for the maintenance person's time if they have to come and let you in. You have been given laundry room key and one mailbox key. Do not lose them.

The mailbox lock has to be drilled out if you lose that key and it will cost you \$40 (see the lease schedule A for specifics)

You have been given a Laundry card. If you lose it, You will need to pay \$10 for another one. If you have any problems with your card, please contact Coinamatic. If you are required to send your card back, please contact the office for a self addressed stamped envelope

A QUICK REMINDER: Once your lease has expired after your 1 year tenancy, and you would like to move,  
**YOU ARE REQUIRED TO PROVIDE US WITH 60 DAYS WRITTEN NOTICE PRIOR TO VACATING YOUR UNIT USING THE Landlord Tenant Board FORM N9**