

Policy

Subject: Outside Contractors, Alterations, Repairs, Additions

Policy Number: 2021-17

Effective Date: November 2, 2023

Approved by: NCHC Board of Directors

Reviewed by: NCHC General Manager

Purpose

To ensure and maintain the safety and wellbeing of all Northumberland County Housing Corporation (“NCHC”) property, tenants, their guests, and staff. To verify that any installation, alteration or repair work completed within NCHC units meets all Ontario Building codes, health, safety and any other standards required by law and shall conform in type and quality of workmanship and materials to those that exist within the complex.

To confirm that NCHC is aware of any installations, alterations, repairs, or additions to the interior or exterior of the unit or building.

Overview

Tenants and their guests are not to complete any installation, alteration, repair, or additions to the unit involving, but not limited to, electrical, plumbing, carpentry, heating, ventilation or mechanical work. Prior written approval must be obtained from NCHC for any such work.

Tenants are not to hire outside contractors or tradespersons to complete any installation, alteration, repair, or addition to the unit involving but not limited to electrical,

plumbing, carpentry, heating, ventilation or mechanical work without prior written approval from the NCHC.

Unauthorized alterations may include but are not limited to painting, wallpaper, carpet and vinyl flooring installation, basement renovations, and lattice work on balconies, patio steps and screens.

Procedure

Tenants are to contact Northumberland County Facilities Department at the number and extension provided in their Lease if their unit is in need of repair or alteration. If the tenant wishes to make improvements, they must put their request in writing to NCHC. They should outline all alterations and improvements that are intended along with details of who will be completing the work. The landlord will respond in writing to their request within a reasonable timeframe.

Upon move out, the tenant shall restore the leased premises to the original condition that the unit was in before the alterations were made. Any restorations shall meet all health, safety and any other standards required by law and shall conform in type, quality of workmanship and materials to the other units in the residential complex.

If the tenant fails to restore the leased premises to the original condition, NCHC may complete restoration work and charge the former tenant the entire cost of the restorations.

If alterations are made without the prior written approval of NCHC, then NCHC may complete the work necessary to restore the unit to the condition it was in prior to the alterations being made. The tenant may be charged the entire cost of the restorations, pursuant to the NCHC Chargeback Policy 2021-24.

NCHC staff may request access to the unit to visually inspect any restorations to ensure the changes comply with this policy.

Repealed Policy

Outside Contractors, Alterations, Repairs, Additions Policy 2008-07PM

Legislative Authority

Residential Tenancies Act, 2006