

# ***Housing Toolkit***



## **Disclaimer**

*The information in this toolkit is a combination of information, references, links and forms that is designed for personal reference and use only. The information in this toolkit is based on the Pictou County area and is subject to change at any time.*

*Pictou County Partners for Children and Youth (PCP) and the Housing Sub-Committee does **not** assume any liability or responsibility for the accuracy, completeness or usefulness of any of the information in the toolkit.*

*Any legal information in the toolkit is simply information, **not** legal advice. If legal advice is needed, please contact a lawyer.*

## **Acknowledgements**

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\* indicates checklist                      ~ indicates application

## BACKGROUND

According to Canada Mortgage and Housing Corporation, Pictou County has a total of 5505 household counts existing below standards. Housing below standards refers to housing that falls short of at least one of the adequacy, affordability and suitability housing standards. In Pictou County the average annual household income is \$39 713 with the average monthly shelter costs being \$709. Shelter costs include the following: for renters rent and any payments for electricity, fuel, water and other municipal services; and for owners, mortgage payments (principal and interest), property taxes, and any condominium fees, along with payments for electricity, fuel, water and other municipal services. <http://cmhc.beyond2020.com/>

Those working with marginalized populations in this community are well aware of the challenges faced when finding and sustaining adequate and affordable housing. Adequate housing is in short supply and there are segments of the population who are forced into living in unacceptable living conditions when options for better housing situations are beyond their reach.

Pictou County Partners (PCP) for Children and Youth is a collection of agencies and organizations who have come together to create a network of support and healthy development for children and youth. Through a bi-yearly strategic planning exercise the 40+ member agencies determined that housing was an issue and needed to be a focus of the work. It is recognized by the membership that without adequate and safe housing many of the other challenges facing vulnerable populations cannot be addressed. A smaller sub-committee of Pictou County Partners was created to address housing. It was agreed by the members of this Housing Sub-Committee that their collective social conscience requires that they help lead a process to ensure there is a better understanding of responsibility and shared role for action. It is not as simple as closing the doors on unsafe rental properties and their landlords - but it is about having a social responsibility to look at the underlying reasons why housing continues to be a huge barrier in our community and coming up with practical tools for those working directly with these populations.

The creation of this toolkit is a tangible response. The purpose of the toolkit is to provide up to date and accurate information on housing resources and to provide tools for frontline workers to use when working with families looking for solutions. The intention of the toolkit is not to solve the housing issue for our community, but instead provide better tools to those working with vulnerable populations to help navigate sometimes challenging systems. This is meant to be a working document in that other tools and processes can be added as the work continues.

## TO RENT OR TO BUY

### Renting

When an individual does not have the financial security to cover the costs associated with buying, then renting is another option. In some cases a person may not yet have determined where they might want to settle and therefore renting is an option until these major life decisions are made. In the case of our aging population, it may be that owning a home has become a burden and renting allows some aspects of home ownership – like maintenance and general repairs - to be the responsibility of the owner of the property.

Whatever the reasons, there are questions that need to be answered in order to find the right rental that suits the needs and financial responsibilities of the individual or family.

### Need vs. Want

When thinking of the ideal place to call home, it is good idea to make a list of what is important to you and what features/amenities you would like the apartment/house to have. Keep in mind that it may be hard to find the apartment of your dreams and stay within your budget. Be realistic about what it is you actually need and what you might want, but can do without.



## RESIDENTIAL TENANCIES

Safe and affordable housing plays an important role as a social determinant of population health. Marginalized populations are often those most affected in that they are those most likely to be living in substandard housing circumstances. Combined with other public health challenges these populations are directly affected by living circumstances and housing concerns.

It is a right as citizens to live safely and free from harassment and being mistreated. In fact the Act Respecting Residential Tenancies states "The landlord shall keep the premises in a good state of repair and fit for habitation during the tenancy and shall comply with any statutory enactment or law respecting standards of health, safety or housing" (An Act Respecting Residential Tenancies. 2013 Statutory Conditions 9 (1) 1. Pg. 6).

Often in rental housing situations, tenants are unaware of their rights. Those living with challenging life circumstances may also be concerned with eviction if they choose to ask questions or make demands for safer living conditions.

Tenants have power in knowing their rights and how to advocate with landlords to create a healthier and safer living environment.

The Residential Tenancies program assists tenants to understand their rights and provides the mechanisms to exercise these rights when necessary. This program is a part of Access Nova Scotia which is run and administered by the Government of Nova Scotia and regulated by the Residential Tenancies Act. The purpose is to provide support to both tenants and landlords, and provides direction when challenges arise and disputes cannot be resolved. These include evictions, unpaid rent, complaints etc.

**[Residential Tenancies | Access Nova Scotia | Government of NS](#)**

**<http://novascotia.ca/sns/pdf/ans-residential-tenancies-renting-a-guide-for-tenants.pdf>**

## Who is Covered by the Residential Tenancy Act?

- **Covered** - Those who pay someone rent to live in a place even if no lease has ever been signed, and lease-to-own arrangements until the tenant owns the premise.
- **Not covered** - University and college residences, hospitals, municipal homes, prisons, reformatories, some nursing homes and hotels.

## Early Termination for Domestic Violence

Tenants who are victims of domestic violence that have a year-to-year or fixed-term lease may apply to have their tenancy terminated early through Victim Services with the Department of Justice. Any tenant who has a month-to-month or week-to-week lease may use the provisions within the Residential Tenancies Act to terminate their tenancy using Form C within the Regulations (see Page 27 for Form C).

- Contact **Victim Services** [http://novascotia.ca/just/victim\\_services/contact.asp](http://novascotia.ca/just/victim_services/contact.asp) in your area or call 1-888-470-0773. They will be able to walk you through the application process to obtain a Domestic Violence Certificate and assist you in correctly serving notice to your landlord. You will still be required to provide one-month notice of ending your lease.



## **\* Rental Property Checklist**

What is the monthly amount you can afford for rent and utilities? \_\_\_\_\_

What is the amount you can afford for deposits that may be required? \_\_\_\_\_

What type of rental are you looking for?

Apartment    Duplex    Single Family House    Mobile Home/Trailer

What type of lease are you looking for?

Month-to-month    Yearly    Fixed Lease (for set amount of time)    Rent-to-Own

Are you looking to live in a mature building? (A building without children)  Yes    No

Do you prefer a building with little noise restrictions?  Yes    No

Do you want/need a furnished home?  Yes    No

How many bedrooms are needed?  1    2    3    4+

How many bathrooms are needed?  1    2    3+

What method of transportation will you be using to reach daily amenities?

Car    Walking    Other: \_\_\_\_\_

If a car is the most common method of transportation, does the rental need a parking lot?

Yes    No

What location within the building is necessary/preferred?

Bottom Floor    Wheelchair/disability accessible    Any    Other \_\_\_\_\_

If on a floor other than bottom, is an elevator required?  Yes    No

Is the neighbourhood important?  Yes    No

\*If yes, what type of neighbourhood is ideal? \_\_\_\_\_

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Does the rental need to be pet friendly?  Yes    No

## Rental Property Maintenance Guidelines and Tips

### General

- Check for signs of insects or rodents, like chew marks or droppings.
- Check for mould, moist areas and mildew.
- Bring a cell phone charger to plug into outlets to see if they work.
- Make sure that home phone or cable jacks are available and that they are in working order.
- Get Tenant Insurance. As tenant you may be liable for any damage you cause (i.e. if your toaster causes a fire you may have to pay for the damage caused) or unintentional harm to others who live in or visit the property. This insurance will also protect your belongings in emergency situations.

### Safety

- Be sure proper fire safety equipment is installed.
  - Check to see that smoke and carbon monoxide detectors are working and in the right spots.
  - Know where fire extinguishers are and see that they are up to date.
- If the apartment is in a large building, find out what the fire escape plan is and where to go in case of a fire or other emergency.

### Windows and Doors

- Try all windows and doors to make sure they open and close properly.
- Check the locks and doorknobs to see that they work and are not loose.
  - Ask the landlord for a copy of a key for all locks.
- See that all window coverings and screens are undamaged.
  - Check for drafts.

### Bathroom

- Check for mould and mildew.
- Flush toilets to be sure the plumbing is working properly.
  - Check toilet handle inside the tank to make sure it is strong and will last.
- Run the faucets and check for leaks under the sink.
  - Look for drips, water marks or smells.
  - Fill up the sink to make sure it holds water and drains properly.
- Check the shower head to see that it works and does not spray water everywhere.
- Test the hot water to be sure it heats up
- Check the water pressure.

## **Kitchen**

- Check each appliance (microwave, dishwasher, etc.) to make sure it works properly.
- Turn on all the burners on the stove to make sure they light up and heat up.
  - Check inside the oven for racks and make sure the oven heats up and the broiler works.
- Open and close the fridge doors and pull out all drawers.
  - Check for musty smells.
  - The fridge should be cool and the freezer cold.
  - If there is an ice maker, try it to see that it works.
- Open and close all the cupboard doors and drawers and check to see what shape they are in.
- Check the condition of the counter.
- Check for stains, burn marks, scuffs and cuts on the counter top.

## **Bedroom and Living Room**

- Turn every light switch on and off.
- If there is an air conditioner, test all settings to see that it works.
  - Check for weird smells or sounds that could mean the filter needs to be changed.
- Open and close any blinds to make sure they work properly.
- Look for cracks and dents in the walls and baseboards, which could be a sign of structural damage.
- If there is a wood stove or fireplace, make sure it is in working order.
- Take note of any stains in the carpet, chipped paint, peeling wallpaper or holes in the wall.

After having the apartment walkthrough with the landlord, discuss the terms of the security deposit, make a plan for any repairs and be sure to sign (and have your landlord sign) a document that details the condition of the apartment.

It would also be helpful to take picture of any pre-existing damage to ensure that when moving out you are not blamed by the landlord for this damage.

## **\*Rental Information Checklist**

**Address:** \_\_\_\_\_

### **Lease Details**

Length of the lease:  1 year     6 months     Month-to-month     Other: \_\_\_\_\_

Rent amount:        \$\_\_\_\_\_ per month

Security deposit:    \$\_\_\_\_\_

Other up-front payments:  1<sup>st</sup> or last month rent     Damage Deposit     Other: \_\_\_\_\_

Any known rental increases in last 3 years:         yes         No

If yes how much \$ \_\_\_\_\_

Quiet hours (times tenants are expected to be quiet): \_\_\_\_\_

Penalties:

Late Fee: \_\_\_\_\_    Returned Cheque Charge: \_\_\_\_\_    Other Penalties: \_\_\_\_\_

Before the tenant moves in the unit will be:         Painted     Cleaned

### **Living Details**

Included appliances:

Refrigerator         Oven/Stove     Microwave         Dishwasher     In-unit

Washer     In-unit Dryer         Laundry room in building         Air Conditioner

Person on site for questions/concerns:     yes \_\_\_\_\_     No

Service providers (phone/internet/cable) used in building: \_\_\_\_\_

Will the landlord have to give permission to connect these services (rewiring, etc.)

Yes         No

**Other Details**

Amount of notice given by landlord before going into apartment: \_\_\_\_\_

Exceptions: \_\_\_\_\_

Usual response time for maintenance requests: \_\_\_\_\_

Maintenance is done by:

Landlord     Building superintendent     Third party     Tenant

Utilities included:     Electricity     Heat     Hot water

Garbage removal details: \_\_\_\_\_

**Damage Noted:**

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**\*\*\* Note: Take pictures of all damages noted prior to moving in.**

## \*Things to Look For Before Committing to a Lease

	Yes	No
Do all the appliances work? (oven, burners, microwave, fridge, dishwasher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Are all locks (in apartment and in building) in reasonable condition? *Check the doors for signs of break-ins.	<input type="checkbox"/>	<input type="checkbox"/>
Do the taps/shower provide adequate water pressure?	<input type="checkbox"/>	<input type="checkbox"/>
Is there hot water?	<input type="checkbox"/>	<input type="checkbox"/>
Are the drains clogged?	<input type="checkbox"/>	<input type="checkbox"/>
Are the sinks or bath-tub cracked or leaking? *Check for water damage.	<input type="checkbox"/>	<input type="checkbox"/>
Is the plumbing working properly? *Flush toilets and check toilet handle to test.	<input type="checkbox"/>	<input type="checkbox"/>
If the apartment/room is furnished, is it in reasonable condition? *Note any damages that are present.	<input type="checkbox"/>	<input type="checkbox"/>
Are there any damage to floors, carpets, or walls?	<input type="checkbox"/>	<input type="checkbox"/>
Are there three-pronged electrical outlets in every room?	<input type="checkbox"/>	<input type="checkbox"/>
Do the outlets work? *Bring a cell phone charger to test outlets.	<input type="checkbox"/>	<input type="checkbox"/>
Are phone/cable jacks available in working order?	<input type="checkbox"/>	<input type="checkbox"/>
Are there enough electrical outlets for all your lamps/appliances?	<input type="checkbox"/>	<input type="checkbox"/>
Do all light switches work?	<input type="checkbox"/>	<input type="checkbox"/>
Does the apartment have its own thermostat?	<input type="checkbox"/>	<input type="checkbox"/>
Are there radiators or heating ducts in each room?	<input type="checkbox"/>	<input type="checkbox"/>
Do all windows in unit open and close properly?	<input type="checkbox"/>	<input type="checkbox"/>
Do all windows fit properly? *Loose windows can affect heating costs.	<input type="checkbox"/>	<input type="checkbox"/>
Are all window coverings and screens undamaged?	<input type="checkbox"/>	<input type="checkbox"/>
Are there locks on windows that are at street level?	<input type="checkbox"/>	<input type="checkbox"/>
Are locks and doorknobs secure?	<input type="checkbox"/>	<input type="checkbox"/>
Is there proper ventilation (i.e. vents above stove and bathroom in working order, HVAC unit in working order)	<input type="checkbox"/>	<input type="checkbox"/>
Are there fire exits in the back and front of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Is there proper safety equipment installed? (i.e. smoke detector, carbon monoxide detectors, and fire extinguishers)	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire detector in the hallway?	<input type="checkbox"/>	<input type="checkbox"/>
Are janitorial services offered for common areas?	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough storage space for all belongings?	<input type="checkbox"/>	<input type="checkbox"/>

Are there signs of rodents or insects? *Check for chew marks or droppings.	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs of mould or mildew?	<input type="checkbox"/>	<input type="checkbox"/>
Are there cracks or dents in the walls/baseboards? *Could be a sign of structural damage.	<input type="checkbox"/>	<input type="checkbox"/>

Note any specific damages below (i.e. scratches, dents, broken objects, etc.). Be sure to include size, color, location, and room;

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**Be sure to sign a document with your landlord that has a detailed account of the conditions in the apartment prior to you moving in. Note any damages and take pictures.**

### **\*Mobility Checklist**

	Yes	No
<i>Is there an entrance ramp at the front of the building?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If apartment is multiple stories, is there an elevator?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Are there wide hallways that can fit a wheelchair?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Is the doorway wide enough for a wheelchair?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Are there grab bars in the bathroom? (i.e. near toilet and in shower)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Are the rooms large enough to move around comfortably?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Are floors easy to navigate? (i.e. tile or hardwood flooring – no carpets)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Are all appliances and cupboards within reach?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If there are problems, is the landlord willing to make any changes to the building?</i>	<input type="checkbox"/>	<input type="checkbox"/>

## **\*How to Interview a Possible Landlord**

When you begin to look at places to rent, you will have a chance to ask questions to the landlord directly. Below are some questions to ask the landlord. Remember to get any information in writing before making a rental agreement.

<b>LEASE AND MONEY</b>	<b>Answer</b>
What is the monthly rent?	
What is the deposit I will have to pay to hold the apartment/house and is it refundable if I change my mind?	
Is there a damage deposit? If so, how much?	
Am I required to purchase renter's insurance?	
What is the total amount of money I will need to move in? (i.e. Deposit, damage deposit, any additional fees)	
Can I sublet <sup>1</sup> the place if I need to?	
Can I have roommates?	
Is there penalty for late rent? If so, what is it?	
If I need to move, is there a penalty if I break my lease? If so, what is it?	
When does rent need to be paid each month?	
How is the rent payment to be made? (i.e. mail, online, directly to landlord)	
Do you offer a one year or month-to-month lease?	
If I decide to stay, what are the terms for renewing the lease?	
If I decide not to stay, how much notice is required?	
Have there been rental increases in the past three years? If so, how much?	
When is the property available?	
Is someone currently living in the home?	

<sup>1</sup> Sublet means to allow someone to rent all or part of a house or other building that you are renting from someone else.

<b>PETS</b>	
<i>Do you allow pets?</i>	
<i>Do you charge a pet deposit? If so, is it refundable?</i>	
<i>Are there limitations/restrictions on my pet?</i>	
<b>UTILITIES/MAINTENANCE/CHANGES</b>	
<i>What utilities, if any, are included?</i>	
<i>What utilities am I responsible for?</i>	
<i>If utilities are not included, what is the typical cost for this property?</i>	
<i>Will I be responsible for any maintenance?</i>	
<i>Is there a 24 hour number for maintenance emergencies?</i>	
<i>How fast can I expect someone to respond to a maintenance problem?</i>	
<i>Do the pipes freeze in the winter?</i>	
<i>How do you shut off electricity/water in case of an emergency?</i>	
<i>Is the apartment heated by gas, electricity, oil or wood?</i>	
<i>Who is responsible for repairs?</i>	
<i>Have there been any major repairs or renovations done in the past year?</i>	
<i>What changes can I make to the property? (i.e. painting, wallpapering, hanging pictures, installing shelves, etc.)</i>	
<i>Is there a laundry room in the home or building?</i>	
<i>Is there a storage room?</i>	

<b>PARKING</b>	
<i>Is there parking and is it included in the rent?</i>	
<i>How many spaces will I receive?</i>	
<i>Is the parking assigned?</i>	
<i>Is there anywhere for my guests to park?</i>	
<b>OTHER</b>	
<i>Are there any rules for garbage and recycling?</i>	
<i>How is garbage removed and when?</i>	
<i>Are there any rules about overnight guests, parties, or quiet hours?</i>	
<i>Is smoking allowed inside or outside the property?</i>	
<i>Are waters beds allowed?</i>	
<i>Can I have a real Christmas tree?</i>	
<i>What is the distance to the nearest amenities? (i.e. public transit, grocery store, school, etc.)</i>	

**\*Rental Unit Condition Report**

**Use this report to create a detailed description of the condition of the premises at the start and the end of the lease. It will benefit both the landlord and the tenant at the end of the lease agreement.**

Condition: **B** Broken

**M** Missing

Cleanliness: **C** Clean

**D** Damaged

**S** Scratched/Marked

**DT** Dirty

**G** Good

**ST** Stained

Rental Unit:	Move-in Date:	Move-out Date:		
Tenant:	Condition at Beginning of Tenancy		Condition at End of Tenancy	
	Comment	Code	Comment	Code
<b>Kitchen</b>				
Ceiling				
Walls and Trim				
Floor				
Countertop				
Cabinets and Doors				
Stove				
Oven				
Stove Top				
Broiler				
Sink and Stoppers				
Refrigerator				
Crisper				
Ice Trays				
Freezer				

	<b>Comment</b>	<b>Code</b>	<b>Comment</b>	<b>Code</b>
Closets				
Dishwasher				
Lighting Fixtures				
Windows/Screens				
<b>Dining Room</b>				
Ceiling				
Walls and Trim				
Floor				
Closets				
Lighting Fixtures				
Window/Screens				
<b>Living Room</b>				
Ceiling				
Walls and Trim				
Floor				
Air Conditioner				
TV Cable				
Closets				
Lighting Fixtures				
Windows/Screens				
<b>Stairwell and Hall</b>				
Ceiling				
Walls and Trim				
Treads and Landings				
Closets				

	<b>Comment</b>	<b>Code</b>	<b>Comment</b>	<b>Code</b>
Lighting Fixtures				
Window/Screens				
<b>Bathroom</b>				
Ceiling				
Walls and Trim				
Floor				
Cabinets and Mirror				
Tub, Sink and Toilet				
Door				
Lighting Fixtures				
Windows/Screens				
<b>Bedroom 1</b>				
Ceiling				
Walls and Trim				
Floor				
Closets				
Doors				
Lighting Fixtures				
Windows/Screens				
<b>Bedroom 2</b>				
Ceiling				
Walls and Trim				
Floor				
Closets				
Doors				

	<b>Comment</b>	<b>Code</b>	<b>Comment</b>	<b>Code</b>
Lighting Fixtures				
Windows/Screens				
<b>Bedroom 3</b>				
Ceiling				
Walls and Trim				
Floor				
Closets				
Doors				
Lighting Fixtures				
Windows/Screens				
<b>Exterior</b>				
Front and Rear Entrances				
Patio Doors				
Garbage Container(s)				
Glass and Frames				
Siding				
Windows/Screens				
Ground and Walkways				
<b>Basement</b>				
Stair and Stairwell				
Walls and Floor				
Furnace, Water Heater				
Plumbing				
Lighting Fixtures				

Landlord's Signatures	_____	_____
Tenant's Signatures	_____	_____

**Note: If a room or feature is not covered in this form but you think this important, then include it on an attached page or on another copy of this form. For example, furniture.**

**Optional - Repairs to be completed by Landlord on initial Occupancy:**

Repairs \_\_\_\_\_

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Landlord agrees to complete repairs by \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Landlord

Date Repairs Completed: \_\_\_\_\_, 20 \_\_\_\_.

Acknowledged by: \_\_\_\_\_  
Signature of Tenant

**Optional - End of Tenancy:**

I agree with the condition at End of Tenancy with the following exceptions:

\_\_\_\_\_

\_\_\_\_\_

I agree to pay for the following damages:

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

Payment will consist of \$\_\_\_\_\_ of security deposit and \$\_\_\_\_\_ paid by \_\_\_\_\_

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

**Optional - Tenant's Forwarding Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Form C Tenant's Notice to Quit

(subsection 10(1) or 10(3) of the Residential Tenancies Act)

### What is this form for?

**Use this form to** give a landlord notice that you are leaving at the end of a lease term. This will end the lease for all tenants.

### How to complete this form?

To

Give the landlord's name as it appears in the lease. If you do not have a lease, use the landlord's company name or full name.

Address of residential premises

Give the complete address of the place that is being rented as it appears on the lease. If you do not have a lease, give the full civic address, including the postal code.

My tenancy is

Check the box that applies to you. You must give this form with appropriate notice time to the landlord.

**Year to year** - This form must be given to your landlord at least 3 months before the end of your lease.

(see clause 10(1)(a) of the Act)

**Month to month** - This form must be given to your landlord at least 1 month before the end of any month.

(see clause 10(1)(b) of the Act)

**Week to week** - This form must be given to your landlord at least 1 week before the end of any week.

(see clause 10(1)(c) of the Act)

**Manufactured home** - This form must be given to your landlord at least 1 month before the termination of the tenancy. (see clause 10(3)(b) of the Act)

***I give notice that I am terminating my tenancy on***

**Date** - Give the date that you will leave.

Security deposit return

*This section is optional.*

*If you wish the landlord to return the security deposit, provide a mailing address or contact the landlord to do so at a later time. The Residential Tenancies Program recommends that landlords and their tenants or representatives inspect the unit at the end of the lease, and make a written agreement about the return of the security deposit.*

***What do I do with the completed form?***

**➡ *Formally serve the landlord with the original of this Form C.***

*You may do this in two ways:*

**1** *Personally hand the form to the landlord or the landlord's representative, or have someone else do so on your behalf*

OR

**2** *Send the form by registered mail to the landlord – it is served once the landlord picks it up*

*If you have made several attempts to serve the landlord and have been unsuccessful, contact the Residential Tenancies Program.*

**Keep a copy of this form for your records.**

# Form C

F1

## ~Tenant's Notice to Quit

(subsection 10(1) or 10(3) of the Residential Tenancies Act)

To (landlord's name)



Tenant's name

### Address of residential premises

Street number and name (civic address)

City or town

Province

Postal code

My tenancy is (check one)

- Year to year** - This form must be given to your landlord at least 3 months before the end of your lease. (see clause 10(1)(a) of the Act)
- Month to month** - This form must be given to your landlord at least 1 month before the end of any month (see clause 10(1)(b) of the Act)
- Week to week** - This form must be given to your landlord at least 1 week before the end of any week (see clause 10(1)(c) of the Act)
- Manufactured home** - This form must be given to your landlord at least 1 month before the termination of the tenancy. (see clause 10(3)(b) of the Act)



I give notice that I am terminating my tenancy on

**Security deposit return** This section is optional. (check one)

- I will make arrangements at a future time for the return of my security deposit.
- Please return my security deposit to me at the forwarding address below:

Street number and name (civic address)

Apartment number

City or town

Province

Postal code

Phone number

Email



**Sign and date this form**

Tenant's signature

Date (YYYY MM DD)

**Tenant: Keep a copy of this form for your records.**



Residential Tenancies Program

1-800-670-4357

[www.accessns.ca/residential-tenancies/forms](http://www.accessns.ca/residential-tenancies/forms)

**~Application to Director**

(Section 13 of the Residential Tenancies Act)

**File number**

**You are required to attend the hearing to be held at**

Street number and name (civic address)  City or town , **Nova Scotia**

**on** ( day of the wk) , **the** (date)  **day of** (month) , **20**   
**at**   **am**  **pm.**

**You may inquire about this application by contacting**

**Residential Tenancy Officer's name** (please print)  **E-mail**

**Phone**  -  -  **Fax**  -  -

**Filed by** (applicant)  **landlord**  **tenant**

**Name** (first name, initial, last name OR company name)

Street number and name (civic address)  Apartment number

City or town  Postal code

Phone (home)  -  -  Phone (business / other)  -  -

**E-mail**

**Mailing address, if different**

Street number and name (civic address)  Apartment number

City or town  Postal code

**➔ Against** (respondent)  landlord  tenant

**Name** (first name, initial, last name OR company name)

Street number and name (civic address)

Apartment number

City or town

Postal code

Phone (home)

 -  - 

Phone (business / other)

 -  - 

E-mail

Mailing address, if different

Street number and name (civic address)

Apartment number

**➔ Regarding**

**Address of residential premises**

Street number and name (civic address)

Apartment number

City or town

Postal code

**➔ Information about the lease**

1 **What date did the tenant move in?** (YYYY MM DD)

2 **What date did the tenant move out?** (if applicable) (YYYY MM DD)

3 **Has notice to quit been given?**

No

**➔** Yes It was given by  landlord  tenant

**➔** Date notice given (YYYY MM     DD)

**➔** It is effective on (YYYY MM DD)

4 **Is there a written lease?**  No

Yes (Please attach a copy of the lease.)

5 **What is the term of lease?**  Year-to-year

Month-to-month

Week-to-week

Fixed-term

6 **How much is the rent?**

\$

due each Week

Month

7 Did the landlord provide the tenant with a copy of the lease?  No  Yes

8 Did the landlord provide the tenant with a copy of the Residential Tenancies Act?  No  Yes

9 Was a security deposit paid?

No

Yes ➡ amount of deposit was \$

➡ deposit was paid on

➡ Is security deposit held in trust?  Yes  No

### ➡ Details of application if the applicant is the tenant

**This is an application for:**

Please check all that apply. Please provide a full description of the reasons for your application. Use an additional sheet if necessary.

Termination of tenancy

---

---

Return of security deposit

---

---

Compliance with a lease or the Act

---

---

Repairs

---

Setting aside a notice to quit given by the landlord

---

Payment of money

---

relief from rent owing

---

compensation for expenses occurred

---

Requesting the award of the application fee

---

---

Other

---

---



**Sign and date this form**

Applicant's signature

Date (YYYY MM DD)

X

<http://www.novascotia.ca/sns/pdf/ans-rtp-form-J-application-to-director.pdf>

## RESPONDENT PLEASE NOTE

***This application has been filed with the Director of Residential Tenancies.***

- The Director has authorized the Residential Tenancy Officer to investigate and attempt to mediate the dispute. ***If there is no mediation, the Residential Tenancy Officer will make a decision within 14 days.***
- Mediation means that the parties discuss the dispute and come to an agreement on how best to resolve it. The Residential Tenancy Officer will encourage mediation and help you and the applicant discuss the matter so you may resolve the dispute.
- ***If you come to an agreement, the Residential Tenancy Officer will prepare a written settlement for both parties to sign.*** There can be no appeal of the settlement.
- ***If you are not able to come to an agreement, the Residential Tenancy Officer will hold the hearing and decide the issue within 14 days.*** See Notice of Hearing.
  - You should bring all information about the dispute to the hearing, for example, letters, receipts and photos (3 copies).
  - You may bring witnesses if you wish. Witnesses should have first-hand knowledge of the situation.
  - If you wish to show electronic evidence, you must bring the equipment needed to display it at the hearing.
- The Director's order that the Residential Tenancy Officer issues will be based on information obtained during the Officer's investigation, your mediation efforts and evidence presented at the hearing, if the hearing is necessary.
- ***If you do not attend the hearing, the Residential Tenancy Officer is authorized to issue an order based on information obtained during the Officer's investigation and from the applicant.***

**~Waive Residential Tenancies Application to Director Fee**

(under section 27 of the Residential Tenancies Act)

RTP File # \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address of Residential Premises

\_\_\_\_\_  
Street Apt City/Town Postal Code

Current Address (if different than above)

\_\_\_\_\_  
Street Apt City/Town Prov Postal Code

**Assistance Being Received**

- Receiving Guaranteed Income Statement
- Receiving Social Assistance
- Receiving Income Assistance (Formerly known as Family Benefits)

An **original copy** of one of the following documents must be attached to the form:

- Guaranteed Income Supplement statement
- Income Assistance statement or direct deposit payment statement
- Social Assistance statement or direct deposit payment statement

**Ministerial Fee Waiver**

- Requesting Ministerial Fee Waiver

Please provide a letter outlining the reasons for the fee waiver (i.e. personal income, other personal circumstance). Also provide any other supporting information that you feel is appropriate (i.e. income statement).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<http://www.novascotia.ca/sns/pdf/ans-residential-tenancies-fee-waiver-application-form.pdf>

## Owning vs Renting

While making the decision to buy a home is very exciting, and a step many have been waiting to take since a very young age, it is also one of the biggest decisions to make. Individuals should prepare for home-buying by learning about the process of buying a home and the responsibilities of home ownership.

The responsibilities of owning a home are very different from those of renting a home. Each option has its good and bad parts. Home ownership is not for everyone. Careful thought and consideration should go into the decision whether to own or rent a home. It is important to take an honest look at current and expected future situations when deciding which works best.

Things to consider:

- Financial management skills
- Financial stability
- Responsibilities

### Financial Readiness

Taking a look at the current financial situation is a good way for a person to see if they are financially ready to buy a home. What money is coming in and what money is going out may be surprising. Knowing exactly how much there is to work with (or how much could be there to work with) will give a realistic idea of what a person can afford.

- Add monthly household expenses to debt payments to find out monthly expenses. (See appendix for a Monthly Household Budget)

It is important for a person to know how much he/she can afford when planning to buy a home. There are other expenses, aside from the cost of the house, that need to be considered such as property taxes, heating, home repairs and renovations.

Two rules help figure out how much a person could realistically afford to pay for a home:

Affordability Rule 1:

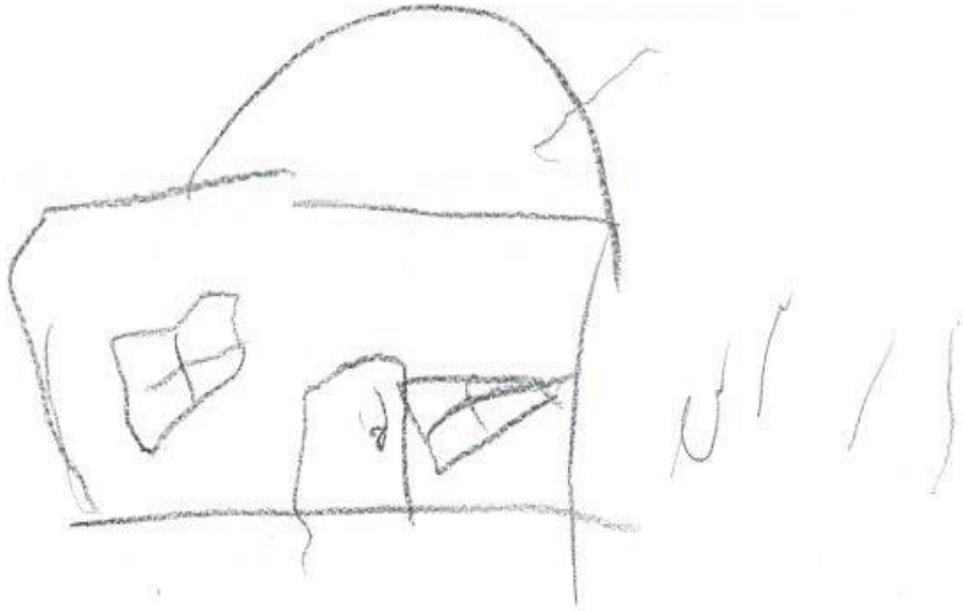
- Monthly housing costs should not be more than 32% of the gross monthly income (monthly income before taxes and deductions)
  - Monthly housing costs include mortgage payments (principal and interest), property taxes and heating
  - To calculate the percentage (called Gross Debt Service Ratio):
    - $$\frac{\text{Total monthly payments}}{\text{Gross monthly income}} \times 100\%$$

- Only 32% and up will be considered for a mortgage

Affordability Rule 2:

- Total monthly debt should not be more than 40% of the gross monthly income
- Total monthly debt includes housing costs (mortgage principal and interest, taxes and heating), and all other debt payments (credit cards, loans, lines of credit, etc.)
- This percentage is called Total Debt Ratio, to calculate:
  - $\frac{\text{Total monthly payments}}{\text{Gross monthly income}} \times 100\%$

**\*Contact a mortgage specialist to determine the maximum affordable home price.**



## \*Home Features Checklist

Resale  New

### Type of home

Detached  Townhouse  
 Semi-detached  Duplex  
 Highrise  Low-rise

### Type of ownership

Condominium  Freehold

### Age of home

### Lot size

Small  Medium  
 Large

**Quiet street**  Yes  No

### Type of exterior finish

Vinyl siding  Brick  
 Aluminum siding  Wood  
 Combination brick and siding

### Windows — Glazing

Single  Double  
 Triple  Low-E

### Windows — Construction

Wood  Aluminum  
 Vinyl  Other

**Air conditioning**  Central  
 Window

**Bedrooms**  1  2  3  4

**Bathrooms**  1  2  3

**Master bedroom en suite**  Yes  No

**Ground floor bathroom**  Yes  No

**Eat-in kitchen**  Yes  No

**Separate dining room**  Yes  No

**Separate family room**  Yes  No

**Fireplace**  Yes  No

**Woodstove**  Yes  No

**Spare room for den or home office**  Yes  No

**Basement for storage or workshop**  Yes  No

**Apartment for rental income**  Yes  No

**Deck or patio**  Yes  No

**Insulation values**

Walls  Basement

Ceiling

**Foundation construction**

Concrete block  Concrete

Preserved wood

**Sewer system**

Municipal  Septic

**Water**

Municipal  Well

**Water Heating**

Gas  Oil

Electric

**Electrical system**

100 amp  200 amp

Other

Fuses  Circuit breakers

**Type of heating fuel**

Gas  Oil

Electric  Wood

**Heat recovery ventilator**

Yes  No

Private driveway  Yes  No

Garage  Attached  
 Detached

Carport  Yes  No

Security features  Yes  No

Barrier-free  Yes  No

**Close to (approximate km)**

Work  Spouse's work

Public transportation  Schools

Shopping  Parks/playgrounds

Recreation facilities  Restaurants

Places of worship  Veterinarian

Police station  Fire station

Hospital  Doctor / dentist

**\*Home Inspection Checklist**

Area to be Inspected	Inspected	Condition
Foundation	<input type="checkbox"/>	
Exterior doors	<input type="checkbox"/>	
Windows	<input type="checkbox"/>	
Roof	<input type="checkbox"/>	
Exterior walls	<input type="checkbox"/>	
Attic (including insulation)	<input type="checkbox"/>	
Plumbing system	<input type="checkbox"/>	
Electrical system	<input type="checkbox"/>	
Heating/Air conditioning system	<input type="checkbox"/>	
Ceilings	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	
Floors and flooring	<input type="checkbox"/>	
Interior doors	<input type="checkbox"/>	
Kitchen cabinets	<input type="checkbox"/>	
Insulation in walls	<input type="checkbox"/>	

Ventilation	<input type="checkbox"/>	
Septic tank or sewer connection	<input type="checkbox"/>	
Well and water pump or water lines	<input type="checkbox"/>	
Other buildings such as detached garage	<input type="checkbox"/>	
Lot: drainage away from building, slopes, natural vegetation	<input type="checkbox"/>	
Driveway	<input type="checkbox"/>	
Common areas (for condominiums)	<input type="checkbox"/>	
Overall opinion of structural integrity of the building(s)	<input type="checkbox"/>	
Other areas	<input type="checkbox"/>	

**\*Monthly Household Budget**

**Housing Expenses**

---

Rent/Mortgage .....\$ \_\_\_\_\_

Condo/Lot Rent Fees .....\$ \_\_\_\_\_

Property Taxes .....\$ \_\_\_\_\_

Electricity .....\$ \_\_\_\_\_

Heating Costs .....\$ \_\_\_\_\_

Water .....\$ \_\_\_\_\_

Maintenance/Repair .....\$ \_\_\_\_\_

Parking fees .....\$ \_\_\_\_\_

**Non-Housing Expenses**

---

Gas/Taxi .....\$ \_\_\_\_\_

Car Insurance and License .....\$ \_\_\_\_\_

Car Repairs/Service .....\$ \_\_\_\_\_

Renter's/Homeowner's Insurance .....\$ \_\_\_\_\_

Health Insurance .....\$ \_\_\_\_\_

Life Insurance .....\$ \_\_\_\_\_

Child Care/Babysitter .....\$ \_\_\_\_\_

Schooling/Tuition .....\$ \_\_\_\_\_

Child Support/Alimony .....\$ \_\_\_\_\_

Groceries/Personal Care Products .....\$ \_\_\_\_\_

Laundry .....\$ \_\_\_\_\_

Telephone .....\$ \_\_\_\_\_

Cell Phone .....\$ \_\_\_\_\_

Internet .....\$ \_\_\_\_\_

Cable .....\$ \_\_\_\_\_

Clothing .....\$ \_\_\_\_\_  
Prescriptions/Eye Care/Dental .....\$ \_\_\_\_\_  
Donations .....\$ \_\_\_\_\_  
Gifts (Holidays/Birthdays/Other).....\$ \_\_\_\_\_  
Bank Fees .....\$ \_\_\_\_\_  
Professional Dues .....\$ \_\_\_\_\_

**Other Expenses**

---

Savings .....\$ \_\_\_\_\_  
Haircuts .....\$ \_\_\_\_\_  
Pocket Money (coffee, lunches) .....\$ \_\_\_\_\_  
Entertainment .....\$ \_\_\_\_\_  
Pet Care/Vet Bills .....\$ \_\_\_\_\_  
Alcohol/Cigarettes .....\$ \_\_\_\_\_  
Hobbies/Clubs .....\$ \_\_\_\_\_  
Subscriptions .....\$ \_\_\_\_\_  
Sports/Gym Membership .....\$ \_\_\_\_\_  
Furniture .....\$ \_\_\_\_\_  
Other:\_\_\_\_\_ \$ \_\_\_\_\_  
Other:\_\_\_\_\_ \$ \_\_\_\_\_  
Other:\_\_\_\_\_ \$ \_\_\_\_\_

**Monthly Debt Payments**

---

Property Loans .....\$ \_\_\_\_\_  
Car Payments .....\$ \_\_\_\_\_  
Personal Loans .....\$ \_\_\_\_\_  
Line of Credit .....\$ \_\_\_\_\_  
Credit Cards .....\$ \_\_\_\_\_

Student Loans ..... \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Monthly Expenses** ..... \$ \_\_\_\_\_

**Monthly Incomes**

Income Source	Amount
	+
Total Monthly Income:	=

**Monthly Income – Monthly Expenses = Cash Flow**

If this number is negative (-) you are spending more than you are making. See what expenses you can cut out.

## Housing Supports

### Housing Nova Scotia

Housing Nova Scotia offers programs to help lower income households rent and maintain safe and affordable housing. For homeowners, they offer grants and loans for home repairs and additions. They also offer mortgage funds and grants to help purchase or build modest houses.

### Public Housing

There are units located across Nova Scotia designed to help low-income households, seniors, and persons with disabilities. This program provides affordable rental housing to families in need and offers rental rates based on income. The units are fully equipped with a stove, refrigerator and include heat and hot water. Some units are accessible for people with physical disabilities.

This program is managed by the Housing Authorities.

To qualify for one of these units, an application form is completed and the applicant must meet the guidelines for income, residency and core need established by Housing Nova Scotia.

Special priority is given to victims of family violence, those whose homes have been condemned, or those who have a need to live near a hospital.

Rent is based on your income.

Contact your local Housing Authority

<http://housing.novascotia.ca/housing-authorities>

<http://housing.novascotia.ca/programs/public-housing-and-other-affordable-renting-programs/public-housing-families>

**Section 1 - Applicant**

**Primary Details**

Salutation  Mr.  Mrs.  Ms.  Miss

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Maiden Name \_\_\_\_\_

Marital Status  Single  Divorced  Common Law  Married  Widowed  Other

Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Sex  Male  Female

Social Insurance Number (SIN) \_\_\_\_\_

Student  Yes  No Name of School \_\_\_\_\_

Status in Canada  Canadian Citizen  Landed Immigrant

Other Specify if Other \_\_\_\_\_

**Priority Access** (This pertains to all household members listed on the application)

- I/We are victim(s) of family abuse
- I/We are required to live in a location close to life sustaining health services
- I/We are currently occupy inadequate housing which poses an immediate health and/or safety risk

If you checked any of the checkboxes, please specify details:

**Current Address**

Street No. and Name \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ County \_\_\_\_\_

**Mailing Address (if different than current address)**

Street No. and Name \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ County \_\_\_\_\_

**Telephone Numbers**

Home \_\_\_\_\_ E-mail Address \_\_\_\_\_

Work \_\_\_\_\_ Can we safely contact you at your mailing address and home phone number  Yes  No

Cellular \_\_\_\_\_ If no where can we contact you? \_\_\_\_\_

**Present Accommodation**

Home Information  Own  Rent  Temporary  Homeless  Shelter  Boarder

Monthly Housing Expenses: Please include monthly payment or monthly rent and average monthly electricity, water, heating, fuel and taxes, as applicable. \$ \_\_\_\_\_

**Current Landlord Information**

Landlord Name \_\_\_\_\_ (Please leave this section blank if you reside in your own home or are homeless)

Telephone Number \_\_\_\_\_

Length of Tenancy (Months) \_\_\_\_\_

Have you received an eviction notice?  Yes  No Eviction Date \_\_\_\_\_

Eviction Reason \_\_\_\_\_

**Persons to contact in your absence**

Name	Relationship	Telephone Number
------	--------------	------------------

# Nova Scotia Coordinated Access Housing Application

## Section 2 – Co-Applicants / Other Members

Leaseholder  Yes  No Relationship to Applicant \_\_\_\_\_  
Salutation  Mr.  Mrs.  Ms.  Miss  
Last Name \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Maiden Name \_\_\_\_\_  
Marital Status  Single  Divorced  Common Law  Married  Widowed  Other  
Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Sex  Male  Female  
Social Insurance Number (SIN) \_\_\_\_\_  
Student  Yes  No Name of School \_\_\_\_\_  
Status in Canada  Canadian Citizen  Landed Immigrant  
 Other Specify if Other \_\_\_\_\_

Leaseholder  Yes  No Relationship to Applicant \_\_\_\_\_  
Salutation  Mr.  Mrs.  Ms.  Miss  
Last Name \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Maiden Name \_\_\_\_\_  
Marital Status  Single  Divorced  Common Law  Married  Widowed  Other  
Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Sex  Male  Female  
Social Insurance Number (SIN) \_\_\_\_\_  
Student  Yes  No Name of School \_\_\_\_\_  
Status in Canada  Canadian Citizen  Landed Immigrant  
 Other Specify if Other \_\_\_\_\_

Leaseholder  Yes  No Relationship to Applicant \_\_\_\_\_  
Salutation  Mr.  Mrs.  Ms.  Miss  
Last Name \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Maiden Name \_\_\_\_\_  
Marital Status  Single  Divorced  Common Law  Married  Widowed  Other  
Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Sex  Male  Female  
Social Insurance Number (SIN) \_\_\_\_\_  
Student  Yes  No Name of School \_\_\_\_\_  
Status in Canada  Canadian Citizen  Landed Immigrant  
 Other Specify if Other \_\_\_\_\_

Leaseholder  Yes  No Relationship to Applicant \_\_\_\_\_  
Salutation  Mr.  Mrs.  Ms.  Miss  
Last Name \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Maiden Name \_\_\_\_\_  
Marital Status  Single  Divorced  Common Law  Married  Widowed  Other  
Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Sex  Male  Female  
Social Insurance Number (SIN) \_\_\_\_\_  
Student  Yes  No Name of School \_\_\_\_\_  
Status in Canada  Canadian Citizen  Landed Immigrant  
 Other Specify if Other \_\_\_\_\_

## Nova Scotia Coordinated Access Housing Application

### Section 3 – Previous Tenancy

Please specify previous 3 tenancies or previous tenancies up to 3 years for Applicant and Co-Applicant(s), whichever is longer:

Have you ever been a tenant in:

Public Housing	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Rent Supplement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Non- Profit	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Cooperatives	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If Other, specify _____				

Applicant/Co-Applicant _____ Address Line 1 _____ Address Line 2 _____ City _____ Province, Postal Code _____ Country _____	Occupancy From (MM/YY) _____ Occupancy To (MM/YY) _____ Landlord Name _____ Landlord Phone No. _____
Applicant/Co-Applicant _____ Address Line 1 _____ Address Line 2 _____ City _____ Province, Postal Code _____ Country _____	Occupancy From (MM/YY) _____ Occupancy To (MM/YY) _____ Landlord Name _____ Landlord Phone No. _____
Applicant/Co-Applicant _____ Address Line 1 _____ Address Line 2 _____ City _____ Province, Postal Code _____ Country _____	Occupancy From (MM/YY) _____ Occupancy To (MM/YY) _____ Landlord Name _____ Landlord Phone No. _____
Applicant/Co-Applicant _____ Address Line 1 _____ Address Line 2 _____ City _____ Province, Postal Code _____ Country _____	Occupancy From (MM/YY) _____ Occupancy To (MM/YY) _____ Landlord Name _____ Landlord Phone No. _____
Applicant/Co-Applicant _____ Address Line 1 _____ Address Line 2 _____ City _____ Province, Postal Code _____ Country _____	Occupancy From (MM/YY) _____ Occupancy To (MM/YY) _____ Landlord Name _____ Landlord Phone No. _____

## Nova Scotia Coordinated Access Housing Application

### Section 4 – Income

*Statement of all MONTHLY income BEFORE deductions received by all person/family Members to live in the accommodation*

<b>Applicant Last Name</b> →				
<b>Applicant First Name</b> →				
<b>Income Categories</b>	<b>\$ Amount</b>	<b>\$ Amount</b>	<b>\$ Amount</b>	<b>\$ Amount</b>
<i>Alimony/Child Support</i>				
<i>Capital Gains</i>				
<i>Canada Pension Plan Disability</i>				
<i>Canada Pension Plan Other</i>				
<i>Dividends</i>				
<i>Employment Insurance</i>				
<i>Employment Income</i>				
<i>Foster Child Payments</i>				
<i>Gratuities</i>				
<i>Immigrant Sponsorship</i>				
<i>Human Resource Development Canada</i>				
<i>Interest</i>				
<i>Old Age Security/Guar. Income Supp./Spouse Allow.</i>				
<i>Other Country Social Security</i>				
<i>Other Income</i>				
<i>Other Pension</i>				
<i>Rental Income</i>				
<i>RRSP/RIF</i>				
<i>Social Assistance</i>				
<i>Student Loan</i>				
<i>Workers Compensation</i>				
<i>Veteran Pensions &amp; Allowance</i>				
<b>Total Income for member: \$</b>				

Total Income for the Household per month: \$ \_\_\_\_\_

# Nova Scotia Coordinated Access Housing Application

**Section 5 – Housing Preferences** *Note: Select unit size based on your family size. These preferences will determine the properties that are suitable for your selection based on your requirements. Housing accommodations may not be available to meet all of your requirements.*

**Unit Size:**       Bachelor                       1 Bedroom                       2 Bedroom                       3 Bedroom  
                           4 Bedroom                       5 Bedroom                       6 Bedroom

**Resident Type:**  
 I/We want to live in a community for:       Family                       Senior                       Non Elderly (57 yrs. old or under)

**Accessibility:**

Is anyone in your household disabled?                       Yes                       No

I/We require one or more of the following:

Wheel Chair Accessibility	<input type="checkbox"/>
Ground Floor due to inability to climb stairs	<input type="checkbox"/>
Paraplegic Unit / Modified Unit	<input type="checkbox"/>
Hearing Impaired Unit	<input type="checkbox"/>
Visually Impaired Unit	<input type="checkbox"/>
Other	<input type="checkbox"/>

If Other Specify: \_\_\_\_\_

**Supportive Services Required:**

I/We are required to live in a location where essential support services are available:     

Specify: \_\_\_\_\_

**Other Details:**

Is anyone in the household a Single Parent (This is voluntary information)                       Yes                       No

Is an additional child expected (baby, adoption, etc.)? (This is voluntary information. This information will be used to determine your future housing requirements)                       Yes                       No

If yes Due Mate (MM/DD/YYYY) \_\_\_\_\_

Do you own a house?                       Yes                       No

Do all household members reside in present accommodation?                       Yes                       No

If No provide information in notes box

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Do you currently have a pet? (This is subject to Housing Authority Approval)                       Yes                       No

Do you require parking?                       Yes                       No



## ***Nova Scotia Coordinated Access Housing Application***

### ***Declaration and Consent: Please read and sign this statement:***

*I/We declare that the information provided in the application form is correct and complete.*

*I/We understand that falsification of any or all information provided by me/us may be cause for the cancellation of the application.*

*I/We understand that it is my/our responsibility to advise the Housing Authority of any changes to the information given in this application and to provide any supporting materials required for my/our application.*

*I/We authorize the Housing Authority or its representatives to make inquiries that are necessary to verify the information submitted in this application.*

*I/We authorize the Housing Authority to receive and exchange information with my/our current and previous landlord(s).*

*Applicant's Signature*

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*Co-Applicant's Signature*

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*Application Date*

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Dear Applicant:

*This is to advise that certain building materials used in apartment buildings, office buildings and homes until the mid-1980's may contain asbestos fibers. Asbestos may typically be found in drywall filler, texture coats (stucco), floor tiles, tile adhesive, gaskets, hard board, plaster, ceiling tiles, caulking and seamless flooring. Asbestos can be a hazard if the fibers in the building material are released or separated from the material or become air borne. In order for asbestos fibers to be released from this material, it must be sanded or crumbled into small pieces.*

*Asbestos is not otherwise poisonous and it does not off-gas any toxic chemicals. Under normal conditions of day-to-day usage, these materials do not pose a risk to occupants, as they are not releasing dust.*

*As many Housing Authority buildings were constructed prior to the mid-1980's we are advising that asbestos may be present in building materials. When properly managed these materials are not a cause for concern.*

*Typically, if asbestos is found in RHA buildings it is in the drywall filler (the material used to cover the seams where two (2) pieces of gyproc meet or the corners of a room or where the ceiling and walls meet), stucco or plaster. Gyproc itself does not contain asbestos. Some floor tiles and vinyl flooring contain asbestos fibers; as well as the insulating material in some older style light fixtures contain asbestos fibers.*

*It is not possible to test the drywall compound in all the walls or test every floor.*

*Therefore when you become a tenant, you will be advised of the following instructions:*

- *Ceiling and wall repairs are not to be carried out by tenants, their families or contractors hired by tenants. Call the Housing Authority office and they will do the repairs.*
- *Where a ceiling or wall is damaged and cleanup involves small pieces of material that has crumbled, do not clean up the damaged material. Call you the Housing Authority and they will clean up the material and arrange repair of the wall or ceiling.*

*Please note that Schedule B, Section 2(d) of the HA lease states tenants shall not make any changes or alterations to the premises without first obtaining written approval from your RHA.*

*You will be asked to sign this letter at your lease signing.*

*If you require any further information, please contact your Housing Authority Property Manager.*

*Yours truly,*

*Eastern Mainland Housing Authority*

### **What is HomeWarming?**

It is important to us that everyone can benefit from energy efficiency, regardless of income. That is why we offer a no-charge energy assessment and home upgrades to qualifying homeowners. If we discover that upgrades like draft-proofing and insulation will help reduce your heating and power bills, we will install the upgrades at absolutely no cost to you.

HomeWarming is part of a broad, province-wide initiative to provide energy efficient upgrades for income qualified homeowners.

### **How is HomeWarming funded?**

Emera shareholders provide the funding to Clean Foundation for electrically heated homes. The Province of Nova Scotia provides the funding to Efficiency Nova Scotia for the non-electrically heated home upgrades.

### **Who is the Clean Foundation?**

The Clean Foundation is an independent from government, not-for-profit, charitable organization that provides education-based programs and services to help people consider the environment in the choices they make.

They offer a host of programs, services, and resources, focused in the areas of energy efficiency, water stewardship, waste reduction, and sustainable transportation. Their energy efficiency services include home energy assessments and no-cost installation of energy efficient products.

Find out more about the Clean Foundation by visiting [www.clean.ns.ca](http://www.clean.ns.ca).

### **Who is Efficiency Nova Scotia?**

Efficiency Nova Scotia is a franchise operated by EfficiencyOne, official Licensee of the Province of Nova Scotia. They are an independent, non-profit organization responsible for energy conservation in Nova Scotia.

EfficiencyOne was established by legislation, is led by an independent Board of Directors, and is regulated by the Nova Scotia Utility & Review Board. They are Canada's only energy efficiency utility, selling "saved energy" to Nova Scotia Power.

Efficiency Nova Scotia offers services, financial incentives and straight-forward advice to help you save. Visit our website at [www. efficiencyns.ca](http://www efficiencyns.ca) to learn more.

## Low Income Homeowner Service - Energy Efficiency Programming for Homeowners on a Low Income

### Who is eligible?

You are eligible to apply if:

- you meet HomeWarming's Income Qualification criteria (see next page);
- you own a single unit home (detached, semi-detached/duplex, a townhouse or mobile home) located in Nova Scotia and can provide proof of ownership;
- you live in your home year-round, it is your current primary residence and you do not plan to sell it in the near future
- your home has not already participated in this service. Please note due to funding limitations, houses are only eligible for upgrades once per lifetime.

### Income Qualification Chart

<b>Number of people living in your home</b>	<b>Maximum annual household income</b> (Line 236 from your Notice of Assessment)
1 person	\$20,550
2 to 4 people	\$38,185
5 or more people	\$54,381

### How do I find out if I am eligible?

Call an Energy Solutions Advisor toll free at **1.877.999.6035** to see if you qualify.

HomeWarming applications can be found online at **[www.homewarming.ca](http://www.homewarming.ca)**

To speak confidentially with a Service Advisor about your personal circumstances, call Darlah Purdy at **1877-434-2136**.

### What happens if I qualify?

Once you are qualified, the process is easy.

#### 1. Home Energy Assessment

A Certified Energy Advisor will evaluate your home and determine the insulation and draft-proofing, if any, needed to make your home more energy efficient.

## 2. Home Upgrades

Then, they will call you to set up appointments to make the upgrades approved for your home. **Please note:** Some homes may not be suitable for upgrades.

## 3. Final Assessment

When all the upgrades have been completed, they will come back and perform a final assessment of the improvements made to your home.

We will take care of everything for you. All you have to do is be home for the evaluations and while the work is being done.

### ***My home has previously received upgrades from Efficiency Nova Scotia; can I apply to HomeWarming as well?***

Due to funding limitations, houses are only eligible for upgrades once per lifetime. Visit [www.efficencyns.ca](http://www.efficencyns.ca) to learn more about other energy solutions available to you.

### ***I have more questions – who do I contact?***

The phone number for questions and applications specific to HomeWarming is **1-877-434-2136**.

### ***I am not eligible for HomeWarming; are there other energy efficiency programs for me?***

Yes! Contact an Energy Solutions Advisor at **1-877-999-6035** or visit [www.efficencyns.ca](http://www.efficencyns.ca) to learn more about the energy solutions available to you.

### ***I am a community group or local organization that would like to help promote HomeWarming and refer people to it– who do I contact?***

Contact Clean Foundation's Outreach Coordinator, Jeana MacLeod, at [jmacleod@clean.ns.ca](mailto:jmacleod@clean.ns.ca) or by calling **902-430-4670**. She will provide you with promotional materials and all the information you will need.

## ~Low Income Homeowner Service - Application

Please fax your completed application to 902 470 3599 or mail to:

Darlah Purdy, Service Advisor

P.O. Box 112

Port Maitland, NS

B5A 5R9

For more information, please call 1 877 434 2136 toll free in Nova Scotia or email [lisasavings@efficiencyns.ca](mailto:lisasavings@efficiencyns.ca)

### Overview and Eligibility

Efficiency Nova Scotia's Low Income Homeowner Service may provide free energy upgrades to homeowners on low incomes. Applications are limited to one per household.

#### To be eligible, the following criteria must be met:

- The applicant must meet the service's Low Income Qualification Cut-Offs, based on Statistics Canada's before tax figures.
- The applicant must own their home, reside in Nova Scotia, and provide proof of home ownership.
- The home must be the applicant's current primary residence and occupied year-round, with no expectation to sell the home in the near future.
- The home cannot have multiple units.
- The home cannot have received upgrades through the service previously.

#### Homeowner Information (please print)

First Name:		Last Name:	
Civic Address:			
City or Town:		County:	Postal Code:
Email Address: <input type="checkbox"/> I would like to receive email communications (tips, promotions, etc.) from Efficiency Nova Scotia. (You may withdraw your consent at any time.)			
Phone:		Alternate Phone:	
Mailing Address: <input type="checkbox"/> Same as civic			
City or Town:		County:	Postal Code:
Secondary Contact Name and Phone:			
Utility Account #:		Utility Service Provider (If not NS Power):	

[efficiencyns.ca](http://efficiencyns.ca)



## House Information

<b>How did you hear about the Low Income Homeowner Service?</b>				
<input type="checkbox"/> Friend / Family Member	<input type="checkbox"/> Efficiency Nova Scotia Website		<input type="checkbox"/> Letter in the Mail	
<input type="checkbox"/> Other (Please specify)				
<b>How many people live in your home?</b>			<b>How many people in your home are 18 years of age or older?</b>	
<b>How would you best describe your household? (Optional) (Please check all that apply)</b>				
<input type="checkbox"/> Senior single or couple	<input type="checkbox"/> Couple with children		<input type="checkbox"/> Household with at least one person with a disability	
<input type="checkbox"/> Single parent with children	<input type="checkbox"/> Single or couple only		<input type="checkbox"/> Single or couple only	
<input type="checkbox"/> Other (Please specify)				
<b>What type of home do you live in? (Please check one)</b>				
<input type="checkbox"/> Single Unit / Detached	<input type="checkbox"/> Townhouse		<input type="checkbox"/> Mobile Home	
<input type="checkbox"/> Duplex / Semi-Detached	<input type="checkbox"/> Other (Please specify)			
<b>Is any part of your home used for profit (e.g. business, rental unit)? Yes No</b>				
<b>How do you heat your home? (Please check all that apply)</b>				
<input type="checkbox"/> Electricity	<input type="checkbox"/> Oil	<input type="checkbox"/> Wood	<input type="checkbox"/> Propane	<input type="checkbox"/> Other (Please specify)
<b>What heat source do you use the most? (Please check only one)</b>				
<input type="checkbox"/> Electricity	<input type="checkbox"/> Oil	<input type="checkbox"/> Wood	<input type="checkbox"/> Propane	<input type="checkbox"/> Other (Please specify)

## Income Qualification Information

Efficiency Nova Scotia requires proof of income for each member of the household 18 years of age or over in order to qualify for the Low Income Homeowner Service. We look at Line 236 (Net income) of your Notice of Assessment(s) when determining eligibility.

Applications missing the Notice of Assessment statement(s) will not be processed. If you have misplaced your Notice of Assessment, contact Canada Revenue Agency at 1 800 959 8281 to request a copy. All information described on this form will be collected and used by Efficiency Nova Scotia in accordance with the requirements of the Personal Information Protection and Electronic Documents Act.

## Income Eligibility Table

The combined income of all household members must be below the following thresholds:

<i>People Living in Home</i>	<i>Annual Household Income</i>
1 person	\$20,550
2-4 people	\$38,185
5 or more people	\$54,381

\*Adapted from Statistics Canada's 2013 Before-Tax Low Income Cut-Off Lines (Effective until August 2015).

## Consent

I (we) hereby consent and acknowledge that:

- The information collected on this application will be used for the following purposes: to determine my (our) household's eligibility for Efficiency Nova Scotia and Clean Foundation's Low Income Homeowner Service; to determine my (our) administrator and delivery agent under the Service; to enable Efficiency Nova Scotia and Clean Foundation to effectively promote the Service in the future; and to implement, operate and evaluate the service.
- I (we) agree to having home energy upgrades completed through Efficiency Nova Scotia and Clean Foundation's Low Income Homeowner Service.
- I (we) understand that I (we) may withdraw this consent at any time, and that in order to withdraw this consent, I (we) must do so in writing to Efficiency Nova Scotia or Clean Foundation.
- The above information is true to the best of my (our) knowledge. Any willful misstatement may be cause for the rejection of my (our) application and stoppage of any work begun on my (our) house.
- The implementation and operation of the service requires the sharing and exchange of information between my (our) electricity provider, Efficiency Nova Scotia and Clean Foundation. This information is used to assess improvements in my (our) home's energy consumption before and after taking part in the Service. I (we) hereby consent to the disclosure, release, use, storage and exchange of information between Efficiency Nova Scotia, Clean Foundation and my (our) electricity provider, including, but not limited to, my (our) name(s), addresses, electricity usage history, and phone number. Such information may continue to reside on Efficiency Nova Scotia's computer system as well as the computer systems of Clean Foundation and my (our) electricity provider.
- I (we) hereby consent to the release, disclosure, and use of the information on this application to the Delivery Agent for my region. My (our) Notice of Assessment and my (our) proof of home ownership will not be shared outside of Efficiency Nova Scotia and Clean Foundation.
- I (we) hereby consent to the release, disclosure, and use of information collected by my (our) Delivery Agent about my home to Efficiency Nova Scotia. The information collected will only be used for the purposes of implementing and operating the Service. This information could include but is not limited to energy assessment results and photos of my (our) home.

## Disclaimer

- Efficiency Nova Scotia does not warrant or make any representations concerning the accuracy, likely results of the Low Income Homeowner Service or otherwise relating to any upgrades performed as part of the Low Income Homeowner Service.
- If the applicant is selected as a participant, they will be required to enter into a written Service Agreement and comply with its terms and conditions.

- Incomplete applications will result in a delay of processing. Please complete and submit the entire application form and all associated documents together.
- Upon submission of this application your home may be considered for the Low Income Homeowner Service. If you are selected as a participant you will be contacted by a Delivery Agent in your region to schedule a home energy assessment.
- Please note that Efficiency Nova Scotia may prioritize among applicants to meet the service objectives.

Each member of the household 18 years of age and over must sign this form and submit a Notice of Assessment.

First Name	Last Name	Signature	Date (DD/MM/YYYY)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- I have read and fully understand all of the terms and conditions above.
- I have enclosed a copy of the previous year's *Notice of Assessment* from Canada Revenue Agency for all members of the household 18 years of age and over.
- I have enclosed *proof of home ownership* (i.e. property tax bill or property value assessment notice).
- I have signed and dated the application.
- All members of the household 18 years of age and over have signed the form above.

Efficiency Nova Scotia is a franchise operated by EfficiencyOne, official Licensee of the Province of Nova Scotia. By providing your consent you agree to release your personal information to the current and successive holders of the Efficiency Nova Scotia franchise.

By completing and submitting this form, you hereby consent to the purposes for which Efficiency Nova Scotia is collecting, using and disclosing personal information as set out in Efficiency Nova Scotia's Privacy Policy. More information on Efficiency Nova Scotia can be found online, by email or by phone.

**Web:** [efficiencyns.ca/privacy-policy](http://efficiencyns.ca/privacy-policy) **Email:** [privacy@efficiencyns.ca](mailto:privacy@efficiencyns.ca) **Phone:** 1 877 999 6035

**X**

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Signature DD    MM    YYYY

For more information or to speak with our Service Advisor, please call **1 877 434 2136** toll free in Nova Scotia.

## Preparing to Move

Preparing to move can be a big task as there are many things that need to be considered. Everything needs to be packed, a mover found and services need to be disconnected and reconnected. New mailing information will need to be given to doctors, MSI, banks, Access Nova Scotia and other important people and service providers.

## Decluttering and Downsizing

For some this will be the hardest part. Getting rid of personal items is an emotional process. It may be helpful to have a support person there to keep on track.

If the idea of decluttering and sorting through items is too much (too stressful, tiring, etc.), hiring someone may be an option. Someone experienced in downsizing and are sensitive to the emotional effects of the process. See resources for some home cleaning contacts in Pictou County or check in the yellow pages. There are also listings on Kijiji.ca and in Mr. Barter.

Once a new home has been found, it is important to know the size of the home. Knowing the size makes it easier to know what furniture will best fit and where. Also check the size of storage areas, as this will be something to think about when deciding what to keep and what to give away.

- Measure the new home to find out room and window sizes.
  - Drawing a simple floor plan to show where the doors and windows are is useful for planning where to put furniture.
  - If moving in to Seniors Rental Housing, the Eastern Mainland Housing Authority will provide a floor plan if asked (see resources for contact information).
- Plan what furniture items are needed for the new space (use measurements to make sure the items will fit).
  - Ask family members or friends if they want any furniture that cannot be taken to the new home.
- Begin to sort through belongings.
  - This can be a difficult and emotional task.
  - Choose a day to begin and stick to it.
  - Spend two to three hours per day sorting and making decisions – any longer may be too stressful.
  - Start with rooms used least and focus on one room at a time.
  - Make three separate piles: To Give/Sell, To Throw and To Keep.

- Items in the “To Give/Sell” pile will be given to family and friends or will be donated or sold. These items should be in good shape or working condition.
- Items in the “To Throw” pile will include things that are broken, damaged, missing pieces or are not worth fixing. These items will be thrown out. **\*\*Any bills, or papers with personal information should be shredded or burned to avoid identity theft.**
- Items in the “To Keep” pile are items that will be kept and can be packed up for the move. This is the easiest pile to add to. Be realistic, before putting items in the “To Keep” pile think about the following:
  - Is there enough space to keep this item?
  - Is there use for this in the new place?
  - When was it last used?
  - Can this item be replaced and does it have sentimental value?
  - Is this needed? Could this item be borrowed if it was needed?
  - Is this in good shape? Is it worth the cost to fix it?
  - Would someone else have more use for this?
- Get rid of the “To Throw” items right away to avoid thinking about wanting to keep the items.
- Make a plan for the “To Give/Sell” items to avoid hanging on the items for a long time.

## Before the Move

- Who Can Help Prepare For The Move?
  - Make a list of friends, family members, neighbours, etc. who can help with the move (be sure to ask.)
  - Decide what each person can help with and when.
  - Will you need to give this person money to help (if not, dinner or something small as a thank you would be nice).
- How To Move.
 

This may sound like an easy choice but there are things to think about such as your moving budget, how far the move is, how much time there is and if there are people willing to help. The options are:

  - Hire a moving company.
    - Do research – make a list of available moving companies or person. Ask around about the company or person.

- Compare prices – call around. Get quotes to find out how much they charge and for what services.
    - Will they be packing up the home? Find out prices for boxes and labour.
    - Be sure the company is available the day of the move.
    - See appendix page \_ for a Moving Company/Person Checklist.
  - Move with the help of friends and family (self-move.)
    - This is the cheaper option and the most chosen when moving locally.
    - Ask friends, family members and neighbours who are reliable (and will show up) to help.
    - Make sure the person knows their role in the move and that they agree to their role assigned.
    - How much will the person charge for their help? If the person does not want to be paid, do something nice for them as a thank you.
    - Rent a moving truck – be sure to do this well ahead of time, trucks can book up fast. It would not hurt to check in every so often and confirm the rental to avoid the truck being double booked.
- Find Out What The Move Will Cost
  - Figuring out how much the move will cost will help prevent unplanned surprises
    - If the move is still a thought, looking at the costs can help make the decision whether or not there is enough money to make the move.
  - Be sure to budget in a little extra for emergencies
- Pack
  - After decluttering and downsizing, it is time to pack up the “To Keep” pile
  - Get boxes, tape, wrap and materials needed to pack. Avoid paying for boxes by visiting stores like Dollarama, the Nova Scotia Liquor Commission, and grocery stores to ask for boxes. Banana boxes work great!
    - Moving kits can also be purchased online or from U-Haul (see resources for contact information).
  - Pack the items that are not used often first.
    - Decorative items.
    - If it is summer pack all winter clothes, bedding and winter sports equipment.
  - Label boxes.
    - This will make it easier to put the boxes in the right rooms in the new home and will cut down searching for particular items.

- *Add special instructions: fragile, open first, etc.*
  - *Label boxes with room it is going to, what is in it and number it. On a piece of paper create a box/item list and write down the box number with the room it belongs to. See Page 67 for a Moving Inventory Checklist. This will help keep track of the number of boxes and if there are any boxes missing it will be easy to tell.*
- *Clothes, towels, pillows and other soft items can be used to keep breakable items safe*
  - *Bubble wrap can also be used*
- *Keep all hardware for furniture with the item. Screws, bolts and other hardware can be kept in a labelled sandwich bag and taped to the furniture it belongs to.*
- *To avoid scratching furniture, wrap it in protective padding.*
- *Disconnect and Reconnect Utilities/Services.*
  - *Set a date to have utilities disconnected from the old home and reconnected in the new home.*
  - *Have account information handy when making the call.*
  - *Be sure to have a pen and paper to write down dates, costs, and other details.*
  - *See Resources for some local utility company contact information.*
- *Change of Address.*
  - *The new address and phone contact information will need to be given to individuals, businesses and organizations.*

## **\*Moving Budgets**

### **Moving Company Costs**

<b>Item</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Moving Company Fee <ul style="list-style-type: none"><li>• Fuel charges</li><li>• Labour</li></ul>		
Extra Insurance		
Extra Services (preparing appliances, moving piano or other large pieces, etc.)		
Extra Charges (accessories, long distance charges, etc.)		
Professional Packing <ul style="list-style-type: none"><li>• boxes/tape</li><li>• labour</li></ul>		
Emergency		
Other:		

### **Self-Move Costs**

<b>Item</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
Truck Rental		
Mileage/Gas <ul style="list-style-type: none"><li>• cost per kilometer</li></ul>		
Insurance		
Extra Equipment Rental		
Cost for Helpers		
Emergency		
Other:		

**Other Costs**

<b>Item</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
<i>Packaging Material Costs</i>		
<i>Fees to Cancel Lease</i>		
<i>Repair Costs</i>		
<i>Property Taxes</i>		
<i>Apartment Rental Deposit</i>		
<i>Apartment Security Deposit</i>		
<i>Storage Fees</i>		
<i>Charges for Cleaning, Painting, etc. (in new home)</i>		
<i>Insurance for New Home</i>		
<i>Connection Fees (power, cable, telephone, internet)</i>		
<i>Other:</i>		



## \*Moving Timeline

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### Two Months Before

- **Sort and clear out items.**

*Go through every room of your house and decide what you'd like to keep and what you can get rid of. Think about whether any items will need special packing or extra insurance coverage.*

- **Research.**

*Start looking into moving company options. Get an estimate in writing from each company.*

- **Create a moving notebook.**

*Use this notebook to keep track of everything—all your estimates, your receipts, and a list of all the items you are moving.*

- **Make plans for school records.**

*Go to your children's school and plan for their records to be sent to their new school.*

### Six Weeks Before

- **Collect/order supplies.**

*Gather boxes and other supplies such as tape, bubble wrap, and permanent markers. Boxes can be collected for free from stores, friends or family.*

- **Use it or lose it.**

*Start using up things that you don't want to move, like frozen or perishable foods and cleaning supplies.*

- **Take measurements.**

*Check room sizes at your new home. Measure to make sure larger pieces of furniture will fit through the door.*

### One Month Before

- **Choose your mover and confirm the arrangements.**

*Pick a moving company and get written proof of your moving date, costs, and other details. If you are moving yourself with the help of friends and family be sure to ask people you know will be there. Let them know dates, times, and what you want them to do.*

- **Begin packing.**

*Start packing the things that you use least. While packing, note items of special value that you would like extra insurance on from your moving company.*

- **Label.**

*Label and number each box with what is in it and the room it will be going in. This will help you to keep list of your belongings. Pack and label "open first" boxes of items you will need right away.*

- **Keep valuables separate.**

*Put jewelry and important papers in a separate box and take them with you the day of the move.*

- **Do a change of address.**

*Go to your local post office and fill out a change-of-address form, or contact service providers to make the change. You could ask a neighbour to check the mail for you for a few weeks to see if anything got missed.*

- **Notify important people/groups.**

*Let the following know about your move: banks, your employer's human resources department, magazine and newspapers you subscribe to, and credit card, insurance, and utility companies.*

- **Forward medical records.**

*If moving to a new area, arrange for medical records to be sent to any new health-care providers or get copies of them yourself. Ask to be referred to health-care providers in the area you are moving.*

## **Two Weeks Before**

- **Arrange to be off from work on moving day.**

*Plan to move on a day you have off from work or let your workplace know that you will be moving and need the day off.*

- **Contact the moving company or truck rental company.**

*Check to make sure you have the movers or truck booked, and that no double booking has happened.*

## **One Week Before**

- **Refill prescriptions.**

*Refill prescriptions you will need during the next couple of weeks.*

- **Pack your suitcases.**

*Try to finish your packing a few days before your moving date. Then pack suitcases for everyone in the family with enough clothes to wear for a few days.*

## **A Few Days Before**

- **Defrost the freezer.**

*If your refrigerator is moving with you, make sure to empty, clean, and defrost it at least 24 hours before moving day.*

- **Double-check the details.**

*Make sure you know the arrival time of whomever is moving you and they know how to get to your home. If renting a truck, find out what time the truck will be ready for you to pick up and when it needs to be returned.*

- **Plan for the payment.**

*Know when and how you need to pay. If you need to pay ahead of time be sure to do so or you may lose your booking.*

## **Moving Day**

- **Confirm.**

*Make sure that the moving truck that shows up is from the company you hired and that they know where the items are being moved to.*

- **Take inventory.**

*Before the movers leave, sign the item list and keep a copy. If you are moving yourself, have your own item list with box numbers to keep track of your things and make sure nothing is left behind or lost.*

**\*Utility Disconnection and Reconnection Worksheet**

<b>Old Home</b>		<b>New Home</b>	
<i>Utility</i>	<i>Account Number, Disconnection Date &amp; Service Charge</i>	<i>Utility</i>	<i>Connect Date &amp; Service Charge</i>
<i>Electricity (Power)</i>		<i>Electricity (power)</i>	
<i>Heat Oil/Gas/Propane</i>		<i>Heat</i>	
<i>Water</i>		<i>Water</i>	
<i>Television Cable/Satellite</i>		<i>Television Cable/Satellite</i>	
<i>Telephone</i>		<i>Telephone</i>	
<i>Internet</i>		<i>Internet</i>	
<i>Other:</i>		<i>Other:</i>	

**\*Change of Address Notification Checklist**

<b>Name of Service/ Business/Organization</b>	<b>Notified of Change</b>	<b>Name of Service/ Business/Organization</b>	<b>Notified of Change</b>
Bank – Transfer Accounts, Change Address		Insurance Companies (Vehicle, Home, Life)	
Access Nova Scotia – Registry of Motor Vehicles		Loyalty Programs (Airmiles, Areoplan, Scene, etc.)	
Credit Card Companies/Other Lending Companies		Post Office – Change of Address Form	
Revenue Canada		Cell Phone Company	
MSI (Health Card)		Book/Music Clubs	
Doctors		Social Group Memberships	
Dentist		Snow Removal Service	
Catalogue Subscription		Lawn/Garden Service	
Magazine Subscription		Alarm Service	
Newspaper Subscription		Other:	

Notes:

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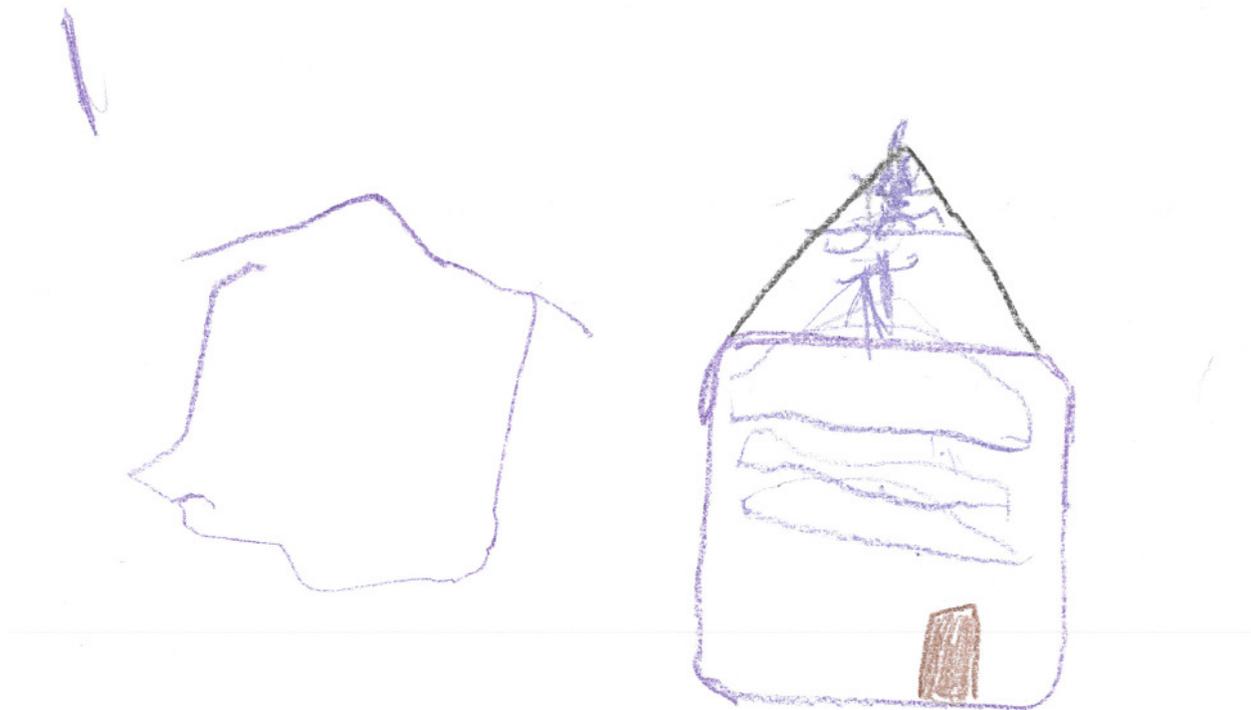
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## Home Safety and Comfort

There are many home health risks and they show themselves in many shapes and forms. Hazards can be found in the air we breathe, in household products, water and dust. Hazards can also be found in the condition of the home/apartment being rented and sometimes are not noticed until after one has moved in and made the commitment to a lease. It is important to take a walk through the rental property and become aware of the potential hazards and work with the landlord to have the hazards addressed prior to making a commitment to the property.

Landlords must keep rental units in reasonably good condition, suitable for living in, and adhere to health, safety and housing laws.

It is important to know about these risks to help protect the health of families in our community.



## \*Home Safety Checklist

<b>EXTERIOR</b>	<b>YES</b>	<b>NO</b>
Do all your entrances have an outdoor light?	<input type="checkbox"/>	<input type="checkbox"/>
Do your outdoor stairs, pathways, or decks have railings and provide good traction?	<input type="checkbox"/>	<input type="checkbox"/>
Are the front steps and walkways around your house in good repair and free of clutter, obstacles, snow, or leaves?	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, can you reach your mailbox safely and easily?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any dead trees or tree limbs that could break and cause damage, especially near power lines or the rooftop?	<input type="checkbox"/>	<input type="checkbox"/>
Is the number of your house clearly visible from the street and well-lit at night?	<input type="checkbox"/>	<input type="checkbox"/>
Can all doors and windows leading to the exterior lock securely?	<input type="checkbox"/>	<input type="checkbox"/>
Is there proper drainage to prevent flooding?	<input type="checkbox"/>	<input type="checkbox"/>
Is all outdoor play equipment free from rust, splinters, and sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>
Are all parts of outdoor play equipment securely fastened?	<input type="checkbox"/>	<input type="checkbox"/>

<b>INTERIOR</b>	<b>YES</b>	<b>NO</b>
Are all doors and windows in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
Are all floors in good condition to prevent injuries? Check for holes, corners lifting up, and potential for splinters.	<input type="checkbox"/>	<input type="checkbox"/>
Are all rooms and hallways in your home well-lit?	<input type="checkbox"/>	<input type="checkbox"/>
Are all throw rugs and mats secured in place to reduce the risk of slipping?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any nails in the walls that should be removed?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any evidence of mold? Musty smell, black/white powder or fuzzy growths, and excessive moisture may indicate mold.	<input type="checkbox"/>	<input type="checkbox"/>
Is there any evidence of a rodent or insect infestation?	<input type="checkbox"/>	<input type="checkbox"/>

<b>STAIRS</b>	<b>YES</b>	<b>NO</b>
Are all stairways well-lit?	<input type="checkbox"/>	<input type="checkbox"/>
Are there light switches at the top and bottom of all stairways?	<input type="checkbox"/>	<input type="checkbox"/>
Are the stairs in good shape?	<input type="checkbox"/>	<input type="checkbox"/>
Do the steps of the stairs have a non-skid surface?	<input type="checkbox"/>	<input type="checkbox"/>
Are there secure handrails on both sides of the stairway?	<input type="checkbox"/>	<input type="checkbox"/>

<b>KITCHEN</b>	<b>YES</b>	<b>NO</b>
Is there appropriate lighting over the stove and sink?	<input type="checkbox"/>	<input type="checkbox"/>
Does every component of the stove work? Look for burners, fans, timers, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire extinguisher in the kitchen, mounted on a wall away from the stove?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any cords or wires that could cause an injury? I.e. tripping or electrical damage.	<input type="checkbox"/>	<input type="checkbox"/>
Are all cupboards easy to open?	<input type="checkbox"/>	<input type="checkbox"/>
Are kitchen counters in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is the kitchen sink and drain free of mold or bacteria build up?	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient outlets for all appliances?	<input type="checkbox"/>	<input type="checkbox"/>

<b>BATHROOM</b>	<b>YES</b>	<b>NO</b>
Are there non-slip surfaces in the tub/shower?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a bath mat next to the tub or shower that is secured to prevent slipping?	<input type="checkbox"/>	<input type="checkbox"/>
Are there properly placed and anchored grab bars in the shower, bathtub, and near the toilet?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a night light in the bathroom?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bathroom door have an emergency release?	<input type="checkbox"/>	<input type="checkbox"/>
Is the floor area around the toilet and tub free of rotting and mold?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a proper ventilation system in place?	<input type="checkbox"/>	<input type="checkbox"/>

<b>BEDROOM</b>	<b>YES</b>	<b>NO</b>
<i>Is there a light switch near the entrance of the room?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Is there a lamp or light switch near the bed?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Is there a clear path from the bed to the bathroom or emergency escape routes?</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>FIRE AND HAZARDOUS MATERIALS</b>	<b>YES</b>	<b>NO</b>
<i>Is there a smoke detector on every floor?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Is there a carbon monoxide detector present?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Is there a clear escape route in the apartment building?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Are any heaters present placed away from flammable substances?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Has there been a recent inspection of wiring, fuse box, electrical cords and appliances?</i>	<input type="checkbox"/>	<input type="checkbox"/>

*\* If you have a pool or a pool nearby, exercise extreme caution. Ensure the pool is off-limits to children through the use of safety devices on doors and a very high latch on the pool gate.*

## **\*Electrical/Heating Hazards**

<b>ELECTRICAL HAZARDS IN THE HOME</b>		
	YES	NO
Are there any frayed or worn electric cords?		
Is there more than one appliance per outlet?		
Are there any appliances (radios, hair dryers, shavers, lamps, etc.) used near showers, baths, sinks, swimming pools, or other sources of water?		
Are there any appliances that often blow fuses, overheat, or spark heavily?		
Are any appliances, cords, and outlets within the reach of children?		
Are there extension cords placed under rugs or carpets?		
Are there any outlets or light switches that do not have a plastic casing over them?		

*\*If the answer is yes to any of these questions, there is a potential electrical hazard in the home and should be evaluated for danger immediately.*

### Safety Tips:

- Do not repair frayed, worn or damaged cords with tape; replace them instead.
- Always turn off appliances before unplugging them.
- Turn off and unplug small appliances when not in use.
- Never touch appliances or switches with wet hands or while standing in water.
- Use plug-in covers to prevent children from getting injured.
- Pouring water on an electrical fire will usually make it worse, use a fire extinguisher instead.
- Do not touch anyone who has been electrocuted without first turning off the source of power. The current could pass through them and shock you as well.
- Extension cords are designed for temporary use only and should not be used in place of permanent wiring.

[http://www.ccohs.ca/oshanswers/safety\\_haz/electrical.html](http://www.ccohs.ca/oshanswers/safety_haz/electrical.html)

### How to Fix a Squeaky Door Hinge:

Tools:

- Hammer
- Flathead Screwdriver
- Steel Wool
- Paper Towel
- Lubricant

Step 1: Removal

- Place the screwdriver under the lip of the top pin in the hinge and lightly tap it upwards.
- Or insert screwdriver into hinge and tap upwards to remove bottom lip.

Step 2: Cleaning

- Wrap the pin in steel wool and rub to clean the dirt off.
- Soap and water can be helpful, but ensure the pins are completely dry before continuing.

Step 3: Lubing

- Pour a little oil on a paper towel and generously coat the pin.
- Machine grade oil works best, and do not use food grade oil (such as vegetable oil).

Step 4: Replacing

- Tap them back into place using the hammer.
- Leave a gap big enough to fit your screwdriver to save time in the future.

### How to Fix a Broken Door Knob:

Tools:

- Screwdriver matching screws on old and new doorknob
- Flathead screwdriver
- New doorknob

Step 1: Removing the old knob

- Remove all screws on both side of the knob.
- Pull both sides of the door knob to remove it.

Step 2: Removing the latch and strike plate

- Remove the screws on both side of the latch.
- Pull on the latch to remove it.
- You may have to pry it lose with the flathead screwdriver.
- Remove the screws keeping the strike plate in place.

### Step 3: Installing new door knob

- Put the latch mechanism in the door and tighten all screws.
- Line up the two pieces of the door knob on either side of where the old knob was, push them together, and tighten all screws.
- Place the new latch in the same place the old one was and tighten all screws.

## How to Remove Caulking:

### Tools:

- Caulk remover
- Utility knife
- Needle-nose pliers
- Non-ammoniated bath cleaner
- 1/3 cup of bleach
- 1 gallon water
- Paintbrush

Step 1: Apply caulking remover to caulk you want to remove.

Step 2: Slice through caulk using the utility knife.

Step 3: If material does not slice completely, use pliers to remove excess.

Step 4: Remove remaining chunks of caulk.

Step 5: Clean the surface from mildew

- Use non-ammoniated bath cleaner to remove any soap scum present.
- Mix water and bleach and scrub area with a brush.
- **Do not** use ammoniated cleaner, as mixing that with bleach use will release toxic fumes.

## How to Apply Caulking:

### Tools:

- Waterproof, flexible, shrink/crack proof silicone
- Caulking gun
- Masking tape
- Caulk-smoothing tool (optional)

Step 1: Clean the surface

- If there is old caulk in place, use the above steps to remove it.
- If not, simply use a cloth to wipe down the surface.
- Apply masking tape to either side of the joint.

*Step 2: Prepare the tube*

- *Cut the tip of the nozzle*
- *Pierce the inner seal with a stiff wire or something similar.*
- *Insert into caulking gun.*

*Step 3: Applying the caulking*

- *Apply even pressure to the caulking gun and place around cracks or spaces.*
- *Use finger or a caulk-smoothing tool within 2-5 minutes of application to achieve a smooth, clean line.*

*Step 4: Storing the tube*

- *Squeeze caulk until barely coming out of tube.*
- *Replace cap or insert a nail into the tube opening.*

## **How to Fix a Leaky Faucet:**

*Tools:*

- *Phillips and/or flathead screwdriver*
- *Adjustable wrench*
- *Penetrating oil*
- *Replacement washers and o-rings*

*Step 1: Turn off water supply*

*Step 2: Remove handles*

- *Pry handle with flathead screwdriver.*
- *Locate a screw underneath each knob.*
- *Gently remove the screw with the flathead screwdriver.*
- *Penetrating oil can help to loosen it if the screw is stuck.*

*Step 3: Removing packing nut and stem*

- *Use wrench to loosen packing nut.*
- *Remove stem.*
- *Some stems come off without aid, others need to be twisted off from the valve.*
- *Check the removed parts for any damage and replace as necessary.*

*Step 4: Inspecting O-ring and washer*

- *Inspect O-ring and washer inside the valve seat.*
- *Replace them as necessary or as a precaution.*
- *Ensure O-rings and washers are an exact fit.*

*Step 5: Re-assembly*

- *Start at washer/O-ring, and continue on to stem, packing nut, screw, and finally the handle.*
- *Turn on water and test the faucet.*

## How to Fix a Clogged Toilet

Tools:

- Plunger
- Plumbing Snake
- Rubber Glovers – wear throughout duration of this process

Step 1: Start with plunger

- Be gentle on first plunge to get any trapped air and lower the chances of water spraying everywhere.
- Plunge in and out, up to 20 times if necessary.

Step 2: Use the snake

- Feed corkscrew-like tip into pipe until it encounters clog.
- Turn snake clockwise so tip screws through the cog to break it up, or into the clog to pull it out.

If either of those methods do not work, the toilet will have to be removed. **\*Ask landlord for permission before starting this.**

## How to Prepare a Room to Paint

\* Note: Check with landlord before making any alterations

Tools:

- Large plastic sheets
- Drop cloths
- Water
- Mild detergent
- Flathead screwdriver
- Hammer
- Painter's tape
- Spackle (optional)
- Bleach (optional)
- Trisodium Phosphate (optional)

Step 1: Remove furniture and wall hangings

- Move furniture into another room, if possible.
- If unable to move large pieces of furniture, set in center of room and cover with plastic.
- Take any wall hangings off the wall and store them in another room.

- *If you plan to redecorate, remove nails and picture hangings and fill the holes with spackle.*

*Step 2: Protect flooring*

- *Cover the floor professional-style drop cloths instead of newspaper and plastic to completely protect your floors.*

*Step 3: Clean the walls*

- *Clean all walls to be painted with a mixture of water and mild detergent.*
- *For difficult stains, use a mixture of trisodium phosphate and bleach to remove them.*
- *Rinse walls thoroughly with water.*
- *Allow time for the walls to dry completely.*

*Step 4: Remove outlet and switch covers*

- *Use caution in a home with children that they do not play with these areas.*

*Step 5: Tape*

- *Carefully place tape around any floor trim, ceiling, windows, doors, and moldings.*
- *Ensure this step is done correctly so that the old room color is not peeping through.*
- *Ensure tape is secured to the wall fully to prevent paint from leaking through.*

## **How to Paint a Room**

*\*Note: Check with landlord before making any alterations*

*Tools:*

- *Paint brush*
- *Paint roller*
- *Paint*
- *Roller tray*
- *Primer*
- *Ladder*

*Step 1: Prepare area*

- *Follow steps above to ensure a quality painting area.*

*Step 2: Prime the walls*

- *Priming should be completed if going from a light to dark color, or dark to light.*
- *Apply primer evenly to create an even base so the paint shades do not differ.*

### Step 3: Cut in around edges

- Use a brush to paint from one corner of the room to the other along the perimeter where the wall and ceiling meet.
- Do this in sections, alternating with step 4 to ensure paint does not dry and to prevent a visible line between this and the rest of the wall.

### Step 4: Painting the walls

- Pour some paint into the roller tray
- Dip roller into the tray and roll against grates to distribute paint evenly
- Start in a corner of the room and paint a medium sized 'W' pattern
- Fill in W without lifting the roller. This increase efficiency and spreads paint evenly.
- Continue this step until entire wall is painted, excluding areas near painters tape.
- Do this carefully and make sure there are no paint drips or visible brush strokes.

### Step 5: Painting around the trim and other hard areas

- Use the paintbrush to fill in paint around areas such as light switches, outlets, trims, windows, doors, etc.
- This step helps to ensure that paint is not mistakenly placed on these areas.
- Lift tap e before paint dries so it does not pull off chunks of dry paint with it.
- Lifting the tape can be done successfully if there is not an excess of paint that will drip onto those areas you are trying to protect.



## **Water Sampling**

**How to take a water sample:** <http://www.novascotia.ca/nse/water/waterlabs.asp>

1. Must be collected in appropriate bottle. The bottles can be collected at the Aberdeen Hospital, Monday – Friday from 8am until 4pm at the front desk.
2. Avoid contamination of the sampling bottle. This can be ensured by keeping it closed until the sample is being taken and not touching the interior of the cap.
3. Remove any filters from the faucet you will be using (preferably the one you use most often for drinking water).
4. Carefully clean the end of the tap with bleach.
5. Let cold water run for at least 5 minutes.
6. Fill bottle with cold water.
7. Put cap on and store in a cold - not freezing - place.
8. Take the sampling bottle to the area you got it within 24 hours of collection. It can be dropped off at the Aberdeen Hospital, Monday to Friday from 8am until 2pm.

## Bedbugs

**How to prevent bed bugs** <http://novascotia.ca/dhw/environmental/bed-bugs.asp>

1. Reduce the number of hiding places
  - A cluttered home provides more places for the bed bugs to hide and can make locating and treating them more difficult.
2. Regularly wash and heat-dry linens, clothing, blankets, etc.
3. Encasements
  - A fabric covering that completely encloses a mattress or box spring that creates a barrier to prevent bed bugs from entering or escaping.
  - This does not fully protect the bed against bed bugs, but allows for easier detection and will protect a bed bug free mattress.

### How to identify bed bugs

1. Bed bugs are brown/reddish brown in color and about the size of an apple seed.
2. They typically have a 'musty-sweetish' odor.
3. Itchy welts on skin
4. To check for bedbugs, place double-sided tape around bed or furniture. As they walk across the tape they will become stuck.

### How to get rid of bed bugs

1. Steam
  - Put infested clothing or bed linens in a hot dryer to kill bugs and their eggs.
  - Use a steamer to kill bed bugs on furniture, mattresses, carpeting, or anything too large to wash.
  - Must move slow enough so the heat is concentrated over every inch of the surface, and must not have be strong enough to simply blow the bugs/eggs across the room.
2. Vacuuming
  - While it is not 100% effective on its own, vacuuming is useful for collecting the dead bugs at the end of treatment and to remove the dust they require to live.
3. Professional pest control
  - They can suggest and implement a number of options specific to individual needs.
  - It is recommended to call a pest control company if the infestation is large, or if the home remedies are not working.

## Fleas

**How to prevent fleas:** <http://healthycanadians.gc.ca/healthy-living-vie-saine/environment-environnement/pesticides/flea-puce-eng.php>

1. Maintain lawn
  - Shorter grass increases the amount of direct sunlight, creating an inhospitable environment for fleas.
2. Vacuuming on a regular basis
  - Not only picks up fleas, but also vital elements that a flea requires to live.
3. Keep stray animals and wildlife off the property.
  - Stray animals and wildlife usually carry fleas, and could potentially spread them.
4. If pets are present, choose products to prevent fleas.
  - Specific shampoos and collars can be purchased to prevent flea growth on animals.
  - Treatments can also be purchased to be used during peak flea season.

### **How to identify if you have a flea infestation:**

1. If pets are scratching themselves continuously, check their fur.
  - Flea feces are red/black specks which should appear if brushed with a fine-toothed comb.
  - Small scabs are present from bites.
  - Inspect bedding for signs of fleas or flea eggs.
2. Examine carpets
  - Fleas hid within fibres of rugs or carpets.
  - Walk on your carpet with white socks, if black or red spots appear, you most likely have an infestation.
3. Flea bites
  - Determine if you have been bitten by a flea.
  - Symptoms include; small red bumps, a red 'halo' around the bite center, bites in groups. They primarily appear around the ankles or legs.

### **How to get rid of fleas:**

1. Determine where the fleas are coming from to take appropriate measures.
  - Pets, wildlife, stray animals, rodents, or the lawn.
2. Vacuum
  - Gets rid of fleas, eggs, larvae, and dirt.
3. Spray insecticide
  - Follow instructions listed on container.
  - Spray carpets, rugs, floors, under beds, and furnishings
4. If necessary, treat pets.

- Shampoos, flea collars, flea powders, or tablets.
5. Warm soapy water
    - Shine bright lights on the carpet or bedding. It will cause the fleas to jump and you can catch them in the water, which will kill them.
  6. Wash all bedding and clothing in hot soapy water.

## Mice & Rats

**How to prevent rodents:** <http://healthy Canadians.gc.ca/healthy-living-vie-saine/environnement-environnement/pesticides/rats-eng.php? ga=1.7399729.2081508062.1428419769>

1. Eliminate food and water sources:
  - Keep garbage in metal containers with tight fitting lids.
  - Compost waste in rodent-resistant containers.
  - Ensure compost is away from the house and that it is properly maintained by stirring and adding lime every few months.
  - Remove fallen fruits from yard.
  - Do not leave pet food out overnight.
  - If bird feeders are present, equip with trays and clean spilled seeds often.
  - Repair plumbing leaks.
  - Cover pools when not in use.
2. Eliminate hiding and living places:
  - Do not plant shrubs or flowers close to buildings.
  - Trim grass and ditch areas.
  - Remove unused piles of lumber, old sheds, or buildings.
  - Do not store old cars or furniture outside.
3. Protect buildings:
  - Cover crawl spaces, fresh air, and attic vents with metal screening or steel mesh.
  - Repair cracks in cement footings and foundations.
  - Build sheds on concrete slabs.

### How to identify if you have a rodent problem:

1. Droppings
  - New droppings are dark and moist, older droppings are gray and will crumble.
  - The greatest number of droppings will be found where the rodents are nesting or feeding.

2. Gnawing
  - New gnaw marks will be lighter, and become darker as they age.
  - Size of gnaw marks will determine the size/type of rodents.
3. Odor
  - If the infestation is large, a stale smell may be detected.
  - Pets can smell rodents before humans, so if your pet has a new interest in an area, examine that area.
4. Tracks
  - You may detect smudge marks, foot marks, urine stains, or droppings.
  - If an area is suspected to be infested, place a light layer of flour to detect trails.
5. Nesting
  - Rodents will use materials such as shredded paper, fabric, or dead plant matter for their nests.

### **How to get rid of rodents:**

1. Set up traps:
  - Set up traps in key areas of the house (i.e. basement, attic, near cracks and water sources)
  - Bait the traps with dried fruit, peanut butter and oats, or cheese.
  - Ensure bait is securely attached to trap pedal.
2. Rat poison: *\*If not controlled properly, poisoned rats can crawl somewhere else to die and their bodies can become difficult to find. This can also become a breeding ground for insects/diseases. Exercise extreme caution to ensure it does not harm animals or children.*
  - Set out non-poisoned food for a few days so they start feeding in this area.
  - Read and follow directions on the label very carefully.
  - Set bait in areas that animals and children cannot access, such as burrows, tunnels, and holes.
  - Change bait frequently and before it starts to smell.

### **How to clean up dead rodents and their areas:**

1. Once the rodent has been captured/killed, do not touch it with bare hands. Wear gloves, use a plastic bag, or call a licensed company with certified staff to help.
2. Dispose of rodents in sealed, double plastic garbage bags. Either burn, bury, or put in trash.
3. After they have been removed from traps, either throw the traps out or disinfect them with a mixture of 1 part bleach to 10 parts water.

4. Ventilate and disinfect the area the rodents have lived in before you start. Pour bleach mixture into area to avoid disturbing dust or viruses present.
5. Wipe up droppings, nesting materials, and other waste with a paper towel and place in plastic garbage bag. Do not vacuum or sweep.
6. Double bag the contents, seal the bag, and either bury, burn or throw in trash.
7. Clean floors, carpets, clothing and bedding. Disinfect counter-tops, cabinets and drawers that may have come in contact with rodents.
8. Wash rubber gloves with disinfectant or soap and water before removing them. Wash your hands after removing gloves.

\* During clean up, make sure to wear a well-fitting filter mask, rubber gloves, and goggles.



## Lice

### **How to prevent head lice:**

1. Keep long hair tied up in ponytails, braids, or buns.
2. Use a little hairspray to keep stray hairs contained.
3. Avoid sharing: combs, brushes, hair accessories, hats, helmets, scarves, coats, towels and earbuds.
4. Regularly check for head lice. This can be done by lathering wet hair with conditioner and then thoroughly combing with a head lice removal comb.

### **How to determine if head lice is present:**

1. Itchy scalp (the result of an allergic reaction to the bug's saliva).
2. A ticklish feeling on the scalp or neck.
3. Small red bumps on scalp, neck, and shoulders.
4. The presence of live lice on the scalp.
5. The presence of nits (lice eggs) on shafts of hair.
6. Take a fine tooth comb and examine the scalp and roots.

### **How to get rid of head lice:**

#### *Over-the-counter or prescription medications (pediculicide)*

- Before applying treatment, remove clothing that may become wet or stained.
- Apply medicine according to box instructions.
- Put clean clothing on after treatment.
- If lice are found 8-12 hours after treatment and are moving slower than before, do not retreat. It could be that the medicine is taking longer to kill all lice.
- Comb dead/remaining live lice out of hair.
- If, after 8-12 hours after treatment, there has been no change in lice, the medicine may not be working. Do not retreat until speaking with your health care provider.
- Continue checking every 2-3 weeks to ensure all lice and eggs are done.
- Machine wash/dry clothing, bed linens, and other items the infested person may have used/wore during the 2 days before treatment.
- Soak combs and brushes in hot water for 5-10 minutes.
- Vacuum the floor/furniture. It is not necessary to spend much time or money on this step, as head lice cannot survive more than 2 days without food or similar conditions to that of the human scalp.



**Housing Nova Scotia**

<http://housing.novascotia.ca/>

161 Terra Cotta Drive  
New Glasgow, NS B2H 6B6  
(902) 755-5065  
Toll free 1-800-933-2101

**Eastern Mainland Housing Authority**

161 Terra Cotta Drive  
New Glasgow, NS  
B2H 6B6  
(902) 752-1225  
(902) 752-1315 (fax)  
Toll free 1-800-933-2101

**The Life Center**

189 Marsh Street  
New Glasgow, Nova Scotia  
B2H 4R8  
(902) 752 – 1827

**Pictou County Food Bank (New Glasgow)**

140 Granville Street  
New Glasgow, Nova Scotia  
B2H 4Z2  
(902) 755 – 2906

**Pictou (West) Food Bank Society (Pictou)**

5 Haliburton Street  
P.O. Box 165  
Pictou, Nova Scotia  
B0K 1H0  
(902) 485 – 8996

**Pictou County Roots for Youth Society**

603 East River Road  
New Glasgow, Nova Scotia  
B2H 5G2  
(902) 695 – 3241

**Salvation Army**

134 Dalhousie Street  
New Glasgow, Nova Scotia  
B2H 4M3  
(902) 752 - 1804

**Department of Community Services**

161 Terra Cotta Drive  
New Glasgow, Nova Scotia  
B2H 6B6  
(902) 755 - 7023

**Child Welfare**

161 Terra Cotta Drive  
New Glasgow, Nova Scotia  
B2H 6B6  
(902) 755 - 5950

**Access Nova Scotia**

94 Lawrence Blvd  
Stellarton, Nova Scotia  
B0K 1S0  
1-800-670-4359

## Housing Safety

### Health Canada

#### Is Your Home Healthy?

- Discusses common health risks and tips to ensure a healthy home environment.

[www.hc-sc.gc.ca/hl-vs/pubs/seniors-aines/seniors-enviro-aines-eng.php](http://www.hc-sc.gc.ca/hl-vs/pubs/seniors-aines/seniors-enviro-aines-eng.php)

### Nationwide Education

#### Hazard House

- Provides an online interactive game, work sheets, fact sheets and a glossary regarding home safety.

[www.nationwideeducation.co.uk/safety-education/home-safety/students/12-14\\_hazard-house/int\\_games.php](http://www.nationwideeducation.co.uk/safety-education/home-safety/students/12-14_hazard-house/int_games.php)

## Renting a Property

### Access Nova Scotia

#### At the Beginning of a Tenancy

- Provides information on looking for a place to rent, the application fee, security deposits, moving-in tips, and signing and complying with a lease.

<http://www.novascotia.ca/sns/access/land/residential-tenancies/tenant/beginning-of-tenancy.asp>

#### During a Tenancy

- Provides information on paying rent, rent increases, changing your lease, letting someone else be responsible for your lease, and rights and responsibilities of the tenant.

<http://www.novascotia.ca/sns/access/land/residential-tenancies/tenant/during-a-tenancy.asp>

#### At the End of a Tenancy

- Provides information on the end of a lease period, types of tenancies, early termination, notices to quit, security deposits, and what to do with your belongings.

[www.novascotia.ca/sns/access/land/residential-tenancies/tenant/end-of-tenancy.asp](http://www.novascotia.ca/sns/access/land/residential-tenancies/tenant/end-of-tenancy.asp)

#### If There are Problems

- Provides information on working things out with your landlord, applications to director, and if you are served with an application to director

[www.novascotia.ca/sns/access/land/residential-tenancies/tenant/if-there-are-problems.asp](http://www.novascotia.ca/sns/access/land/residential-tenancies/tenant/if-there-are-problems.asp)

## Adapting Your Property

### **Canadian Mental Health Association**

Housing for Persons with Mental Disabilities;

[www.cmha.ca/public\\_policy/housing-for-persons-with-mental-disabilities/#.VPNmLnF-So](http://www.cmha.ca/public_policy/housing-for-persons-with-mental-disabilities/#.VPNmLnF-So)

### **Canada Safety Council**

Home Adaptation Checklist

- Lists a number of ways to make a home more accessible and accident-free for seniors.

[www.canadasafetycouncil.org/home-safety/home-adaptation-checklist](http://www.canadasafetycouncil.org/home-safety/home-adaptation-checklist)

## Programs/Services Available

### **Victorian Order of Nurses (VON)**

Home and Community Care 101

- Supplies information on potential in-home services available, how these services help, and how to find these services.

[www.von.ca/caregiver-guide/healthinfosupportservices-care101.aspx?guide=3](http://www.von.ca/caregiver-guide/healthinfosupportservices-care101.aspx?guide=3)

### **Canada Mortgage and Housing Corporation**

Affordable Housing Programs in Nova Scotia

- Provides a number of links to information regarding funding and other programs.

[www.cmhc-schl.gc.ca/en/inpr/afhoce/fuatho/iah/afhopracca/afhopracca\\_007.cfm](http://www.cmhc-schl.gc.ca/en/inpr/afhoce/fuatho/iah/afhopracca/afhopracca_007.cfm)

### **Continuing Care**

Services are provided to eligible people who need care outside of the hospital in their home and community.

<http://novascotia.ca/dhw/ccs/>

### **211**

Finding the right community and social services

[www.ns.211.ca](http://www.ns.211.ca)

### **Access Nova Scotia**

Provides information on rights and responsibilities of landlords and tenants

<http://www.gov.ns.ca/snsmr/access/land/residential-tenancies.asp>