

**RENFREW COUNTY
HOUSING CORPORATION**

Renfrew County Place
450 O'Brien Road, Suite 105
Renfrew, ON K7V 3Z2
Phone: (613) 432-3679
Fax: (613) 432-9402
www.countyofrenfrew.on.ca



Area Offices

- 169 Lake Street
Pembroke, ON K8A 5L8
Phone: (613) 735-0782
Fax: (613) 735-0308
Toll Free: 1-888-256-0063
- 100 Madawaska Blvd.
Arnprior, ON K7S 1S7
Phone: (613) 623-7951
Fax: (613) 623-8403

APPLICATION TO MODIFY RENTAL HOUSING UNIT

Modifications to rental units may only be undertaken with the prior written consent of the Housing Corporation and must comply with the guidelines below. Please complete the form below and read the guidelines carefully. Return this form to your housing office for review and signature before proceeding with your modifications.

Date of Application: _____ Tenant: _____

Address and Unit No.: _____

Nature of Modification: **Please check one or more of the boxes below.**
Note: Attach Diagrams of proposed modifications as required.

Guidelines for Common Modifications:

Satellite Dish Installation: *a qualified installer must do all work.* In all cases, installations must not interfere with adjoining units or private neighbours nor in any way pose a safety risk to any person. In family housing units satellite dishes may be installed on the brick walls. Installation on siding or fascia will be approved in special circumstances only. NO roof top installations are permitted. In apartment buildings, clamp on installations on balcony railings are encouraged. Installation to brick walls is allowed. Installation on siding or fascia will be approved in special circumstances only. **EXCEPTION:** On buildings with elevators, dishes may be installed to the brick rooftop penthouse walls. Suitable industry standards for installation must be followed so as not to create trip hazards, structural damage or otherwise unsightly installation. Any damages to existing building systems (electrical, plumbing etc.) are the responsibility of the tenant.

Cable TV: Additional Outlets: *All work must be done by a qualified installer.* Additional cable outlets are allowed, provided the installer follows suitable industry standards for installation so as not to create trip hazards, structural damage or otherwise unsightly installation. Any damages to existing building systems (electrical, plumbing etc.) are the responsibility of the tenant

Painting: Tenants may paint their units in whole or in part at their expense. The exception to this is that exterior or public surfaces may not be painted. Latex paint must be used on interior paintable surfaces. Textured paint treatment and dark colours are prohibited. Renfrew County Housing Corporation will return the unit to its original colour upon move-out. The cost associated with this may be charged to you in whole or in part.

Wallpaper and Border: Wallpaper and wallpaper border, must be dry-strippable type and must be removed upon move-out, otherwise the cost will be charged back to you.

Flooring: Our units normally have vinyl tile floors. Installation of carpeting in areas such as living rooms, or bedrooms is allowed. However, carpet may not be rubber backed and must be loose laid without the use of staples, trackless strips or double-sided tape. Carpet must be removed on move-out to avoid charge backs. Damage to the original flooring may also be charged back. Installation of other types of flooring such as hardwood, cushion flooring or similar products is not permitted.

