



Renfrew County Housing Corporation

January 2022 Newsletter

OFFICE LOCATIONS

PEMBROKE

7 INTERNATIONAL DRIVE

PEMBROKE, ON K8A 6W5

PHONE: 613-735-0782

TOLL FREE: 1-888-256-0063

OPEN 8:00AM-4:00PM

CLOSED 12:00-1:00PM

PEMBROKERCHC@COUNTYOFRENFREW.ON.CA

RENFREW

450 O'BRIEN ROAD, SUITE 104

RENFREW, ON K7V 3Z2

PHONE: 613-432-6450

TOLL FREE: 1-855-432-6450

OPEN 8:00AM-4:00PM

CLOSED 12:00PM-1:00PM

RENFREWRCHC@COUNTYOFRENFREW.ON.CA

ARNPRIOR

80 MCGONIGAL STREET, SUITE 101

ARNPRIOR, ON K7S 1M3

PHONE: 613-623-7951

OPEN 8:00AM-4:00PM

CLOSED 12:00PM-1:00PM

ARNPRIORRCHC@COUNTYOFRENFREW.ON.CA

Parking Lots and Snow Removal

Visitors Parking

- Designated parking only – should you require a parking pass contact the office.

Tenant Parking

- Only park in your personal spot or risk being towed.

Snow Removal

- If you own a vehicle or have a visitor with a vehicle, it is your responsibility to have the vehicles removed from the parking lot during the snow removal cleanup as per the schedule.
- **Vehicles must remain out of the lot until ALL sanding and salting is complete.**
- Vehicles that are not moved will subject to being towed from the lot at the owner's expense.

Building Safety & Reminders

- You are responsible for anyone you let into the building.
- Do not leave items at another tenant's door or in the lobby.
- Renfrew County Housing Corporation is not responsible for lost items.
- Ensure your personal belongings, garbage and recycling is stored in an organized and neat way.
- Please report property issues that you observe whether it be in your unit or common areas immediately.
- Grocery carts are not to be stored on RCHC property.



→ **Masks are to be worn when outside your unit in common areas.**

Fire Safety

- For fire safety reasons, make sure curtains, furniture or flammable materials are kept at least 1 foot away from electric baseboards.
- Never block baseboard heaters or floor registers with drapes and furniture.
- Tenancy agreement states no additional heating devices in your home. This includes electrical fireplaces.
- Do not cover cold air returns.

Garbage & Recycling

- Non-recyclable items (such as plastic shopping bags, Ziploc sandwich bags, Kleenex, clothing etc.) do not go in recyclable containers.
- Dispose of these items in the garbage.

Wanting to add someone to your lease?

- You must be in good standing for past 6 months.
- Complete and submit Addition to Household Application form to office.
- Eligibility will then be determined by Renfrew County Housing Corporation and you will be advised.

Transferring within Renfrew County Housing Corporation

- You must be in good standing for past 6 months.
- Be prepared to pay \$250 transfer fee upon offer of a unit.
- Medical transfers- must submit supporting documents with application.
- There is a lengthy waitlist for internal transfers.

Rent

- Due on or before the first of each month.
- Your rent can be paid in one of the following methods:
 - Online Banking
 - Pre-authorized payment
 - Cheque
 - Money Order
 - Debit
 - Cash

Reminder: your Annual Information Review (AIR) paperwork is to be submitted upon request. Failure to do so will result in a loss of subsidy.