



# Gitksan Wet'suwet'en Education Society

## DORM APPLICANT CHECKLIST

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

Date of Application: \_\_\_\_\_

APPROVED: <input type="radio"/>	DENIED: <input type="radio"/>
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Application for Rental – please date stamp

- Copy of ID**
- Tenant Dorm package**
- Security deposit of \$250** is paid before tenancy.
- Rental of \$500** is paid on a monthly basis (keep **copy of cheque** payments with tenants' information).
- Pre-Room Inspection Checklist**
- Post-Room Inspection Checklist**
- Keys Returned.** Note: a charge of \$50 is applied if keys are not returned.
- Damage deposit** is returned once damages are assessed and a refund is deemed applicable. Charges for repair of damages over and above the Security deposit of \$250.00 may be deemed necessary and are the responsibility of the tenant. GWES reserves the right to attain the necessary professional to repair damages. The repair of damages is at the sole discretion of the Gitksan Wet'suwet'en Education Society.



# Gitksan Wet'suwet'en Education Society

## DORM RENTAL APPLICATION

- Applications for dorm rental are accepted by the Gitksan Wet'suwet'en Education Society on an on-going basis. The applications are date-stamped upon receipt and are kept on file in the chronological order in which they were received. Potential tenants are required to submit a copy of their photo identification with their application.
- Dorm rentals are for registered students only
- When a room is available for tenancy, a list of potential tenants is drawn from the applications on file.
- Reference checks are done prior to a property being offered to an applicant.
- Rentals are offered on a month-to-month basis. *Rental rate is set at \$500.00 per month; please note that a **security deposit** in the amount of \$250.00 is required at the start of the tenancy.*
- Tenants should be aware that the landlord reserves the right to inspect the premises on a routine basis in accordance with the notice requirements of the Residential Tenancy Act.

**Completed application forms should be returned to the:**

Gitksan Wet'suwet'en Education Society, PO Box 418, Hazelton, BC V0J 1Y0  
or dropped off at our office located at:  
4125 River Road, Old Hazelton, BC

*Questions or concerns can be communicated with Julia Holland or Nikita Campbell at the school.*

### TENANT INFORMATION:

Name:		
Current Address:		
Telephone#:	Cell#:	Message/Work#
Date of Birth:	SIN:	Email:

### RENTAL HISTORY:

Current Landlord:		
Current Address:		
Telephone:	Cell #	Message/Work#
Reason for Leaving:		



# Gitksan Wet'suwet'en Education Society

Previous Landlord:		
Previous Address:		
Telephone:	Cell #	Message/Work#
Reason for Leaving:		

## EMPLOYMENT HISTORY:

Present Employer:		
Current Address		
Length of time employed:	Supervisor's Name:	Telephone #:
Previous Employer (if in current position for less than one year)		
Address:		
Length of time employed:	Supervisor's Name:	Telephone #:

## PERSONAL REFERENCE (Other than employer or landlord)

Relationship:	Friend	Relative
Name:		
Telephone #:	Cell #:	Message/Work #:

I hereby authorize the Gitksan Wet'suwet'en Education Society (acting as Landlord) to contact my employer, my present and or previous landlord, my references and appropriate tenant verification services. I also authorize the landlord to obtain such credit reports or other information as may be deemed necessary in connection with the establishment and maintenance of a rental account or for any other direct business requirement.

This consent is given pursuant to Section 12 of the Credit Reporting Act, R.S.B.C. 1996, Chapter 81.

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Signature

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Date



# Gitksan Wet'suwet'en Education Society

## DORM – Rental Agreement

4240 Government Street  
P.O. Box 418, Hazelton, BC V0J 1Y0  
Tel: 250-842-0216 • Fax: 250-842-2219 • Toll-Free: 1-866-842-0216

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

Telephone Contact: \_\_\_\_\_

Dorm Room #: \_\_\_\_\_

Check In Date: \_\_\_\_\_

Check Out Date: \_\_\_\_\_

Rental Rate: \$500

Damage Deposit: \$250

### WELCOME TO THE GWES DORMS

GWES provides dorm rooms as a privilege to students attending post secondary institutions while also providing interim emergency accommodation to individuals under certain circumstances. While dorm room size and availability is modest, GWES owns and controls the dorm. GWES expects all dorm residents to treat each other and the physical property itself respectfully.

As a dorm resident, you have responsibilities to GWES, its property, facilities, its workers and neighbours. Please review this Dorm Agreement as it is important that you become familiar with your rental obligations. Violations and/or abuse will result in immediate termination of this Dorm Agreement, your rights to tenancy, and your eviction from the GWES Dorms. For the comfort and safety of all residents, the following are some of your responsibilities.

**TERM:** The term of this Dorm Agreement shall begin on the "check-in date" set forth above, and shall continue on a day-to-day basis thereafter on the same terms and conditions unless earlier terminated as provided for herein. This Dorm Rental Agreement applies as long as you are living in the dorms.

**RENT:** Rent is to be paid in advance by the first day of each month. Payment is to be made at the Gitksan Wet'suwet'en Education Society main office. Rent will be charged on a monthly basis and will begin when you receive the key to your dorm room and stopped the day your key is returned to the dorm office. It is your responsibility to check out and hand in your dorm key to the dorm office.



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## RESIDENTS RESPONSIBILITIES

**PERSONAL PROPERTY:** GWES dorms are intended for the purpose of sleeping and storing a limited amount of personal items. Do not store cash, items of value in your room; GWES is not responsible for loss or damage to any personal items.

**ROOM DAMAGE:** Residents are responsible for maintaining assigned rooms and will be charged for damages such as holes in the walls, ceilings, cigarette burns, odour, removal of screens, etc. **ALL CLEANING AND REPAIR CHARGES WILL BE DEDUCTED FROM THE DORM RESIDENT'S DAMAGE DEPOSIT.** You must report all damages to your room. Cost will be deducted from the resident's damage deposit and/or will be billed if the costs for repair exceed the residents' damage deposit.

**DORM CHECKS:** Unannounced dorm checks for each room will be conducted as needed. These inspections are conducted by management to ensure safety, room upkeep, cleanliness, and to confirm compliance with the terms and conditions of this Dorm Agreement. Failure to maintain and clean your room or personal area may result in termination of your right to tenancy and subsequent eviction. Management will determine eviction time and date per resident. Inspections may occur on any day, at any time. You are required to keep your room clean and organized at all times. GWES is committed to maintaining a safe, drug-free environment for our tenants and will investigate any and all reports of violations of GWES policies, dorm rules and violations of law. Please remember that you have other residents sharing this facility with you.

### \*RULES AND RESPONSIBILITIES\*

**Please check off each numbered item after reading**

*The following rules and regulations have been adopted for dorm housing in efforts to create a harmonious living situation for people from many different cultures and backgrounds. Violations of these rules will constitute an Event of Default and may result in termination of your right of tenancy and your subsequent eviction.*

1. You must be 18 years of age or older to live in the dorms
2. No smoking in the dorms.
3. Dorm areas must quiet at all times. There will be *no visitors* allowed between 10:00 P.M. and 8:00 A.M. in the dorm areas.
4. No drugs, drug paraphernalia, alleged drug dealing or alcohol is permitted in the dorms. Any prohibited substance found on premises will be immediately confiscated. Open containers of alcohol found in dorm rooms may be dumped in the sink. Any individual found to be in possession of controlled or illegal substances or drug paraphernalia through dorm check or by other means will be immediately evicted. This Dorm Agreement and the resident's rights to tenancy will immediately terminate. These items will be confiscated and turned over to the New Hazelton RCMP.
5. No firearms, knives, or dangerous weapons allowed in the dorm rooms.
6. Non-residents are not allowed in the dorm rooms, halls, or TV Rooms, between 10:00 P.M. and 8:00 A.M.
7. No overnight guests. No visitors allowed in any dorm room while you are not present in your own dorm room. If your room is found with a guest in the room and you are not present at this time you will be given a warning. If the problem persists you may be disciplined up to or including eviction.



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8. You must keep noise and voices at an appropriate level and respond to the Dorm Supervisor, Security, or other resident's requests to lower the noise level. This is in effect 24 hours a day. Please keep your noise level down at all times.
9. You are responsible to keep your room tidy and all personal belongings stored neatly. You are to keep all of your belongings in your room. The garbage in your room has to be removed to the big garbage bin downstairs by Thursday night (bagged).
10. Use courtesies when using the restroom and TV Room.
11. No candles, incense burners, or any type of burning items in your dorm room.
12. You may not have any posters, paintings, drawings, signs, or wall hangings that are sexually explicit including nudes, as well as anything relating to alcohol or drugs in your dorm room walls. You are not allowed to nail or tape pictures on any walls; this ruins the paint, stains the walls, and sometimes rips the paint off when you do remove your pictures. You are not allowed to have any objects or items hanging from the ceiling or blinds in your dorm room. You may not have any items on your windowsill; this includes fans, food, liquids, socks, or shoes.
13. Keep all furniture, clothing, or other belongings away from wall heaters.
14. Do not place items between window and screen, this tears the screens.
15. Electrical appliances must be approved by the dorm Supervisor. You are not allowed to cook in your dorm room. You may not store any objects or food in your window or window sill.
16. You are responsible for your own food. Label your food items. Have respect for other peoples food items and do not help yourself to another person's food but your own.
17. You are responsible to do your own clean up in the kitchen, bathrooms, and all common areas. All dishes, pots, etc. Are to be washed and put away immediately after each use. The washroom sink, shower, etc. Are to be wiped down after each use. Always use a splash of bleach in your dishwater and ensure to use comet for cleaning the bathroom tub and the sink.
18. Residents are responsible to be aware of fire exits in the building.
19. No parties or gatherings are allowed in the dorms at any time. Holidays are no exception.
20. Lost Keys are \$25.00 to replace, which will be payable prior to your being issued another set. Keys are available through the Dorm Supervisor. You must always carry your keys with you to avoid inconveniences. In the event that you are locked out the Dorm Supervisor may open the door for you. GWES reserves the right to charge a fee of \$50.00 for each time you are locked out of your dorm room beyond the 2<sup>nd</sup> time.
21. **NO PETS** are allowed in the dorm rooms or halls.
22. You are not allowed to move furniture in or out of your dorm room. You may not take beds out of the dorm rooms and replace with your own furniture. You are responsible to wash your sheets, pillowcases, and blankets as needed. You are not allowed to use rooms as storage units.



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23. Any additional beds and closets in the dorm rooms must remain unused for future residents. You are not allowed to remove or take this bedding for yourself. If required Management can and will move any resident to a new location. Inappropriate behaviour within the GWES facilities will be cause for termination of this Dorm Rental Agreement.
24. IT IS IMPORTANT TO REMEMBER THAT DORM RESIDENTS ARE RESPONSIBLE FOR ANYTHING THAT OCCURS IN THEIR ASSIGNED ROOM. AND IF SHE/HE HAS FAILED TO CORRECT OR REPORT THE PROBLEM TO THE DORM SUPERVISOR, THE RESIDENT WILL BE HELD RESPONSIBLE FOR ANY VIOLATION THAT MAY OCCUR IN THE ROOM. PLEASE MAKE SURE YOU REPORT ANY AND ALL VIOLATIONS.

**EVICTIONS:** If a resident is evicted you will have until 3:00 P.M. to move out of the Dorm. This will depend on the circumstance of why the resident is being evicted.

**TERMINATION OF RENT:** There will be a \$50.00 charge deducted from the resident damage deposit for keys not returned. You are responsible to check out of your dorm room. If the dorm room is not clean you may have \$50.00 - \$ 100.00 deducted from your damage deposit.

**I HAVE READ, UNDERSTAND AND AGREE WITH THE OBLIGATIONS IN THIS DORM RENTAL AGREEMENT.**

Dorm Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dorm Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

cc. Dorm Rental Tenant signed rental document



# Gitksan Wet'suwet'en Education Society

## TENANT DETAILS

Tenant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Assigned Room: \_\_\_\_\_

Bed Room Key & Entrance Key: 1 Each

Code for Alarm: \_\_\_\_\_

Date Issued: \_\_\_\_\_

<b>CHECK-IN DATE:</b>	<b>CHECK-OUT DATE:</b>
<b>PRE-ROOM INSPECTION DATE:</b>	<b>POST-ROOM INSPECTION DATE:</b>

### ITEMS ISSUED:

- Sheet Set
- Pillow
- Comforter
- Towels
- Lamp

Note: The tenant understands that he/she is responsible for the wash and care of all linens issued to them during their stay at the GWES Dorms. Further, the keys that have been issued are subject to a \$50.00 replacement Fee if they are lost.

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Signature

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Date



# Gitksan Wet'suwet'en Education Society

## PAYMENT DETAILS

NAME: \_\_\_\_\_

**DORM DEPOSIT:**

PAID: \_\_\_\_\_

DATE: \_\_\_\_\_

## **RENTAL PAYMENT DETAILS:**



# Gitksan Wet'suwet'en Education Society

## DORM ROOM: *PRE-INSPECTION REPORT*

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### CONTENTS IN ROOM:

BED:	BED FRAME:
SIDE TABLE:	LAMP;
DESK	CHAIR
SHELVING	GARBAGE CAN

### ROOM INTERIOR:

DOOR:
DOOR STOP:
DOOR JAM:
WALLS
WINDOWS

### COMMENTS:



# Gitksan Wet'suwet'en Education Society

## DORM ROOM: POST-INSPECTION REPORT

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### CONTENTS IN ROOM:

BED:	BED FRAME:
SIDE TABLE:	LAMP;
DESK	CHAIR
SHELVING	GARBAGE CAN

### ROOM INTERIOR:

DOOR:
DOOR STOP:
DOOR JAM:
WALLS
WINDOWS

### COMMENTS:

Large empty box for comments.