

For the purpose of this document PSP Military Housing will be referred to as PSPMH

Conditions of Occupancy

Legal Interest

1. A PSP Military Housing occupant is not a tenant, and has no legal estate or interest in the premises capable of being sublet or assigned to others. The Ontario Provincial Landlord and Tenant Act does not apply to PSP Military Housing.

Insurance

2. It is mandatory to have liability insurance. The occupant is urged to arrange for fire insurance for the contents of his/her home as well as insurance coverage for loss, theft or damage to the home. The PSPMH will not accept any responsibility for damage/loss that should have been covered by the occupant's own insurance.

3. Losses or damage to private property that are the result of the risks of day-to-day life are the responsibility of the occupant. The PSPMH assumes no responsibility for any losses or damage to the personal effects, automobiles or equipment of occupants. Occupants are liable for losses or damage to the house from causes other than fair wear and tear, accidental fire, lightning, flood, acts of God, insurrection or war.

Use of Premise

4. The Occupant shall use the occupied premises for the sole purpose of a private dwelling house and residence for the occupant and his/her immediate family. The occupant is not a leaseholder and therefore may not sublet the premises to others. He/she may, nevertheless, with the prior approval of the PSPMH Manager, allow the premises or a portion thereof to be temporarily occupied by persons other than his/her family. This does not constitute "subletting". The occupant remains fully responsible for the conduct of all occupants or visitors, and will not do or permit any action to be done that shall be deemed by the PSPMH to be a nuisance.

5. The occupant may not operate any business from his/her house without approval in writing from the PSPMH Manager. A commercial enterprise may be permitted provided it does not constitute a nuisance to other PSP Military Housing occupants, offer unfair competition to local business, entail any modification to the house or present a health hazard and provided that appropriate insurance is carried. Outdoor advertising signs and door-to-door solicitations are not permitted.

Access to Premises

6. It is in the interest of the occupant to allow access to his/her premises by employees of the Organization and by contractors who have authority in writing, when they are required to enter the housing units in the performance of their duties, including visits and inspections. Except in an emergency, notice of entry will be given no less than 48 hours before the requirement for entry.
7. All maintenance and repair work undertaken by contractors will be done by appointment. Costs related to the non-respect of the agreed appointments by the occupant may be borne by the occupant.
8. PSPMH staff is to be permitted to inspect a house at any time if considered necessary. If the occupant cannot be available and does not give permission to enter, he/she may select a neighbour to attend. In the event of conflict, a designated member of the service member's unit will be requested to attend the visit.
9. The occupant is encouraged to ask anyone requesting entry to their house to identify themselves. The occupant is to inform the PSPMH of any problems.

Protection of Housing Unit

10. The occupant is responsible for protecting the unit from damage at all times. This includes water pipes, sinks, baths and accessories being used only for their intended purpose, and not filling them with chemicals, oil, grease, coffee grounds foreign objects or the like, and protecting them from frost during the winter months. It also includes proper use of gas appliances and connections, electrical wiring, outlets, switches and accessories.
11. The occupant shall be responsible for repairs to walls and woodwork beyond the extent of reasonable wear and tear, and reinstatement of paint if wallpaper or non-approved paint has been applied. The roof and canopies shall not be used for storage and the occupant shall be held responsible if they are misused and damaged. Repair costs for roofs and siding damaged by the installation of equipment or decorations will be recovered from the occupant.
12. The occupant shall be responsible for the replacement of any glass or screen, which may be broken, cracked or damaged in any manner.
13. It is in the interest of the occupant to provide a list of deficiencies, damages or faults found with the premises, within three **(3) days** of receiving the keys for the unit. The deficiencies will be placed on file and corrected as soon as possible at no cost to the occupant. In the event that the occupant chooses not to report/repair any damage or fault that may lead to additional damage, the occupant may be held liable for all such damage.

14. When the unit is left vacant for any period **over 48 hours**, the occupant is responsible to appoint someone to check the unit on a daily basis and to advise the PSPMH the name of the appointee. The occupant may be held responsible for the total cost of repairs if any damage occurs during his/her absence if he/she fails to take this precaution.

Housekeeping

15. The occupant is responsible for all good housekeeping practices related to his/her house. The sidewalks in front of the premises are to be kept clear of any obstructions.

Use of Basement

16. The intended use of the basement is to provide a foundation for the structure and house the building services. The foundations are old and have in the past been subject to moisture infiltration and flooding. They are being waterproofed as they are identified, and as funding becomes available. Occupants who carry out any approved alterations to their basement do so at their own risk. Occupants who store furniture and effects in the basement are encouraged to elevate them on pallets or shelves in order to prevent any possible water/sewage damage.

Care of Backyards

17. The backyard is considered part of the premises and the occupant is responsible for maintaining it by cutting the grass on a regular basis, cleaning up after pets, and keeping all of the family's personal possessions within the fenced yard.

Domestic Pets

Effective 1 June 2016, PSPMH is limiting occupants to two (2) domestic pets per household, of which can be one cat & one dog, two dogs, or two cats. A service animal may be considered an exception to the policy provided that the occupant can submit documentation from a medical or mental health professional as required. Occupants who are found responsible for damages to their RHU (including landscaping/property) will be held financially liable for full replacement/repair costs and not only remaining lifecycle costs. Violations or disregard to this policy may result in administrative, legal, financial, or disciplinary action, up to and including eviction of the occupant of record. See the attached Domestic Pet Policy for more information and restrictions.

18. The occupant is responsible for the control of his/her pets and must abide by the PSP Military Housing Domestic Pet Policy and rules of the Uplands Community Council, or the following rules, whichever may be more stringent:

19. Pets must not constitute a nuisance to other residents or cause damage to property. The occupant is held legally responsible for any injuries or damage caused by his/her pets to persons, property or other pets.

20. Dogs must be kept under effective restraint and not allowed to run loose beyond the occupant's lot. Dogs left outdoors unattended are to be fenced in or tethered on a leash that will keep them on their respective lots.

21. An occupant who owns dogs is responsible to clean up and immediately and dispose of any excrement left by the dogs on any PSP Military Housing property (stoop and scoop).

22. Cats do not normally need to be restrained to the same extent as dogs unless complaints are received that they are a nuisance or are causing damage.

23. The keeping of wild animals and domestic fowl is strictly prohibited in housing areas.

Trespassing

24. The occupant shall not trespass on the grounds of his/her neighbours without invitation.

Noise

25. The occupant shall not disturb the peace and comfort of his/her neighbourhood nor of any person in any housing unit.

Guests

26. The occupant is responsible for the behaviour of any guests he/she invites to his/her home. Guests are allowed to park in a Visitors Parking Space for a maximum of 24 hours.

Firearms and Ammunition

27. If the occupant owns firearms or ammunition he/she shall report it to the Military Police to have them registered and to receive instructions on how they are to be stored and licensed.

Lock and Keys

28. The occupant is responsible for the safe keeping of his/her house locks and keys. The occupant is responsible to pay for any cost related to misplaced or lost keys. Should the occupant require access to the master key after hours, he/she will have to contact the duty technician at (613) 882-8342 and will be charged \$103.00 for the technician to travel in and open the door for them. **Rate subject to change without notice.**

29. Where the occupant request that locks be changed for any reasons other than the locks are defective, he/she may be responsible to pay for the costs involved.

Pest Control

30. The PSPMH is responsible for pest control of any infestation beyond the normal routine control of the occupant. Occupants are responsible for controlling bugs including cockroaches, earwigs, ants in and around their premises. After six weeks of occupancy, where it is proven that pests inside the house are the result of the occupant's negligence, such as poor housekeeping practices, the occupant shall pay pest control costs.

31. The occupant who chooses to seek pest control treatment of his/her home as a routine preventative measure shall pay for the associated costs where no pest infestation exists.

Fences, Patios and Other Outside Structures

32. The addition of privacy slats to fences, construction of patios and other outside structures by the occupant is allowed but requires prior approval in writing by PSPMH and be in accordance with established conditions and standards. The occupant must maintain the structure during his/her occupancy. The PSPMH may authorize the structure to remain in place upon the occupant vacating the house.

33. The erection of temporary structures such as dog runs/pens and kennels is allowed but requires prior approval in writing by the PSPMH and be in accordance with established conditions and standards. Occupants are to ensure that such structures are sound and aesthetically correct. The occupant shall remove the structure upon vacating his/her unit and restore the grounds to their original condition at his/her own cost.

Outdoor Storage Sheds

34. The occupant may erect a small prefabricated metal shed within his/her fenced in backyard, no closer than 10 feet to the house, and not over any catch basins (man holes). The shed should not exceed **80 square feet**. The occupant shall consult the PSPMH before erecting the shed; and remove the shed when vacating the house and restoring the grounds to their original condition at least 30 days prior to vacating the premises.

Telephone and Cablevision

35. The occupant is responsible to make arrangements for telephone and cablevision services with local service providers. All costs including the installation/relocation of jacks and the upkeep of the installations are the responsibility of the occupant

Radio/Tv Antennae and Satellite Dishes

36. The installation of antennae/satellite dishes must be strictly controlled from a building structure and visual impact perspectives. The installation of antennae/satellite dishes requires the prior written approval of the PSPMH. If not installed or maintained properly, they may be removed at the occupant's cost.

Hot Tub/Swimming/Wading Pools and Skating Rinks

37. The installation or erection of swimming pools is not permitted unless approved in writing by the PSPMH. The installation of a hot tub is not permitted.

The occupant is responsible to:

1. ensure that applicable Municipal by-laws concerning the erection of a swimming pool on private property are adhered to; and
2. restore the grounds to their original condition including the repair of any damaged grass area by resodding at least 30 days prior to vacating the premises. The 30-day period is required to ensure that the area is properly watered.

38. Wading pools are permitted in yards during the summer months. They should be emptied in the evening or covered, and moved around the yard area regularly to avoid surface damage, and their use should be supervised.

39. The construction of private skating rinks on grassed areas whether they are in the yard or in the common areas is not approved due to the extensive surface damage caused by such construction and the potential for flooding basements.

Landscaping

40. The occupant will keep his/her lawn cut, watered, and well tended. He/she will also nurture and maintain any shrubs and trees on the housing lots.

41. The occupant is encouraged to beautify his/her home and the community by planting his/her own flowers and shrubs. The Uplands Community council will be encouraged to work with the PSPMH to create a master landscape plan for the housing area. Subsequent landscaping should be in accordance with this plan resulting in a progressive improvement in the overall family housing environment.

42. Because of possible problems with root systems, poor drainage, etc. the following guidelines apply:

1. **Shrubs** - shrubs must not be planted closer to the house or other structures than the maximum growth height of the shrub species (consult your local nursery for advice on heights). They must not conceal nor interfere with access to the gas valve;
2. **Flower displays** – flowerbeds or displays must not conceal nor interfere with gas regulator valves nor be hung on gas lines. Flower beds placed along housing units, must not extend into the neighbours area, and must slope away from the wall;
3. **Vegetable gardens** – are not encouraged as the Uplands Community Council has garden plots available on site; and

4. **Composting** – where composters are provided by the PSPMH, they will be placed in a suitable location within the fenced in backyard and will be kept clean and secure.

Snow Removal

43. The occupant is responsible for removing snow from walkways, in front of his/her house, and from his/her parking space. Snow shall not be dumped into, adjacent parking spaces, the center of the parking lot, or into the street.

Interior Alterations/Additions

44. The occupant may, with the prior written approval of the PSPMH, construct the following permanent additions to his/her house, while complying with the current edition of the National Building Code:

1. a recreation room in the basement;
2. shelving and cupboards;
3. painting of basement, and
4. other projects approved by the PSPMH.

45. Temporary structures or facilities that do not involve a change in the structure, surfaces or services of the unit may be installed with the prior written approval of the PSPMH but must be removed and the facilities restored to their original condition when the house is vacated.

46. The occupant will provide all labour, materials, tools and equipment required for the alterations described in paragraphs 45 and 46, including the cost of extensions of services, and the future restoration arising from the work, if required.

47. All occupant projects shall be undertaken in an orderly fashion and completed within time limits prescribed by the PSPMH. All projects will be inspected at suitable stages of progress, and on completion, to ensure compliance with the appropriate codes and standards. The occupant will remove any project undertaken without prior approval of the PSPMH, or not meeting prescribed standards.

48. When a unit is vacated, all projects become the property of the PSPMH unless the occupant removes and restores the unit to its original condition and to the satisfaction of the PSPMH.

49. The construction of bedrooms in basements is normally not permitted. Under exceptional circumstances, they may be allowed if they meet municipal building codes and are approved in writing by the PSPMH.

Carpeting

50. The occupant may install wall-to-wall carpeting with prior written approval of the PSPMH. The carpeting is to be removed upon departure and floors returned to their original condition unless the new occupant accepts the responsibility of the carpeting.

Interior Painting

51. The occupant may be authorized to carry out interior painting. The PSPMH insists that latex paint be used and the walls be returned to their original color at the occupant's cost on departure unless the new occupant accepts the responsibility of the paint.

Wallpaper

52. The occupant may apply wallpaper providing it is dry-strippable and with prior written approval by the PSPMH. The wallpaper must be removed prior to departure unless the new occupant accepts the responsibility for the wallpaper.

Windows and Screens

53. The occupant is responsible for cleaning the exterior and interior of all windows of the basement, ground floor and second floor. He/she is also responsible for the replacement of any glass, which may be broken, cracked or damaged in any manner.

54. The occupant is responsible for cleaning the screens provided for the basement, ground floor and second floor. He/she is also responsible for the replacement of any screen, which may be damaged in any manner.

Replacement of Bulbs

55. Compact fluorescent bulbs and fluorescent tubes, whether used inside the house or on the outside to provide light for door and pathways, must conform to the designated fixture and circuit capacity, and are provided by the occupant.

Replacement/Cleaning of Filters

56. The occupant is responsible to clean and replace furnace filters to prevent dust build-up and permit efficient operation. Range hood filters shall also be cleaned and replaced to prevent grease build-up. Replacement filters may be obtained, at a nominal charge, from the PSPMH.

Utilities

57. The cost of water and sewage is included in the occupancy charge. Occupants are responsible for the cost of Hydro and Gas. It is in the best interest of all occupants to be conservative in their use of these resources.

Blocked Drains, Toilets and Sinks

58. The occupant will ensure that foreign matter is not deposited in drainage systems and will keep drains clear by the use of commercial products and household plungers provided by the occupant. When the occupant cannot clear an obstructed drain, the matter will be reported promptly to the PSPMH. The occupant may be responsible for all costs incurred in removing foreign objects.

Oversized Furniture

59. Where oversized furniture cannot be moved through the entrance doors thus requiring the removal and replacement of a large window or the alteration of entrances, the occupant is responsible to pay for the cost. The occupant shall obtain prior written approval of the PSPMH before windows/entrances are removed/altered.

Specialty Appliances

60. An occupant who wishes to install specialty appliances such as air conditioners and electrical stoves will contact the PSPMH to ensure that their house can withstand the structural and electrical requirements. The occupant is responsible for installation, maintenance/repair and, if required, restoration costs. An authorized technician must certify all work.

Waste Disposal

61. Garbage is picked up bi-weekly. Green bin is now collected each and every week, and the blue and black recycling box will be alternated weekly, with pick-up day being Thursday. The occupant is responsible for placing secure containers out **after 1900 hours** the evening prior to, or preferably just **before 0700** on the pick-up day, in the designated area for collection. Weeks with statutory holidays will result in the collection day being delayed by one day.

62. Occupants must remove all containers from the garbage pad by the evening of the pick-up day, and place them in their own backyard. Containers should have the house numbers marked on them. Occupants shall be familiar with all Community Council by-laws that apply to waste removal including disposal of grass and leaves, and hazardous waste.

Fire Precaution and Prevention

63. The occupant is responsible to know and follow all fire prevention orders, which are applicable to family housing. The Organization or an authorized inspector may from time to time inspect the domicile for conditions that may constitute a fire hazard. The inspections will be conducted at reasonable times. The occupant will have **24 hours** to correct or remove the fire hazard.

64. The occupant is responsible to ensure the guidelines listed below are followed as a minimum:

1. there is a minimum clearance of 24 inches (60cm) in all directions from the furnace;
2. there is a minimum clearance of 36 inches(90cm) in all directions from the hot water heater;
3. there is a minimum clearance of 36 inches(90 cm) in all directions from the electrical panel;
4. barbeque equipment and propane tanks are a minimum of 10 feet(250cm) from the house, and never stored in the house;
5. combustible material shall only be kept in approved containers, and stored in a shed;
6. metal storage sheds shall be no closer than 10 feet(3 meters) to the house;
7. natural gas regulators shall not be concealed by shrubs, flowers, or any form of construction, nor shall any item be attached to them or leaned against them; and
8. smoke alarms shall be tested at least once a year, and reported to the PSPMH immediately if there is a malfunction or problem.
9. no vehicle tires are to be stored in the basement as it will contribute to a toxic load if they catch on fire

Gas Furnace

65. The gas furnace is controlled by a thermostat and will work automatically when the interior temperature in the house is below the temperature manually set on the thermostat. There is a furnace master switch located on the basement ceiling near the stairs, which must be left in the on position.

66. If the furnace should fail to operate at any time and there is power in the other fixtures in the house, the occupant shall:

1. ensure the thermostat is set higher than the temperature in the house;
2. ensure the master switch is on; and
3. should the furnace still not work, shut the master switch off and call the PSPMH.

67. The furnace is equipped with a filter, which the occupant is to remove and clean once a month between October and May each year. A new filter can be obtained for a nominal charge from PSPMH.

Gas Water Heater

68. The water heater is set to provide sufficient hot water at the appropriate temperature. The occupant should not change the setting. If you notice any discoloration of your hot water, or if the water heater fails at any time for any reason, call PSPMH for servicing.

Gas Range

69. The gas range is provided by PSPMH and maintained by its own staff. Maintenance is arranged during the normal workweek by calling (613) 521-2696. The occupant is responsible for normal cleaning. Refer to the owner manual for instruction.

70. The occupant shall not store anything in the broiler tray at the bottom of the stove, as the heat build up when the oven is on, is sufficient to melt or burn certain materials

Electric Heating Units, Wires and Breaker Switches

71. No additional heating units or wiring shall be installed on the premises without prior written authority from the PSPMH. No electrical circuits shall be overloaded and no circuit breakers that exceed 15 amperes shall be installed in the house circuits.

Service Calls/Routine

72. During the weekdays, between 0745 and 1200 hours and 1245 and 1600 hours, call PSPMH for maintenance at (613) 521-2696. If unable to reach this number and it is urgent call (613) 882-8342.

Service Calls/Emergency

73. For emergency repairs after hours and on weekends, call the PSPMH duty tradesman at (613) 882-8342. Keep calling until you get an answer.

74. The occupant must not contact; Ottawa Hydro for electrical problems, Enbridge Home Services for problems with furnaces, stoves or hot water tanks, nor other commercial organizations to order repairs done after normal working hours. **The repair costs can be quite high and they will be passed on to the occupant.**

75. All work done outside normal working hours is subject to a **minimum charge of \$103.00**, if PSPMH determines the repair to be the responsibility of the occupant. Unplugging of toilets or drains blocked by foreign objects, or the provisions of spare keys are examples of these charges. **Rate subject to change without notice.**

76. The after hours call procedures to be used for **emergencies only**. Should the emergency number be used for information, or to request normal routine work, the occupant **will be charged a \$20.00 administrative fee.**

Parking

77. One parking space is provided for each house, identified by a blue number. Occupants are not to use visitor's spaces identified in black. Should you require a second parking space, supporting documentation will be required and a second parking space will be provided to you at no additional cost. Winter parking regulations prohibit the parking of vehicles on streets where signed, or where they may interfere with snow clearance. Vehicles that interfere with snow removal may be ticketed or towed away at the owner's expense. Occupants are not to park their vehicles on grassed areas in front or behind the houses.

78. A few visitors' spaces are distributed throughout the area. If your guests are visiting for longer than a **24-hour period**, arrangements are to be made with the PSPMH office to obtain a reserve parking space. Do not allow your visitors to park in reserved spaces that are paid for by other occupants.

79. Occupants who own more than **two vehicles** may rent a reserved space from the PSPMH for **\$30.00** per month (HST included).

80. Recreational vehicles, including boats and trailers may be parked in parking spaces during the summer months or during the season they are being used, providing they are not oversized and do not interfere with other parking spaces or snow clearance. The cost of this additional parking space is currently set at **\$30.00** per month (HST included).

81. All vehicles shall be registered with the PSPMH, and updated with the office when there is a change of license plates or vehicles.

Occupancy Charge

82. Occupancy charges are normally made by Acquittance roll. All personnel that are not eligible to use the Acquittance roll system are required to pay their occupancy charge at the beginning of each month. A Pre-authorized Debit is available. Reservists and personnel on maternity leave shall pay by certified cheques, money orders or by cash in advance on the first day of the month. Delay in payment of occupancy charge may result in the early termination of the occupancy. **Effective January 1, 2012 reservist will require a deposit. This deposit will not exceed one month occupancy charge.**

Opportunity Occupant

83. Opportunity Occupancy shall be at the established market rate and shall be recovered in advance along with an additional month occupancy charge. Delay in payment of occupancy charge may result in the early termination of the occupancy.

Sales Persons and Agents

84. Sales persons and agents must get permission from the PSPMH to conduct business in the housing area on DND property. Sales persons and agents will be asked to show identification and written authorization by the occupant. The Military Police should be informed when such identification and authorization are not shown.

Temporary Evacuation

85. If circumstances require an occupant to temporarily evacuate his/her house for situations such as basement flooding, roof leaks, lack of heat, etc., the occupant must consult with the PSPMH before moving out. If the occupant fails to seek the appropriate authority before moving, subsequent claims for alternate accommodation may not be approved. If the situation arises after working hours, the occupant will contact the PSPMH emergency service for assistance.

Notice of Intent to Vacate

86. The occupant will advise the PSPMH by completing the **Cancellation of Occupancy form at least 30 days** in advance, of his/her intention to vacate his/her house. Ideally, the occupant should advise the **PSPMH 60 days in advance** to allow time for a pre-march-out inspection designed to identify maintenance requirements to be implemented when the house is vacant and to assess non-fair wear and tear damages. The occupant, where appropriate, will be given the opportunity to correct the non-fair wear and tear damages.

Vacating the House

87. When a house is vacated, it is to be left in a clean and tidy condition. The occupant has a choice of cleaning the house and grounds themselves, or hiring a cleaner from a list of PSPMH accredited cleaners. The standards are the same for both the occupant and the cleaner contracted by the occupant. Occupancy charges will apply for the unit until it has passed the final and cleaning inspection.

88. The occupant will pay for the correction of non-fair wear and tear damages that he/she has not corrected.

Complaints

89. Complaints, other than requests for responsive maintenance, are forwarded to the PSP Military Housing, properly dated and signed by the occupant. Complaints are treated in confidence to the fullest extent possible. It should be borne in mind, however, that investigation of a complaint might have to involve a third party.

90. If the matter is community related, the occupant should consider discussing the situation with the source of the complaint and/or with the applicable ward representative

for possible Community Council involvement and resolution prior to making a formal complaint.

Ongoing Requirements

91. The occupant shall advise the PSPMH in a timely manner of any of the following changes:

1. changes in work and home phone numbers;
2. changes in family circumstances;
3. additions or deletions of occupants from those approved at time of allocation of the house;
4. changes in rank;
5. custodians of your house while you are away for extended periods of time; and
6. new contracts as they are raised for reservists.

Use of Cannabis in PSP Military Housing

92. Occupants must follow Canadian federal, provincial and local municipal by-laws and/or Base Standing Orders with respect to consuming cannabis in public areas and any restrictions that apply to consuming cannabis in proximity to local schools, school yards and any public child play areas, or other public place frequented by persons under 19 years of age. Occupants are permitted to grow up to 4 cannabis plants per household for personal consumption. Home cultivation outdoor growing will not be authorized in RHUs unless the cannabis plants are in a secured area (e.g. fenced yard or locked shed / shelter). Occupants must apply to PSP Military Housing and follow all standards with respect to design, construction and materials. Occupants will be responsible for the cost related to the construction and removal of any security fence or shed / shelter.

Occupants will be financially responsible for any damages related to any consumption and/or growing of cannabis in the RHUs.

PSP Military Housing occupants and their dependents are expected to make responsible choices in respect of their use of cannabis for recreational or medical purposes, apply "good neighbour" considerations and ensure that their consumption of cannabis does not negatively impact their immediate neighbours, neighbourhood and particularly adjoining units. All occupant related issues regarding the inappropriate or unauthorized consumption or growing of cannabis will be referred to the Chain of Command.

Entitlement

93. The PSP Military Housing was created to provide accommodations to married service personnel of the rank of Master Corporal and below. With changing circumstances and contingent upon continued availability of housing units, entitlement is extended to single parents and single service members with the rank of Master Corporal

and below, Officer Cadets, Second Lieutenants, Sub-Lieutenants, and Lieutenants in the same order of priority as listed. In keeping with this policy the occupant agrees that in the event that he/she is promoted to Sergeant, Lieutenant (N), or Captain, they will apply for family housing with the Canadian Forces Housing Agency on the date of promotion.

94. Reservists are allowed to reside in a PSPMH unit, provided that they can show a copy of a year long contract. If they have a break between contracts, they must advise the PSPMH office and produce a new contract. **If no contract is forthcoming, they are obliged to vacate their unit at the end of their current contract.**

95. Bungalows are designated for families who have special medical requirements. In order to qualify for bungalow members must provide a Medical Certificate clearly indicating the requirement. This Medical Certificate must be signed by recognized health care specialist.

96. Exceptions have been made for single members who hold the rank of Private, Corporal, & Master Corporal to be eligible to live in PSP Military Housing. They will be assigned up to three members to a unit. They are not permitted to invite other personnel to live with them unless approved by PSP Military Housing, in addition to the other occupant(s). On promotion to Sergeant they may be advised by the Organization to vacate the house in order to place other eligible Members. They will be responsible for all costs associated with their move.