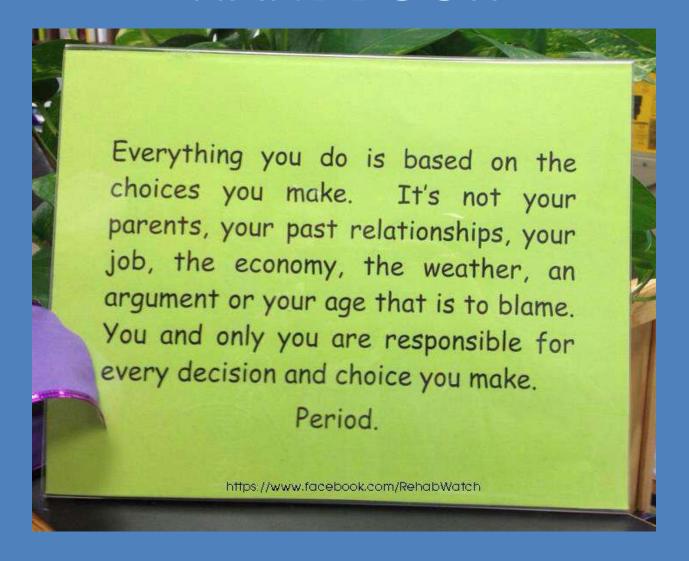
## Heart River Housing



# **TENANT**

## **HANDBOOK**



## **WELCOME**

Dear Tenants,

It is our pleasure to welcome you as tenants with Heart River Housing (HRH). We hope you will find your home comfortable and suited to your family's needs.

For your convenience, this booklet provides useful information and answers some of the more commonly asked questions.

If you need more details about anything presented in this handbook, please contact the Heart River Housing office directly.

The Managers are available to help you with any concerns you may have about the maintenance of your premises.

They may be contacted at:

**Heart River Housing** 

Central Office: 5401-48th Street, High Prairie, Alberta

Mailing Address: P.O. Box 909, High Prairie, AB T0G 1E0

Office hours are from 8:00 am - 4:00 pm from Monday to Friday.

HRH Office: 780-523-5282

Fax: 780-523-5283

Web Address: <a href="https://www.heartriverhousing.ca">www.heartriverhousing.ca</a>

Housing Manager: 780-507-9690

Please visit our website for information and forms which may be printed for your convenience.

# MAINTENANCE AFTER HOURS 780-523-7500 EMERGENCIES ONLY

#### **Lease Agreement**

Make sure you keep a copy of your Lease Agreement. Your Lease Agreement is a "legal" document to which you and Heart River Housing have reached an agreement to lease the premises (the home). You must be 18 years of age to enter into a lease agreement. If the Lease begins at any time other than the first of the month your rent may be pro-rated. Tenants may not move in earlier without charge. The Housing Manager's discretion in this matter is final.



## **Move-in Inspection**



The Housing Manager will arrange an appointment to do your Move in Inspection. You and the Housing Manager will go through the rental premises together and note the conditions on the Move-in Inspection form.

#### PLEASE KEEP YOUR COPY

## **Important Notice – Cleaning and Repairs**

- It is very important that tenants make sure any required cleaning and/or repairs are written on the Move-in Inspection form.
- If cleaning and/or repairs are needed, but are not recorded, the tenant could be held financially responsible for these items at some point during their tenancy or when they vacate.
- If the tenant does not agree with the Move-in Inspection report as completed by the Housing Manager, they should complete the tenant statement and indicate whether they agree or disagree at the bottom of the Move-in Inspection form.

#### Rent

Rent is due in full on the **first** day of each month and is to be paid in full. Failure to pay rent on time may result in an Eviction Notice being issued. It is essential to communicate with your Housing Manager promptly if any issues arise and maintain open communication with your Housing Manager. The duration of your tenancy depends on several factors, so please remember that your Lease Agreement is a binding legal document and will be enforced.

#### PENALTY FOR PAYING RENT LATE

Rent must be paid in full on or before the **first day of each month**.

- a. Late fees will be charged if full payment is not received on or before the **first** day of the month. The late fee will be charged at a rate of \$10 per day following the first day of each month.
- b. Failure to pay on or before the first day of the month will result in a 14-day notice of eviction.

## **How to Pay Rent**

- E-Transfers: admin@heartriverhousing.ca
  - In the Message Portion Include Your First and Last Name, Unit # and what you are paying for:

#### Jane Doe, Unit # 1234 – June's Rent. Or Utilities Overages

If you only put a first name then your rent will NOT be posted to your Ledger, and you may face late fees!

- A pre-authorization agreement will be signed to automatically withdraw funds monthly.
- Interac; cheque; money order.
- If you are on <u>AISH</u> or <u>Alberta Works</u>, then you will be required to sign a Third-Party Payment to ensure that your rent is directly paid to Heart River Housing.

## **Keys and Door Locks**

Tenants may **NOT** change the locks or place extra locks on the doors. Tenants may request locks be changed from their Housing Manager with written consent. There will be a cost charged to the tenant for lock changes. Duplication of keys provided by the Landlord allowing access to any portion of the premises or distribution of such keys or extra keys to any person other than the Tenant or the Tenant's household members is strictly prohibited.



#### **Tenant Insurance**

As a tenant, **you** are responsible for getting your own tenant insurance. It is strongly recommended that tenants purchase tenant insurance. Tenants without insurance have incurred charges into thousands of dollars as a result of fires in their rental premises. The landlord's insurance only covers the dwelling and does not cover tenant losses or liability.

#### **SPECAL NOTE:**

Excessive use of any utilities will be identified and charged to the household based on actual utility bills. If any of the above utilities are not included in the rent an allowance may be provided. The tenant will be advised in writing of the amount of such an allowance by the Landlord.

Turn off lights when not in use



**NO PET POLICY: PETS will not be permitted** on any part of the Premises owned or visiting. Failure to comply will result in an **IMMEDIATE EVICTION**. This includes but not limited to the following: cats, dogs, rabbits, hamsters, gerbils, fish, birds, snakes, lizards, etc.

**SWIMMING POOLS:** are NOT Permitted on the Premises.



**FIRE PITS:** are NOT Permitted on the Premises.



## WIRING, SATELITE DISHES, CABLE, INTERNET & SECURITY SYSTEMS

No wires, electrical lights, television systems, security systems, or internet connections may be added to the Premises without written consent of the Landlord. The position of any existing wiring must not be altered. The telephone must remain in the location provided within the Premises. No radio or internet antenna, satellite dishes or tower may be installed on the Premises without the written consent of the Landlord. If any installation (e.g., internet, cable, satellite) results in damages to the roof or siding the Tenant will be charged \$500.00 for repairs. Receivers are to be mounted on the fascia and mounted receivers must not interfere with eave trough in any way.





#### **Annual Income Review (AR)**

Tenants are to complete an Annual Income Review Form each year. The information on the form is used to ensure whether the tenant still qualifies for subsidized housing and to determine next year's rent. Forms are supplied to the tenant before the June 30<sup>th</sup> deadline.

The tenants must provide all their current income and copies of their previous year's tax return (T1) and all T4 slips plus your Notice of Assessment. (T451). All information MUST be submitted to Heart River Housing. Failure to provide the required information by the Annual Review deadline will result in your rent being increased to the maximum amount.

#### **Interim Income Reviews (IR)**

## **Changes in Tenant Information**

The Tenant understands that eligibility for housing, accommodation type and rent calculation throughout the tenancy will be based on information that the Tenant supplied on the application. The Tenant also understands that changes in the Tenant's household income, assets or members may result in an adjustment to rent. Such changes could include, among others:

- a. submitting a statement of Tenant information at any time the Landlord requests.
- b. notifying the Landlord in writing within 15 days of any change in the Tenant information.
- c. submitting a statement of Tenant information as required for the annual eligibility reviews.
- d. an increase or decrease in the number of people residing in the Premises, even temporarily, **you** must contact your Housing Manager before any changes. Rent will be recalculated based on the new family structure.
- e. receipt of social assistance, ie Alberta works, AISH, Student Funding, Indigenous Funding.
- f. any change in income.
- g. If you change your cell phone number, email address or mailing address.

Tenants must provide written notice to Heart River Housing by the 15th of the month for any changes in income or family composition. Rent adjustments, whether an increase or decrease, will take effect on the first of the following month, pending proof and verification of the changes. Failure to provide the necessary documentation will delay the adjustment. The Landlord retains full discretion over all matters related to housing eligibility and rent calculations, including determining whether the Tenant has reported accurate and complete information, changes in household members, and any discrepancies in submitted information. All Tenant information is subject to verification and will be kept confidential. The Tenant is responsible for keeping this information up to date.

#### **Over Housed Tenants**

From time to time, tenants may find themselves living in their rental premises with more bedrooms than required for the size of their family. This often occurs, for example, when adult children move away from home.

In circumstances where the tenants are over housed, the Housing Manager may require them to transfer to more suitably sized accommodations. Tenants are given the opportunity to apply for other subsidy programs and every effort will be made to accommodate the tenant.

The tenant may have to pay a higher security deposit to ensure that it is equal to the new rent amount.

Tenants are fully responsible for any back charges if proof of income is not received and needs to be resubmitted. Rent will not be backdated to a lower amount.

In the case of adding a family member or other occupants who are 15 years of age or older, verification of income, assets, school registration, identification, and landlord references may be required.

In the case of removing a lease signer from the agreement, a signed and dated document from the person moving out is required. This document must be completed with the Housing Manager and include the move-out date, as well as a statement assigning the residential premises and the security deposit to the remaining lease holder(s).

## **Eligibility**

Tenants continue to be eligible for the Social Housing Program as long as their annual income does not exceed the maximum income or Core Need Income Thresholds (CNITs) established. You can find this information on the internet as it may change yearly or call your Housing Manager

#### Guests

Guests may stay with you a total of <u>14 days in a calendar year</u>. If you need to plan a longer visit, you must obtain written approval in advance of the visit from your Housing Manager.

#### **Extended Absences**

Tenants occasionally need to leave their residential premises for extended periods of time – more than 30 days – for reasons that may include vacation, training, treatments or family crisis.

- Before leaving, the tenants must inform the Housing Manager and obtain permission for their absence. They must arrange for someone to check the rental unit daily, providing the Housing Manager with the person's name, address, and phone number. Tenants can be absent for up to 60 consecutive days if they:
- Notify the Housing Manager in writing about their absence and contact details.
- Have not been absent for an extended period in the past 12 months.
- Provide the name and contact details of the person responsible for the unit during their absence. This person, if approved as the tenant's Agent, will act on the tenant's behalf for all tenancy matters.
- Ensure no one, including their Agent, occupies the unit without written consent from the Housing Manager.
- Sign an agreement giving possession back to Heart River Housing after 60 days if they do
  not return, as no extensions are allowed. Rent and other payments must still be paid in full
  and on time.

## **Privacy (Personal Information)**

- gross household income.
- income of individual members of the household.
- Household assets
- Household makeup and details

is required, under the Alberta Housing Act, to assess eligibility for the Social Housing Program, to determine the basic rent and to determine the type and size of the housing unit required. Information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of personal information may be directed to the Heart River Housing office.

#### **Care of Your Unit**

It is your responsibility to keep your home safe and clean.

As outlined in Section 8 and Schedule "A" of your lease agreement

**8.4 Maintenance Costs:** The Tenant will be responsible for keeping the Premises and Appliances clean and in good condition, and for the cost of clearing plugged toilets, sinks and drains. The Tenant will also be responsible for replacing all light bulbs and tubes in the premises. The Tenant is responsible for any cost of repairs required due to negligence or improper use of the Premises.

#### **Clean Condition**

The Tenant must keep the Premises clean and dispose of all garbage properly.

## **Appliances**

- The refrigerator is frost-free and should be cleaned regularly.
- Use a mild soap solution to clean appliance surfaces.
- For ovens, use oven-cleaning products, avoiding abrasive cleaners that can scratch surfaces.
- Clean underneath all appliances as well.

#### **Bathrooms**

- Use gentle, non-abrasive cleaners for bathtubs, sinks, and toilets to avoid surface damage.
- To reduce condensation (which causes mold, peeling paint, and damage), run the fan or open a window during and after showers, and while cooking or washing dishes.

## **Basements and Storage Areas**

Unfinished basements are not suitable for sleeping areas due to inadequate ventilation, which violates fire regulations and poses a serious safety risk in case of fire. These areas should be used only for storage. To ensure safety, keep clear of furnaces and hot water tanks—nothing should be stored on or around these units, as this could create fire hazards or block access to essential equipment.

## Grass and Lawns

In some communities, Heart River Housing provides grass cutting during the summer. Tenants must ensure that all toys and debris are removed from the lawn to allow the grass cutters to do their work. Tenants are also responsible for keeping their yards clean and tidy, ensuring that front lawns remain free of toys and litter. If tenants are responsible for cutting their own grass, they must ensure it is trimmed regularly to maintain the lawn's appearance.

#### **Snow Removal**

Tenants must keep their sidewalks, steps and parking stalls free and clear of snow and ice.

#### Flower Boxes and Planters

Tenants are welcome to use flower boxes or planters to grow flowers. It is the tenant's responsibility to maintain these plants by keeping them watered and free of weeds, ensuring they stay healthy and tidy.

## Garbage Disposal

Tenants must dispose of garbage properly by using plastic bags and placing them in designated bins or dumpsters for pickup. Follow local bylaws regarding waste disposal.

Dumpsters are for household garbage only—do not dispose of large items like furniture or mattresses. Tenants are responsible for regularly cleaning up around their unit, including the front and back yard, driveway, and sidewalks.

If debris is blown into your yard or garbage is scattered, it is your responsibility to clean it up. A tidy yard helps maintain a clean neighborhood.

#### **Renovations and Alterations**

Use picture hooks, not nails or screws, to hang wall decorations. Do not use nails, sticky tapes, or tacks on walls or ceilings, as these can permanently damage the unit, and you may be held responsible for repair costs.

Curtain rods are provided, and tenants may only use curtains as window coverings. Sheets, flags, tin foil, or any unapproved materials are not permitted.

## Renovations or alterations to the unit are prohibited.

#### **Pests**

Maintaining a pest-free home is important for the health and safety of you, your family, and your neighbors. Pests like cockroaches and mice can carry diseases, while others, such as bed bugs, can be a significant nuisance. If tenants discover any pests in or around their home, they must report it to the Housing Manager immediately, who will determine the best course of action.

Tenants are required to fully cooperate with Heart River Housing when preparing their unit for pest treatment, whether it involves heat, chemical sprays, or baiting. Detailed instructions will be provided before any treatment is scheduled.

<u>Failure to properly prepare your unit or to maintain it in a reasonably clean condition is a violation of the Residential Tenancy Agreement and may result in termination of your tenancy.</u>

#### **Noise**

Tenants must avoid disturbing or being a nuisance to their neighbors. Noise, including televisions, radios, stereos, and musical instruments, should be always kept at a reasonable level, day or night.

Refer to "Schedule A" of your lease agreement: "Section 16" – Noise and Disturbances.

These rules also apply to visitors, guests, and vehicles. Excessive noise is not permitted at any time, and tenants may be subject to local Noise Bylaws, which could lead to fines for violations.



## **Conflicts and Complaints**

Tenants live in residential properties with families from a variety of backgrounds. Ideas about acceptable behavior will vary. Please respect your neighbors. It is your responsibility to call the local authorities at the time of any unsafe situation in the neighborhood you live in.

If a complaint or conflict has not been resolved through local authorities, tenants may send a written statement to the Housing Manager. The statement should include relevant details, such as what was observed and the names and addresses of those involved. It must be signed and dated, and all information will be kept confidential.

## **Rules and Regulations**

It is expected that tenants will follow the rules and regulations of their lease agreement and the *Residential Tenancies Act*, ensuring they do not interfere with the rights of their neighbors.

## **Maintenance and Repairs**

## **Landlord Responsibilities**

Heart River Housing is responsible for major maintenance and repairs. For example, if appliances break down or taps leak, the Housing Manager will arrange or carry out the necessary repairs. It is important that you notify your Housing Manager promptly if any repairs are needed.

## **Tenant Responsibilities**

Tenants are responsible for the day-to-day upkeep of their homes. This includes keeping the premises clean and in a reasonable state of repair. If tenants or their guests cause any damage, the tenant is responsible for covering the cost of repairs. Failing to report issues like leaking taps or toilets to the Housing Manager may result in charges for excessive water usage or damages caused by unaddressed leaks.

#### **Furnace and Ducts**

The Housing Manager handles annual furnace filter replacement. Tenants should replace the furnace filters when needed – at least every three months and keep the area around the furnace clear of objects to prevent fire hazards.

To avoid furnace shutdowns caused by lint or dust buildup, ensure dryer vents are properly connected and regularly clean around the furnace. Be aware of the furnace power switch location and keep it on.

Tenants will be charged the full cost of the service call and repairs if the furnace fails due to dust, lint, or the power switch being turned off. Avoid sweeping debris into ducts and ensure children do not place objects in ducts.

#### **Hot Water Tanks**

A buildup of lint or dust in the filter of a hot water tank can cause it to shut down. Tenants can help prevent such build up by ensuring that their dryer vent is hooked up properly and by wiping the top of the hot water tank regularly – keeping lint and dust to a minimum. Tenants will be charged the full cost of the service call and repairs if their hot water tank shuts down because of lint or dust.

#### Signs

The tenant must not place, or allow to be placed, any placard, notice, plate, or sign for advertising purposes, either inside or outside of the premises

#### **Yard Sales**

Tenants may hold yard sales, but they need to comply with applicable bylaws. After the yard sale is over, they must clean up and dispose of any debris on or about the property.

## **Operating a Business from Home (Dayhome)**

To operate a business from home, tenants must obtain written permission from Heart River Housing. Tenants must submit a letter outlining the type of business, indicating whether there will be increased traffic to the residential property and indicating whether products and flammable or dangerous goods will be stored at the residential property.

If approved, tenants must abide by the regulations of their lease agreement and by any applicable municipal bylaws.

#### **Carbon Monoxide Detector and Smoke Alarm**

A Combination Smoke & Carbon Monoxide Alarm is supplied in each unit. Tenants must test their smoke alarms monthly and replace batteries as needed. DO NOT REMOVE THE BATTERY without ensuring a new one is installed immediately. Smoke alarms should be cleaned regularly by vacuuming to remove any dust or debris buildup. The voice message warning system will inform you of the type of hazard occurring or if the battery needs to be replaced. The voice message will first be spoken in English, followed by a French version. Low Battery NEVER IGNORE THE SOUND OF THE ALARM

When the battery is low and needs replacing, the red LED light will flash and the unit will "chirp" one time, followed by the warning message, "Low Battery! Pile faible!" This cycle will occur once every minute and will continue for at least 7 days or until the battery is replaced. Do not ignore these warnings.

## **Battery Replacement Instructions**

To replace the battery in the detector, there's no need to disconnect the unit from its AC power source. Simply rotate the unit 90 degrees in either direction to detach it from the mount. This will reveal the small trap door where the battery is housed. Open the trap door, remove the old battery, and replace it with a new 9V battery.

While installing the new battery, ensure that the battery reminder tab is pressed down into the compartment. This step is crucial, as the battery must hold the reminder tab in place for the battery door to close properly. If the tab isn't held down by the battery, the battery door won't close, the AC Quick-Connect wire harness won't attach to the alarm, and the alarm won't secure to the mounting plate.

After replacing the battery, reattach the alarm, and test the unit by pressing the reset button. Verify that the green LED indicator is lit to confirm proper operation.

#### **Reset Button**

This button is circular in shape and is located in the middle of the Detector. This button needs to be pressed once to reset the Detector. When the green LED light is flashing, this means that the Detector needs to be reset. Once the reset button is pressed, a series of beeps will sound, followed by the message, "Fire! Feu!" then another series of beeps and the message, "Carbon Monoxide! Monoxyde de carbone!" followed by 4 additional short beeps. After the cycle is completed, the green LED light will remain solid. The Smoke Detector is now fully functional. It is recommended that the Detector is reset/tested weekly. The Detector will also need to be reset after experiencing a power outage. If you are experiencing difficulties in replacing the battery or resetting the alarm, please contact your Housing Manager.

<u>Under no circumstances should tenants remove the smoke alarms or their</u> batteries and fail to put them back up for operation.

If a smoke alarm is not functioning properly, tenants must notify the Site Manager immediately.

#### **Toilets**

- Flushing excessive amounts of toilet paper will cause the toilet to back up.
- Do not flush sanitary napkins, baby wipes, flushable wipes, paper towel, condoms, Kleenex
- Tenants may be charged the full cost of the service call.

## As outlined in Section 8 and Schedule "A" of your lease agreement

**8.4 Maintenance Costs:** The Tenant will be responsible for keeping the Premises and Appliances clean and in good condition, and for the cost of clearing plugged toilets, sinks and drains. The Tenant will also be responsible for replacing all light bulbs and tubes in the premises. The Tenant is responsible for any cost of repairs required due to negligence or improper use of the Premises.

#### **Trees and Shrubs**

If tenants see trees or shrubs that need to be pruned, they should notify the Housing Manager. Tenants may not cut branches or do any pruning themselves.

#### Windows and Screens

Windows must be kept closed when it is raining and when it is cold. Tenants will be responsible for the cost of repairs if there is water damage or if the plumbing freezes. Tenants who have open windows during winter months will be charged for the excess heat to the unit and any damages this may cause.

Tenants may remove screens to clean them. Screens are to be put back immediately after cleaning. They are not to be left out. Tenants should notify their Housing Manager if the windows are broken or if screens are torn or missing.

## **After-Hours Maintenance Emergencies**

For urgent maintenance issues occurring outside regular business hours, including weekends, tenants are encouraged to contact us at 780-523-7500. Emergency situations include, but are not limited to, broken or leaking water pipes, furnace malfunctions, hot water tank issues (leaking or not working), and sewer backups.

## MAINTENANCE EMERGENCIES After hours weekends 780-523-7500

## **Daytime Emergencies**

If tenants experience an emergency during regular hours, they should promptly notify their Housing Manager. If the Housing Manager is unavailable, tenants are asked to contact the HRH office to inform staff of the emergency.

## **SAFETY**

## **Personal Injury**

Tenants must notify their Housing Manager immediately if anyone, including the tenant, a family member, or a guest, is injured on or in the vicinity of the Premises.

Some things tenants can do to help prevent dangerous conditions at home include, but are not limited to the following:

- Always pay attention when using the stove. Never leave food cooking unattended;
- Be careful with candles as candles also cause a significant number of fires.
- Avoid leaving matches and lighters where children can find them.
- Avoid storing large quantities of combustible material or flammable liquid in the home –
  only keep small amounts in approved containers made specifically for that kind of
  material.
- Avoid installing any additional wiring or heating units without written permission from Heart River Housing.

#### Death

In the event of a death, the Housing Manager must be notified immediately.

#### **Hazardous Conditions**

Tenants are required to immediately inform their Housing Manager if they become aware of any hazardous or dangerous conditions on or near the premises.

## **Report on Criminal Activity**

If tenants see criminal activity, they should report it to the police and to the Housing Manager.

## **Crime-Free Policy**

The Crime-Free program relies on the cooperation of tenants and Housing Managers to prevent illegal activity on the premises. Tenants involved in criminal behavior will be subject to eviction. Our goal is to work together to reduce and prevent crime in the community.

## **Reporting Criminal Activity**

If you witness any criminal activity, please report it immediately to the police, peace officers, and your Housing Manager. Let's work together to keep our neighborhood safe!

## **MOVING OUT**

## **Moving Out**

#### **One Rental Month's Notice**

Tenants must give a full month's written notice prior to the month they are moving out. The notice must be given on or before the first of the month to be effective at 12:00 pm on the last day of the month.

## **Cleaning List**

Your Housing Manager will send the tenant a letter with expectations of cleaning the unit for the move out. The checklist for cleaning is expected to be completed prior to the move out inspection and the unit is to be in the same condition as when first moving in

#### PLEASE CLEAN YOUR PREMISES WHEN YOU MOVE OUT

- Wash the window and window tracks
- Empty the fridge (freezer compartment) clean the refrigerator, stove, burners and oven
- Pull all the appliances away from the wall and clean the outside of all the appliances, wash the walls and floor thoroughly
- Wash the cupboards inside and outside
- Clean the bathroom(s), tub, tub surround, sink, vanity, vanity backsplash and medicine cabinet
- Wash all light fixture covers and replace all burnt out bulbs or missing light bulbs
- Wash all walls, windows, door trims, baseboard and doors
- Sweep/vacuum and wash all floors )including the basement)
- Remove all garbage from the house, yard and garbage bin
- Return all keys



Deductions may be made from your security deposit to cover cleaning and repairs. Be sure to provide your new address so Heart River Housing can send you the statement of account and return any remaining security deposit.

## **MOVING OUT**

## **Move-Out Inspection**

Tenants are required to contact their Housing Manager to schedule a Move-out Inspection. During this inspection, the Housing Manager and tenant will walk through the rental premises together, noting the condition on the "Inspection of Accommodation Report-Out" form. Any necessary cleaning or repairs will be documented. Tenants must also return their keys at this time.

## As outlined in Section 6 of your lease agreement

**6.3 Security Deposit:** The Tenant is responsible for any damage and cleaning costs, rent owing or outstanding charges in excess of the security deposit. Any remaining balance of the security deposit, after all deductions under Article 6.2, will be returned to the Tenant in accordance with the Act.

## **Security Deposit Refund**

A security deposit refund or a statement of account is sent to the tenant within ten days after they vacate.

Tenants are asked to provide Heart River Housing with their forwarding address to ensure they receive their refund promptly.





## **SUPPORT**

## **Tenant Support**

Tenant Support is available to assist tenants facing challenges with budgeting, filling out forms, and connecting with agencies. We can also provide information and referrals to other services, if needed.

Tenant Support staff can be contacted at the HRH office 780-523-5282 during business hours or on cell phone **call or text** 780-536-6777

## **Welcome to Heart River Housing**



Let's have a coffee and see how I can assist you and your family! Whether it's with budgeting, going back to school, filling out forms, creating a resume, or explaining your Lease Agreement, I'm here to help YOU.

I can also lead you to the appropriate agencies and support you in finding solutions.

Let us continue working together to set your goals and achieve your dreams! It is important that we meet within the first 30 days of your move-in.



780-536-6777
Text or Call
for your appointment with
Rhonda Berg



#### **HIGH PRAIRIE & AREA CIRCLE OF SUPPORTS**

