



## Summer Rental Program

### Background

KTCEA is committed to offering a summer rental program which gives tenants the opportunity to stay in the unit over summer or store their personal belongings during the summer months.

### Guidelines

Tenants may be asked to arrange and secure their personal belongings to permit normal maintenance. Tenants must maintain tenant insurance during summer rentals.

#	Procedure	Roles & Responsibilities
1.	<p>Subject to the Housing Coordinator's prior approval, a tenant may extend their lease for the summer months.</p> <ol style="list-style-type: none"><li>1.1 Tenants wishing to live in the unit during the summer may extend their rental agreement under the terms and conditions of the existing agreement and at the current monthly rental rate.</li><li>1.2 Tenants wishing to leave their personal belongings in the rental unit over the summer may extend their agreement at a rental rate equivalent to 25% of the existing rental rate.</li><li>1.3 Summer rent payments will be deducted from the employee's next pay period.</li><li>1.4 A request for summer rental must be submitted to the Housing Coordinator no later than May 31 of each year.</li><li>1.5 A tenant participating in the Summer Rental Program may be required to arrange and store their belongings in such a way as to enable necessary repairs to be made to the unit.</li><li>1.6 A tenant participating in the Summer Rental Program must maintain adequate tenant insurance coverage on their personal belongings.</li></ol>	Tenant, Housing Coordinator, Payroll Coordinator, Tenants

### Definitions:

**Housing Unit** means "the premises as defined in the Rental Agreement".

### References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces  
Residential Tenancies Act, RSA Alberta  
[Link to PDF version of the Residential Tenancy Agreement](#)  
[Link to PDF version of the Inspection Report](#)

### Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.