

# What's in a Lease?



## Lease and Rental Agreement

THIS AGREEMENT made this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_, by and between \_\_\_\_\_, herein called "Landlord," and \_\_\_\_\_, herein called "Tenant."

### 1. PREMISES & AGREEMENT TO LEASE:

Landlord hereby agrees to rent to Tenant the dwelling located at \_\_\_\_\_ under the following terms and conditions.

### 2. TERM:

Tenants agree to lease this dwelling for a fixed term of \_\_\_\_\_, beginning \_\_\_\_\_ and ending \_\_\_\_\_. Upon expiration, this Agreement shall become a month-to-month agreement AUTOMATICALLY.

### 3. RENT:

Tenant agrees to pay Landlord as base rent the sum of \$\_\_\_\_\_ per month, due and payable monthly in advance on the 1st day of each month during the term of this agreement. The first month's rent is required to be submitted on or before move-in.

### 4. LATE FEE:

Rent paid after the 1st day of each month will be deemed as late; and if rent is not paid within \_\_\_\_\_ days after such due date, Tenant agrees to pay a late charge of \$\_\_\_\_\_.

### 5. UTILITIES:

Tenant is responsible for payment of all utility and other services for the dwelling.

### 6. SECURITY DEPOSIT:

Tenants hereby agree to pay a security deposit of \$\_\_\_\_\_ to be refunded upon vacating, returning the keys to the Landlord and termination of this contract according to other terms herein agreed. This deposit will be held to cover any possible damage to the property.

_____ Landlord Signature	_____ Landlord Full Name	_____ Date
_____ Tenant Signature	_____ Tenant Full Name	_____ Date
_____ Guarantor Signature	_____ Guarantor Full Name	_____ Date

# Product Information Sheet



## EZ CLEAN KITCHEN CLEANER



### Poisonous

**Fatal if swallowed  
Causes skin irritation**

**Wear protective gloves  
Wash hands after use  
Do not eat or drink product.**

**If Swallowed:  
Call POISON CONTROL CENTRE or doctor.**

**Store in a locked area**

Cleaning Supply Company

123-456-7890

# Medical Information



## MEDICAL EMERGENCY ID CARD



### Personal Information

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

Street: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

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

Health Card/Insurance #: \_\_\_\_\_

### In Case of Emergency notify:

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

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

### Front

Doctor: \_\_\_\_\_

Doctor Phone: \_\_\_\_\_

**Current Medical Condition:** \_\_\_\_\_

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Blood Type: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

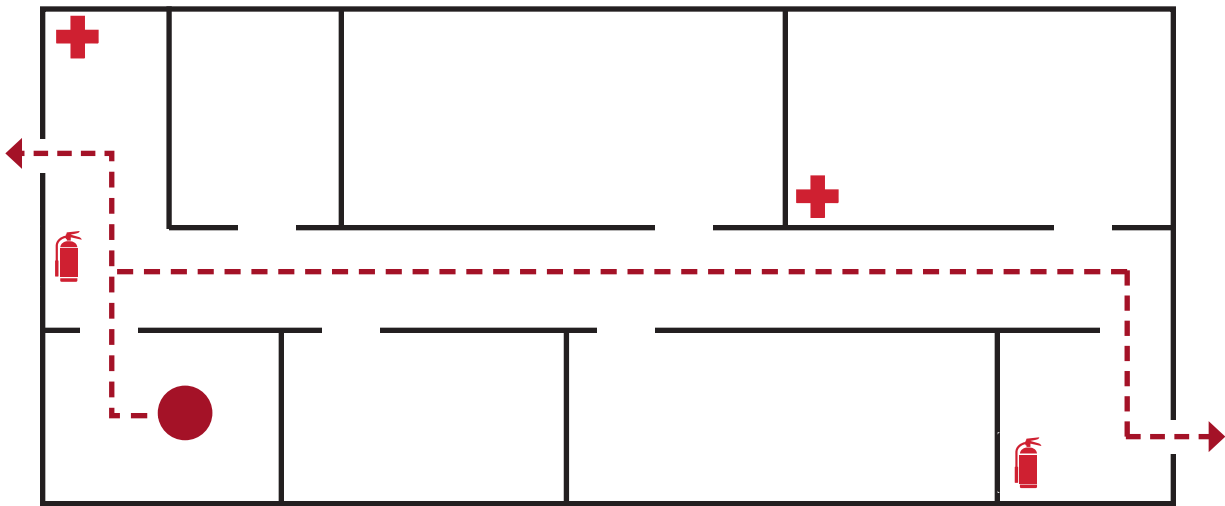
\_\_\_\_\_

### Back

# Fire Routes



## EVACUATION PLAN



**IN CASE OF FIRE USE STAIRS FOR EXIT.  
DO NOT USE ELEVATOR**

-  YOU ARE HERE
-  FIRE EXTINGUISHER
-  EVACUATION ROUTE
-  FIRST AID KIT

**EMERGENCY PHONE NO. - 911**

# Bus Map



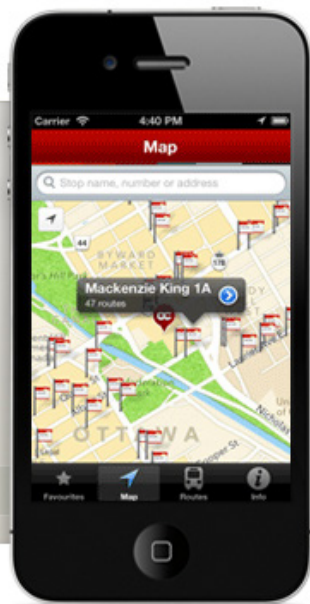
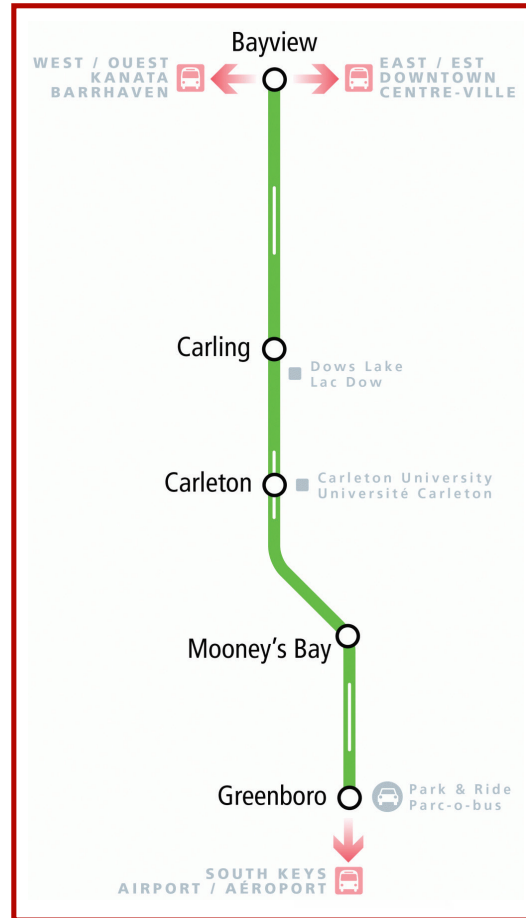
## Per ride

	e-Purse		Cash or Ticket machine*
	Presto	ParaPay	
Adults & Youth 13+	\$3.45		\$3.50
Seniors 65+	\$2.60		\$2.65
Children 6-12	\$1.75		\$1.80
EquiPass Eligibility	\$1.75		n/a
Community Eligibility	\$1.75		n/a
Children 5 and under			Free

Seniors ride for free on Wednesdays  
\*Ticket machines accept cash, debit and credit.

## Per month

	Presto	ParaPay
Adults		\$116.50
Youth 19 and under		\$89.75
Seniors 65+		\$44.50
Community		\$43.25
EquiPass		\$58.25
Access (Not available on ParaPay)		\$43.25



## Map

Find a stop near you or anywhere in the city of Ottawa.

Via GPS, find a stop or route nearest your current location and view results on an interactive, easy to use map.

[About the App](#) **Map** [Favourites](#) [Routes](#) [Live updates](#)

# Sample Hydro Bill



**Toronto Hydro-Electric System**

**ACCOUNT NUMBER**

1234 5678 9100

## Details of your Electric Charges:

**Service to:**  
CUSTOMER  
456 MAIN STREET

Residential Service - Service number 1234 5678 9100  
Electricity you used this period

Your electric bill for the period  
**March 30 to April 29**

**Total amount due by May 22,**

**\$138.07**

Meter Number Energy Type	Current Reading	Previous Reading	Difference	Total Usage
80568070	Apr 29	Mar 30		
Usage (kWh)	09580	091787	793	793
	(actual)	(actual)		

Your next meter reading is scheduled for May 31

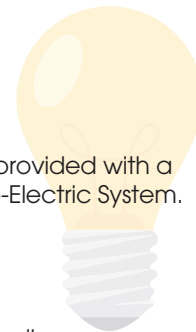
## Electric Summary

<b>Balance from your last bill</b>	<b>\$145.24</b>
Payment Apr 1	\$100.00-
Payment Apr 15	\$45.24-
<b>Total Payments</b>	<b>\$145.24-</b>
Electric Charges (Residential Heating)	\$138.07
<b>New electric charges</b>	<b>\$138.07</b>

Return this stub in the envelope provided with a check payable to Toronto Hydro-Electric System.

You can pay your bill online at:  
[www.torontohydro.com](http://www.torontohydro.com)

To pay by Debit or Credit Card call  
1-800-123-4567



# Monthly Budget



## MONTHLY BUDGET

Month: \_\_\_\_\_ Starting Balance: \_\_\_\_\_

Net Income	Planned	Actual
<b>Expenses (fixed)</b>		
Rent		
Insurance		
Student Loan		
Car payment		
<b>Expenses (varied)</b>		
Food		
Gas		
Clothes		
Pet		
Fun		

**Goals For Next Month:**

# Credit Card Bill

## FIRST BANK CREDIT CARD STATEMENT

MR. GARCIA  
678 MAIN STREET

**STATEMENT BEGINS** 27 FEBRUARY

**STATEMENT ENDS** 26 MARCH

**ACCOUNT NO.** 123-456-789-0

**PAYMENT DUE DATE** 20 APRIL

**MIN. AMOUNT DUE** **\$30.00**

Reference	Date	Transaction Details	Amount
483GE739	March 1	SHIRTS N' SUCH	\$34.89
32F349ER3	March 5	CAR RENTAL	\$150.00
NX34FJD32	March 5	ABC STORES	\$56.92
94J127KAS	March 18	PIZZA PALACE	\$7.12

**Credit Limit: \$1000 Available Credit: \$751.07 New Charges \$248.93**

For Customer Service Call:  
1-800-123-4567

For Lost or Stolen Card, Call:  
1-800-987-6543

Annual Percentage Rate 19.80%



# Savings Account Statement



## Savings Account Statement

**CITY  
BANK**

Account Number: **123456789**

Bank Institution **#123**

October to November

CUSTOMER: MRS. LEE

123 MAIN STREET

ON, M4C 1M5

### Questions?

Available by phone, 24 hours a day, 7 days a week:

**1-800-123-4567**

Online: [www.citybank.com](http://www.citybank.com)

### Activity Summary

Beginning Balance	\$2,937.00
Deposits/Credits	\$395.25
Withdrawals	\$150.00

**Ending Balance** **\$3,182.25**

### Interest Summary

Interest paid this statement	\$0.25
Annual percentage	0.10%
Interest earned this statement period	\$0.25
Interest paid this year	\$0.95

### Transaction History

10/1	Deposit made online	\$150.00
10/2	Deposit made in Branch	\$279.00
10/3	Withdrawal made	\$400.00

# Sales Contract

## NEW CAR SALES AGREEMENT

This is a contract made between the \_\_\_\_\_, and the  
\_\_\_\_\_ **DEALERSHIP**  
\_\_\_\_\_, for the sale of \_\_\_\_\_,  
**NAME OF BUYER** **CAR MAKE**  
\_\_\_\_\_, \_\_\_\_\_.  
**CAR MODEL** **YEAR OF CAR**

Description of vehicle \_\_\_\_\_  
**DESCRIPTION OF CAR (INTERIOR AND EXTERIOR COLOUR AND FEATURES)**

The VIN number \_\_\_\_\_, and the odometer reads  
**VIN NUMBER**  
\_\_\_\_\_ as of \_\_\_\_\_.  
**ODOMETER** **DATE**

The date of sale is \_\_\_\_\_. Buyer agrees to pay to the Dealer  
**DATE**  
the purchase price of \$ \_\_\_\_\_. To be paid in monthly payments of  
**PURCHASE PRICE**  
\$ \_\_\_\_\_.  
**MONTHLY PAYMENT**

The buyer agrees to the above terms:

Signature: \_\_\_\_\_

# Email Fraud



## EMAIL SCAMS KNOW THE WARNING SIGNS

- ! *Spelling mistakes in the subject line.*
- ! *Pictures that will not load.*
- ! *Spelling mistakes in the email body.*
- ! *Asking for money.*
- ! *Asking you to click a link.*

**Inbox**  Search

Compose   Delete   Move   Spam

Inbox	<b>From: Amazon</b> (pay_amazon@mail.com)
Drafts	<b>Attention: money required immediatly</b>
Sent	<i>This message contains blocked images</i>
<b>Spam</b>	Your most recent payment did not go through. Please click the linke below to make payment immediately.
Trash	>> <a href="#">Click here to make payment</a>

# Accepted Payment



WE ACCEPT THESE FOLLOWING PAYMENT METHODS



# Resume



## VIENNA HURST

123 MAIN STREET  
123-456-7890  
VIENNA@EMAIL.COM

### OBJECTIVE

To seek the line cook position at Hometown Diner.

### OVERVIEW

Food service worker with fast food, retail and customer service experience. Organized and hardworking with training in food safety and handling.

### EDUCATION

#### **Vancouver Island High School**

Graduated with honours

#### **Food Service Worker 2 year course**

The Culinary Institute

#### **Food Safety & Handling Course**

February

### WORK EXPERIENCE

**Belaire Burgers** Jan. - Aug.

**Miles Pizza Palace** Sept. - June

### SKILLS

- Proficient cook
- Customer service
- Detailed and organized
- Hardworking and reliable
- Communication and people skills
- Comfortable standing for long periods of time
- Friendly and outgoing
- Neat, clean and professional appearance

### VOLUNTEER EXPERIENCE

**Vancouver Soup Kitchen** March - May

# Cover Letter

## **VIENNA HURST**

123 Main Street

123-456-7890

vienna@email.com

September 27

Sandra Whatley  
Hometown Diner

I am writing in regards to your line cook position at Hometown Diner. Please accept my enclosed resume along with this letter.

I believe my qualifications and previous work experience are a perfect fit for this position. I am a food service worker with fast food, retail and customer service experience. I am organized and hardworking with training in food safety and handling.

I am available for an interview at your convenience.

Sincerely,

*Vienna Hurst*

Vienna Hurst

# Job Application

## APPLICATION FOR EMPLOYMENT

Employer Name:

Job Number:

Position:

Date:

### PERSONAL INFORMATION

Name (Last, First, Middle)	Telephone Number
Address	E-mail Address
City/Province/Postal Code	Dates Available

### EDUCATION

High School	Address	From To	Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
College/University	Address	From To	Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	Address	From To	Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>

### EMPLOYMENT HISTORY - begin with most recent employment

Dates From To	Company Name	City, Province
Titles and Duties		
Reason for Leaving	Supervisor Name	Telephone Number
Dates From To	Company Name	City, Province
Titles and Duties		
Reason for Leaving	Supervisor Name	Telephone Number
Dates From To	Company Name	City, Province
Titles and Duties		
Reason for Leaving	Supervisor Name	Telephone Number

# Safety Bulletin

## IN CASE OF INJURY AT WORK

**1**  
**Get first aid  
if needed.**

**Worker**  
**Tell your employer  
about the injury.**

**Employer**  
**Arrange and pay for  
transportation to get  
medical care, if  
needed.**

**Employer**  
**Pay worker's wages  
for day of injury.**

**Employer**  
**Report injury within  
3 days if it involves:**

- health care treatment
- time away from work
  - lost wages



# Pay Stub Sample

## EARNINGS STATEMENT

**Bayside Cleaners**  
123 Main Street

EMPLOYEE NAME	SIN	EMPLOYEE ID	PAY PERIOD	PAY DATE
Josh O'Brien	XXX-XX-01234	123	12/22-12/28	12/29

INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
REGULAR	17.00	40	\$680.00	CPP	42.16	421.60
OVERTIME	0.00	0	0.00	E.I.	39.10	391.00
HOLIDAY	0.00	0	0.00	FED TAX	64.60	646.00
VACATION	0.00	0	0.00			
BONUS	0.00	0	0.00			
FLOAT	0.00	0	0.00			
<b>YTD GROSS</b>			<b>YTD NET PAY</b>	<b>CURRENT TOTAL</b>	<b>CURRENT DEDUCTIONS</b>	<b>NET PAY</b>
6,800.00			5,341.40	680.00	145.86	534.14



# Contract Sample



## EMPLOYMENT CONTRACT

This Employment contract is executed and entered into by and between:

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

P.O. Box No. \_\_\_\_\_ Tel. Number \_\_\_\_\_

**Employee** \_\_\_\_\_

Address \_\_\_\_\_

Tel. Number \_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to offer you the \_\_\_\_\_ position with \_\_\_\_\_ . The terms and conditions of your employment are outlined below.

### TERMS OF EMPLOYMENT

1. Start Date \_\_\_\_\_

2. Site of employment \_\_\_\_\_

3. Employee's position \_\_\_\_\_

4. Salary of \$ \_\_\_\_\_ per hour

5. Regular Working Hours; Maximum 8 per day, 6 days a week

6. Overtime pay:

a) For work over regular working hours: \_\_\_\_\_

b) For work on rest days and holidays: \_\_\_\_\_

7. You will receive the Company's standard employee benefits package.

The employee agrees to the above terms.

Signature: \_\_\_\_\_

