



Office municipal
d'habitation
de Montréal



HABITATIONS SAINT-ANDRÉ

*Translation provided as a courtesy to comply with the law in Québec, that **oblige OMHM to communicate with its clients in French.***

Welcome home!

The major renovation work in your building is almost complete. Tenants will begin returning to their units in mid-July.

- **Mid-July to September:** tenants return.
- **Families with school-aged children:** will be prioritized.
- **New tenants:** will move in afterward.

Steps for returning

1. Booking an appointment and visiting your former unit

With leasing agent Nathalie Gosselin:

- Call to schedule a visit of your unit.
- Visit the unit (don't forget to bring proof of your 2024 income).
- Sign the letter of acceptance if you choose to return to your unit.

2. Lease and moving allowance

With the leasing agent:

- Preparation of your lease.
- Signing your lease at the East Territory office (3330, boulevard l'Assomption).
- Sign an authorization allowing OMHM to dispose of any non-moved items left in your current unit.
- Receive a \$500 moving allowance by mail.
- Receive the keys to your new unit (about one week before your move, if possible).

3. Before the move

With the leasing agent:

- Moving boxes delivered to your current home after accepting the unit.

With the movers hired and paid by OMHM:

- Plan the date and time of your move.

With the liaison officer, if needed:

- If you need help packing your boxes, contact your liaison officer, Elaine St-Onge.



4. Moving day

With the movers hired and paid by OMHM:

- Be present to indicate what the movers should take.
- Make sure no perishable food is left in your unit.

5. After the move

- Any belongings left in your unit will be thrown away.
- The lock on your current unit will be changed. You will no longer have access to it after your new lease begins.
- Empty your moving boxes, tie them together or place them in another box, then leave them in the basement recycling room.

Questions and answers about returning

Q. Will I be able to visit my unit before accepting it?

A. Yes. An appointment will be scheduled so you can visit it.

Q. If I had a parking space, can I get it back?

A. Yes, you will recover your unit and parking space, just like before.

Q. Can I refuse to return?

A. Yes, you may stay in your current unit. You will need to sign a waiver of return letter.

Q. What are the roles of the leasing agent and the liaison officer?

A. The leasing agent and liaison officer have different roles in your return process.

The leasing agent:

- Calls you to schedule and conduct the unit visit.
- Calculates and finalizes your lease. Hands over the keys.
- Orders the moving boxes and movers.

The liaison officer:

- Supports you through the transition, reassures and listens to you.
- Answers your questions and informs you of upcoming steps.
- Refers you to the right people if needed.
- Provides support for move preparation.
- Organizes a welcome meeting a few weeks after tenants return.



Impliquez-vous



SUIVEZ LES ÉTAPES DE VOTRE RETOUR

- ☐ Appel de l'**agente de location pour prendre rendez-vous** pour visiter **votre logement**. Rendez-vous pour la visite du logement :
Date et heure :
- ☐ Préparation de votre bail pour le nouveau logement. Signature de votre bail pour le nouveau logement.
Rendez-vous :
- ☐ Réception par la poste de votre allocation de 500 \$ pour le déménagement.
- ☐ Livraison des boîtes de déménagement à votre domicile actuel.
Date de livraison :
- ☐ Remise des clés de votre logement.
Rendez-vous :
- ☐ Planification de la date de votre déménagement.
Date du déménagement :



Merci pour votre collaboration !

Des questions concernant votre logement ?

NATHALIE GOSSELIN

Agente de location - milieux de vie | 514 868-4713



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