

**Appendix A**

**Major Terms and Conditions**

<b>Property Address:</b>	1652 Keele Street, Toronto
<b>Premises:</b>	Existing Area: 4,099 square feet
<b>Tenant:</b>	Community Action Resource Centre
<b>Lease Condition:</b>	The Tenant qualifies for the Below-Market Rent Policy and retains its non-profit status.
<b>Use:</b>	The Tenant shall only use the premises in accordance with the lease and its service agreement with the City and shall continue to comply with the Below-Market Rent Policy.
<b>Rent:</b>	This non-profit Tenant will pay \$1.00 per year for Basic Rent.
<b>Additional Rent:</b>	The Tenant is responsible for all operating costs in an amount to be determined by the Chief Corporate Officer, in consultation with the Acting Executive Director of Social Development, Finance & Administration, and is also responsible for any other applicable additional costs related to the premises.
<b>Lease Term:</b>	From January 1, 2016 to December 31, 2020 provided the Tenant is not in default of the Lease Agreement
<b>Pre-authorized Payment:</b>	The Tenant shall pay basic and additional rent through a pre-authorized payment method by completing the City's standard Pre-Authorized Payment Plan Application Form.
<b>Late Payment Charges/ NSF Cheques:</b>	Interest on the amount outstanding shall bear simple interest at the rate of 1.25% per month (15% per year). Subject to City Council approval, the default rate of interest may be increased by the Landlord from time to time, by notice to the Tenant.

**Tenant Work:**

The Tenant shall not perform or allow Work of any kind or negotiate or execute any contracts or commitments for any Work until such time as the Tenant has received in final form the Landlord's written approval of the Tenant's proposed plans, specifications and design drawings fully describing its intended Work prepared by suitably qualified persons in the field acceptable to the Landlord as well as a construction schedule and a written estimate of the costs for completion of all Tenant Work. The Tenant shall be responsible for all reasonable fees incurred by the Landlord to have its architects or engineers approve such Plans and Specifications.