

## **New Tenants to Community Housing – Planning your Move**

With only 3 weeks of classes left, your schedule is busy. Please take a few minutes to review the information below that will help you with your move into a Community Housing property.

An email was sent to your Queens email account the first week of March detailing upcoming deadlines. If you did not receive it check your spam or provide us with a current email address. A [copy](#) of the email can be found on our web site.

### **Planning your Move**

- We have prepared some checklists and suggestions to help you plan and prepare for your move. These can be found on our [website](#).
- If you are currently living Residence, you will need to arrange to store your things between the time you need to vacate Residence and the time you can move into your Community Housing unit. Your lease begins at 3:00pm on May 1 and you are not able to receive keys or place any of your belongings in the unit prior to this. We have provided a list of [storage options](#) on our website.

### **Purchasing Items from Current Tenants**

- In units where all the current tenants are vacating, they are required to provide vacant possession of the unit on April 30. This means they must remove ALL furnishings and belongings.
- If you plan to purchase any items from the current tenants, these items **MUST** be removed from the unit before noon on April 30 and cannot be returned to the unit until after 3:00pm on May 1.
- Community Housing is not able to provide you with contact information for the current tenants.

### **Viewing your Unit**

- Community Housing will not schedule another viewing of the unit before May 1
- Please refrain from knocking on the door to request the current tenants show you the unit. They have a lease and possession of the unit until April 30.

### **Subletting over the Summer**

- Please refer to the [Sublet Process](#) found on our website
- You, the sub-landlord are responsible for collecting rent from your sub-tenant and for providing them with keys. The Community Housing office does not facilitate this.

### **Will your unit be empty over the Summer?**

- Please let us know if your unit will be vacant over the summer months. This information is used to plan any maintenance work required.
- Remember, if you are responsible for any utilities as part of the lease agreement, these need to be in place over the summer months too.
- Make sure you have someone checking your unit and emptying your mail box during the summer if you are not there.

If you have any questions please email our office at [community.housing@queensu.ca](mailto:community.housing@queensu.ca) or call 613-533-2501.

Best wishes during your final weeks of classes.