

New Tenants to Community Housing – May 1st - Final Move Prep

There are only a couple of weeks left before you can move into your Community Housing unit. If you have missed any of the past emails, the [information](#) can be found on our website.

Reminder: If you are responsible for utilities on your lease, please provide confirmation of account setup with Utilities Kingston to the Community Housing office by **Friday, April 15th**. You can provide a copy of an invoice, account number or screen shot of the online account set up. Also, if no one will be moving into your unit on May 1st, please let us know by emailing community.housing@queensu.ca

Parking

- Limited parking is available on the streets during the Move-In Day. You may want to consider parking in the underground lot at the Queen's Centre.
- Parking permits for Community Housing lots will not be issued until after May 2. You will need to provide a vehicle registration in your own name or a parent with the same last name. Active enforcement of the Community Housing parking areas will not begin until the second week of May.

Appliances

- If you are planning to bring an extra appliance like a fridge or freezer, make sure you complete and submit an [Appliance Request](#) Form prior to bringing the appliance into the unit.

Maintenance/Repairs

- Requests for Maintenance or Repairs in the unit should be made using the [Online Maintenance Request](#) form. Make sure you note any deficiencies in the unit on your Unit Condition Report and return this form to the Community Housing office within 7 days of receiving the keys to the unit.

Cable/Internet

- Tenants are responsible for arranging the hook up of telephone, cable and internet.
- Community Housing staff will not provide access to the unit to the service technicians.
- Should the service technician require access to a communications closet, they are required to report to the Facilities Control Centre in Vic Hall to sign for a key and receive a contractor's badge.
- Satellite dishes are not permitted and will be considered damage if installed with all associated costs charged to the tenant(s).

Pets

- Pets are permitted in a Community Housing unit.

- Pets must be registered and have the required documentation for vaccinations, registrations etc.
- You can find the [Pet Documentation Form](#) on our website.

Weekly Communication

- Community Housing sends out an information email weekly during the school year to keep tenants up to date.
- Summer emails will be limited.
- Emails will be sent to a Queen's email account.
- Watch for your weekly email news to be informed of Community Housing news and projects.

If you have any questions, please email our office at community.housing@queensu.ca or call 613-533-2501.

Good luck in your exams and we look forward to seeing you on May 1st!