

## **New Tenants to Community Housing – May 1<sup>st</sup> - Move In Day**

The crunch is on preparing for exams. There is only one month left before you can move into your Community Housing unit.

The two emails sent to your Queen's email account in March provided information on upcoming deadlines and information to help plan your move. If you did not receive these emails, check your spam or provide us with a current email address. [Copies](#) of these emails can be found on our web site.

**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 April 15<sup>th</sup>. You can provide a copy of an invoice, account number or screen shot of the online account set up.

### **Lease Commences at 3:00pm on May 1<sup>st</sup>**

- We cannot provide you with the keys to your unit before this time. Community Housing requires the time to properly prepare your unit. If you need to arrange storage of your belongings until you can get into your unit, we have prepared a list of [storage options](#).

### **Key Pick up on May 1st**

- Keys are available for pickup **between 3:00pm and 4:30pm on May 1<sup>st</sup>** at 169 University Ave.

### **Arriving after 4:30pm on May 1<sup>st</sup>**

- Between 4:30pm and 6:00pm – **key pickup will not be available**
- **After 6:00pm** – keys will be available from [Watts Hall](#) front desk located at 23 Lower albert St. Watt's Hall is open 24 hours

### **Please note:**

- All the key sets for the unit will be issued to the first tenant who comes into the office. Only one tenant from the unit is required to be present.
- Photo ID will be required to receive the keys.
- Only one laundry card will be issued with the keys. Additional cards can be issued up to the number of tenants listed on the lease.
- If no one from the unit will be picking up the keys on May 1<sup>st</sup>, please advise the Community Housing office by email the expected arrival of the first tenant.

### **Tenant Resources**

- [Student Community Relations](#) office provides some great resources for students living in the Kingston Community. You can find information regarding Housemate Agreements, Tenants Rights, City Services and much more.

## **Paperwork**

- A copy of the executed lease and Tenant Handbook will be provided at the time of key pickup. Store these in a safe place as these are your copies of the legal documents.
- A Unit Condition Report (UCR) will be provided when you pick up the keys. This is to be completed and returned within 7 days. This is your opportunity to note the condition of the unit at the time you move. When you move out, the condition will be compared to this paperwork to determine if there has been any damage.

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

Good luck in your exams!