

## Upcoming Deadlines for New Tenants to Community Housing

Welcome to Queen's Community Housing. With only six weeks of classes left, the academic term is nearing an end.

This is the first of several emails that will be sent out over the following weeks. There are a number of deadlines approaching in order to have a smooth transition into a Community Housing property whether you are a new group to Community Housing or joining an existing group.

### Rent

- [Rent](#) is due the **1<sup>st</sup> day of every month**, including May 1<sup>st</sup>.
- Rent must be paid in one payment per unit
- Acceptable forms of payment are cash, personal cheque, debit and pre-authorized debit
- If you would like to split the payments between tenants, it must be done by Pre-Authorized Debit
- [Pre-Authorized Debit agreements](#) must be submitted no later than **April 15, 2017** to be in effect for May rent.
- You may choose to pay rent by leaving a series of Post-Dated Cheques for each month of the lease term.
- Community Housing does NOT collect a last month rent deposit.

### Utilities

- If you are responsible for paying any part of the utilities in your unit, you must set up an account with [Utilities Kingston](#)
- Utilities MUST be in place for **MAY 1, 2017** and be maintained throughout your entire tenancy
- You are required to provide proof of a Utilities Kingston account for your unit to the Community Housing office by **April 15, 2017**. A screen shot of the online account registration is a good method of proof.

### Additions to your Lease

- The deadline to add a person to your lease agreement is **April 15, 2017**
- You must complete a new application form

### Where does my money go?

The [Student Awards](#) office provides all Queen's students with resources to help with budgeting. You can make an appointment to get one-on-one help or start off with their [Student Financial Planner](#) tool to create your own budget.

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.