

Community Housing

What you need to know about your PARTIAL Core Property Turnover April 30, 2014



This information is being sent to you as a result of the partial turnover of tenants for the new lease period May 1, 2014 to April, 2015. Please familiarize yourself with these procedures as failure to follow the necessary steps below may result in additional charges being assessed for cleaning, damages and/or lock changes. Should you have any questions, please do not hesitate to email community.housing@queensu.ca.

Current Tenant(s) who will be vacating ...

Those tenant(s) who are not named on a signed lease with Community Housing for the May 1, 2014 to April 30, 2015 period.

MUST:

- **Clean** all areas, remove debris and prepare for new tenants
- **Vacate and return all keys as a package for the rental Unit by 12:00 NOON on April 30, 2014** to the Community Housing Office
- If keys are not returned as expected (by the deadline 12 NOON April 30, 2014), a lock change will be done immediately and the remaining tenant(s) will need to visit Community Housing during office hours to get the new key set; lock replacement charges will apply.
- **Any charges, if required will be assessed to ALL Tenant(s) of record for the current lease May 1, 2013 to April 30, 2014.**

Current Tenants who will be remaining in the unit May 1, 2014 to April 30, 2015 ...

MUST:

- clean all areas, remove debris and prepare for new tenants
- complete the enclosed Key Validation Form and submit it along with the returned keys by NOON on April 30, 2014

All Tenants ~ UNDERSTAND WHAT IS REQUIRED....

Responsibilities per your Lease and the Residential Tenancies Act (RTA)

- All Tenants of this unit will be held **jointly and severally responsible** for any debt incurred from the tenancy. Regardless of which individual household member may have caused the charge, all tenants are considered liable until the account is paid.

Responsibilities as residents in the City of Kingston

- The City of Kingston Yards By-Law requires that all yards be maintained and clear of garbage, debris, furniture, appliances etc. The City is stringent in enforcing this by-law and will issue orders, and/or move directly to charges against property owners in violation of this bylaw. To avoid clean-up costs (plus administration fees of \$125) levied by the City, ensure you dispose of any waste appropriately. The City of Kingston Streets By-Law prohibits the illegal placement of garbage, debris, furniture, appliances etc. on city streets. Fines of up to \$5,000 may be imposed for illegal placement of such items.
- **Bagged Garbage** – place bagged garbage at the curbside on your usual collection day. Remember the 1 bag limit. Additional bagged garbage will be collected if it is tagged. Garbage tags are available for a nominal fee and can be purchased at the AMS Office, Freddie's Grocery or at City Hall.

Expectation for Key Return

- ALL key sets of vacating tenants must be returned **as a complete package at the same time** at the end of the tenancy (e.g. with the last person to leave) no later than **12:00 pm NOON April 30, 2014**
- Failure to do so will result in the locks being replaced at a cost to the UNIT of \$125 plus \$5/key set issued. Once the lock change has been initiated, the charge will remain and is not refundable.

KNOW WHAT SERVICES ARE AVAILABLE TO YOU....

Alternatives for recycling or disposal of unwanted items

Before throwing out unwanted items, visit the following websites for options...

www.cityofkingston.ca/residents/waste/garbage

www.queensu.ca/live/green

www.recycleyourelectronics.ca

<http://livework.kingstoncanada.com/en/communityresources/wastemanagement.asp>

Unusable Items and garbage can be disposed of at

Waste Management transfer station at 62 St. Remy Place (off Dalton Avenue) is open Monday through Friday 7:00 am - 4:00 pm and Saturday 8:00 am - 1:00 pm ~ www.wmcanada.com

If you are not able to deliver your waste to the transfer station, you can contract this service through local providers. Check the yellow pages of the phone book or Kijiji for listings.

No Time for Cleaning?

Consider contacting a cleaning company, check the yellow pages of the local phone book or from the list provided on the Community Housing website at <http://community.housing.queensu.ca> Vacating your unit without thoroughly cleaning it first can result in significant charges (**there have been instances in the past where units have been billed \$500 or more for cleaning and carpets**).

Still Have Questions? Email community.housing@queensu.ca