

## **New Tenants to Community Housing – May 1<sup>st</sup> - 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 15<sup>th</sup>**. 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 1<sup>st</sup>, please let us know by emailing [community.housing@queensu.ca](mailto: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](mailto:community.housing@queensu.ca) or call 613-533-2501.

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