

Welcome to Queen's Community Housing. 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.

### **Rent**

- [Rent](#) is due the **1<sup>st</sup> day of every month**
- Rent for January must be paid upon arrival – Pre-Authorized Debit is not available for January rent payment
- Rent must be paid in one payment per unit
- If you would like to split the payments, it must be done by Pre-Authorized Debit
- [Pre-Authorized Debit agreements](#) must be submitted no later than **the 15<sup>th</sup> of the month** prior to starting automatic rent payments
- You may choose to pay rent by leaving a series of Post-Dated Cheques for each month of the lease term.

### **Additions to your Lease**

- The deadline to add a person to your lease agreement is **December 15**
- You must complete a new application form to make an addition to the lease

### **Planning your Move**

- We have prepared some [checklists](#) and suggestions to help you plan and prepare for your move. These can be found on our [website](#).
- Your lease begins at 3:00pm on the first date of your lease term noted on your signed lease agreement. You are not able to receive keys or place any of your belongings in the unit prior to this. We have provided a list of [storage options](#) on our website.

### **Purchasing Items from Current Tenants**

- If you plan to purchase any items from the current tenants, these items **MUST** be removed from the unit before noon on December 19th and cannot be returned to the unit until after 3:00pm on the first date of your lease term
- Community Housing is not able to provide you with contact information for the current tenants.

Watch your email for our next installment of information; **it will include key pickup details**. If you have any questions please email our office at [community.housing@queensu.ca](mailto:community.housing@queensu.ca) or call 613-533-2501.