

## New Tenants to Community Housing – Planning your Move

Please take a few minutes to review the information below that will help you with your move into a Community Housing property.

An [email](#) was sent the week November 6 detailing upcoming deadlines. You can find the information regarding deadlines on our website under the [Move In Information](#).

### Lease Commences at 3:00pm on the Start Date of your Lease

- **Lease documents will be issued shortly. Thank you for your patience.**
- 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

- Keys are available for pickup **between 3:00 pm and 4:00 pm on January 2nd** at the [Community Housing office](#) located at 169 University Ave.
- All the key sets for the unit will be issued to the first tenant who arrives. 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 January 2nd, please advise the Community Housing office by email the expected arrival of the first tenant.*

### Arriving after 4:00 pm on January 2nd

- Between 4:00 pm and 5:00 pm - **key pickup will not be available**
- Keys will be available from [Victoria Hall Residence](#) front desk, 75 Bader Lane
- All the key sets for the unit will be issued to the first tenant who arrives at Victoria Hall. 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 you will be picking up your keys later than the start date of your lease, please advise the Community Housing office by email your expected arrival.*

**Please note, out of courtesy for your neighbours, we ask that you be as quiet as possible when moving in, and that no furniture, large items, etc. be moved between 9 pm and 9 am.**

### Early Arrival to Kingston

- Access to your unit will NOT be provided until after 3:00pm on the start date of your lease.
- If you arrive in Kingston before the start date of your lease, you will need to make alternate arrangements until the start date of your lease. There are a number of [hotels in Kingston](#) that may be suitable.

## January Rent Payment

- Rent for January must be paid upon arrival in Kingston at the [Community Housing office](#), 169 University Ave.

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