



Queen's University Community Housing

Planning your Move

1 Month before Move

- Consult the Move-Out and Move-In Procedures found in the Tenant Handbook posted on our website <http://community.housing.queensu.ca>
- Book the movers or make plans with your move-out helpers
- Verify balances due on miscellaneous charges (eg. Outstanding rent charges, etc.)
- Begin purging your home. Separate items into those you will keep, donate or discard.
- Start using up frozen food and staples. Don't buy any more than is necessary before moving
- Arrange for important school, medical, financial, and legal records to be transferred
- Plan how you will move valuables and difficult to replace items such as personal documents and electronics

3 Weeks before Move

- Send change of address information** to the post office and other businesses, friends, etc.
 - Go to www.canadapost.ca to change your address online & to send an eNotice to friends & family
 - **Make sure to notify Community Housing, Registrar's office, Financial Services (if applicable) of forwarding address**
- Tenants are responsible for remedying any damages noted during the Pre Move-Out Inspection prior to their move-out date. The repair must meet the standard of Community Housing. If the tenant fails to remedy the damage, the tenant will be invoiced for the costs associated with the repair.

2 Weeks before Move

- If applicable, start planning to disconnect utilities, phone, internet and cable
- Start packing non-essential items, the things that you use most infrequently, and out of season items

1 Week before Move-Out

- Finish packing everything except basic essentials and those items that you will pack in your suitcase
- If changing your phone number, send the new number to family, friends, etc.
- If you are moving out of John Orr Tower – email community.housing@queensu.ca with the subject line "Elevator Booking Request". Include your name, phone number and date of move so we can contact you to book a time for the elevator (charges may apply).

Cleaning Day

- As you pack, clean the rooms, shelves, appliances, & cupboards or clean on Moving Day; refer to the cleaning checklist on the Community Housing Website for tips and suggestions
- Gather packed boxes and items ready to move in one area close to the door to avoid dirtying the cleaned areas on the day of moving

Moving Day

- Do a final check through the cupboards, drawers and medicine cabinet for overlooked items
- For tenants leaving Community Housing - return keys and laundry cards as a package to the Community Housing office as directed in your Move-Out information
- For tenants moving into Community Housing – pick up keys and laundry cards as a package as directed in your Move-In information
- Your unit **MUST** be vacated by NOON on the last day of your lease
- If you are moving out of Community Housing prior to the end of your lease, please contact the Community Housing office in advance
- If you will be arriving after the start date of your lease, please contact the Community Housing office with your anticipated arrival date