

Community Housing

What you need to know about your FULL move-out CORE Property April 30, 2011



This information applies to ALL residents who are vacating. Please familiarize yourself with these procedures as failure to follow the necessary steps below may result in additional charges being assessed for cleaning and/or damages. Should you have any questions, please do not hesitate to email community.housing@queensu.ca

PLAN AHEAD

- arrange for help to pack, move, clean
- book moving vans
- arrange for disconnects (cable, bell, utilities, etc). Remember, **your utilities must be maintained to April 30, 2011.**
- final utility readings (if applicable)
- change of address

TAKE NOTE OF CRITICAL DEADLINES . . .

Deadline to return vacant possession of the rental unit – 12:00 p.m. (that's noon, not midnight!) – April 30, 2011

Expectation of Vacant Possession

- **all** contents, occupants, furniture removed
- unit thoroughly cleaned, ready for occupancy by new tenant(s)
- Failure to provide vacant possession will result in holdover charges of \$50 plus \$20 for each hour late, rent for each day holding over, any legal costs incurred, any displacement costs to the incoming tenant, cleaning charges, in addition to any costs incurred for removal of furniture, personal belongings and other miscellaneous items left in the unit, including items that are to be sold or given away to friends, roommates, incoming tenants, etc.

Deadline for ALL sets of KEYS to be returned - 12 Noon – April 30, 2011

- WHERE - Community Housing Office 169 University Avenue

Expectation for Key Return

- ALL issued sets to this unit 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).
- Failure to do so will result in the locks being replaced at a cost to the UNIT of \$125 plus \$5/key set issued.

Final Inspection of Unit

- April 30, 2011, 12 noon OR as vacant possession is received (keys returned)

UNDERSTAND WHAT IS REQUIRED

The following information may help you prepare your unit for the move-out inspection process.

Cleaning Requirements

Kitchen

- √ stove/oven - inside oven, oven racks, top and outer surfaces of stove, burner bowls, underneath burner bowls, vent hood
- √ refrigerator/freezer - inside, including shelves and drawers, top and all outer surfaces
- √ sink, including faucet fixtures
- √ cabinets/drawers - inside, top and all outer surfaces
- √ counter top
- √ window sill(s) (where applicable)
- √ floor

Suggested cleaning products include stainless steel cleaner for sink and burner bowls, all-purpose cleaner for the floor, cabinets, drawers, counter tops, refrigerator/freezer, stove and vent hood (where applicable) and oven cleaner for the oven

Bedroom(s), Living Room, Dining Room, Hall and Entry Way Areas (where applicable)

- √ vacuum & clean carpet in all rooms, including inside the closets
- √ sweep and damp mop floors
- √ clean closet shelves, baseboards, wall heating units, windows and window sills

An all-purpose cleaner is suggested to remove stains and fingerprints on doors and door frames.

Bathroom(s)

- √ sinks, toilet, bathtub/shower, all faucet fixtures
- √ mirrors and medicine cabinets
- √ cabinets/drawers - inside, top and all outer surfaces
- √ counter top
- √ floors

Suggested cleaning products include non-abrasive bathroom cleaners for tub/shower and sinks and an all-purpose cleaner, for the floors, cabinets, drawers and countertop. Mr. Clean Magic sponges work particularly well!

Basement, storage room(s), porches, sheds, garages (where applicable)

- √ remove all debris, recyclables, furniture, any tenant(s) appliances (air conditioner, mini fridges, freezers, etc), along with any miscellaneous items
- √ sweep

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

- All Tenants of this unit will be held **jointly and severally responsible** for any resulting charges.

Responsibilities as residents in the City of Kingston

- City Property Standards "yards by-law" prohibits anyone from using any land or structure within the City to dispose of garbage, refuse, industrial and domestic waste. Domestic waste includes items such as refrigerators, stoves, furniture, paper. Anyone throwing, placing or depositing debris on any private or municipal property with the City can be charged under a second bylaw that covers "illegal dumping". Both by-laws carry a penalty of up to \$5,000. The City is moving towards more stringent enforcement and will issue orders, and/or move directly to charges against property owners in violation of these bylaws. Additionally, should debris be left at the property an administration fee of \$100 PLUS the cost of clean-up will be applied.
- **Bagged Garbage** – place up to 2 bags of garbage at the curbside on your usual collection day. Additional bagged garbage will be collected if it is tagged. Garbage tags are \$2.00 each and can be purchased at the AMS Office or at City Hall.

Contractual arrangements you may have with service providers

- e.g., Utilities Kingston – there may be critical timelines that you need to adhere to avoid delay and unnecessary charges to the account holder - www.utilitieskingston.com . **Your utilities must be maintained to April 30, 2011.**

Items Left Behind

- **Please note, all items left in the unit after it is vacated will be discarded. All associated costs for removal, disposal, etc. will be charged to the tenants.**

KNOW WHAT SERVICES AND HELP ARE AVAILABLE TO YOU . . .

Alternatives for recycling or disposal of unwanted items

- such as old appliances, bicycles, clothing, miscellaneous household items, computers, electronics, metal, tires and much more - <http://www.cityofkingston.ca/residents/waste/large-article/alternatives.asp>.

Unusable Items and garbage can be disposed of at

- Waste Management transfer station at 62 St. Remy Place (off Dalton Avenue) from 7 am – 4 pm; Monday to Friday and 7 am to 1 pm on Saturdays
- Other waste removal services, check the yellow pages of the local phone book or the classified section of our local newspaper

No Time for Cleaning?

- consider contacting a cleaning company, check the yellow pages of the local phone book or from the list enclosed. 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