

Community Housing

What you need to know about your PARTIAL Core Property Turnover 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.

Outgoing Tenants

Those tenant(s) who have not signed a lease with Community Housing for the May 1, 2011 to April 30, 2012 period - MUST:

- vacate the Rental Unit by 12:00 p.m. (that's noon, not Midnight!) on April 30, 2011
- return keys & laundry smart cards to the Community Housing Office by 12 noon on April 30, 2011
- clean, remove debris and prepare for new tenants

New Tenants joining lease as of May 1, 2011 to April 30, 2012

- Are not to move-in prior to 3pm May 1, 2011. Key(s) MUST be picked up from the Community Housing Office. Key pick-up is 3 pm May 1, 2011, valid photo ID required.
- A new key status form will be completed indicating the new tenant group is in receipt of all key sets per the lease agreement. Therefore it is critical that, if key sets are missing, they be reported by the current tenants prior to April 30, 2011 otherwise charges for lock replacement will be charged to the new tenant group (i.e. those on the May 1, 2011 lease).
- MUST pick-up a unit condition report to be completed and returned to the Community Housing Office no later than 4 pm on May 8, 2011.

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.

Alternatives for recycling & disposal of unwanted items:

The City of Kingston web site provides a number of 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

Please ensure that all members of your household understand and follow the above requirements. Failure to comply may result in additional charges as well as affect your tenancy with Community Housing.