

# Community Housing – Move-Out Checklist



As set out in your lease and tenant handbook, tenants are responsible to leave their premise fit for immediate occupancy by a new tenant; clean, undamaged and with **all contents removed**. We provide the following checklist to assist in keeping you on track.

- Cupboards**, must be empty and wiped out, remove shelf liners where possible (start from the top and work down).
- Appliances** (fridge & stove) must be cleaned inside, outside and underneath. The fridge should be defrosted if necessary and left running. The stove should have all foil removed.
- Bathroom** - tub, shower wall, remove decals if applicable, sink, taps, toilet, floor should all be washed clean.
- Storage lockers, bike racks/rooms, porches, basements** etc. - remember to remove, discard or recycle items
- Floors**, sweep and damp mop the floors throughout. Carpeted areas please vacuum and shampoo.

Any costs resulting from **cleaning** or **damages** will be attributed to the outgoing tenant(s). Community Housing will pursue and take legal action against any tenant who leaves an outstanding debt. In accordance with University Senate regulations, marks and transcripts will be held until such debts are paid. Tenants should also be aware that all expenses associated with collecting outstanding accounts are the responsibility of the debtor. This would include lawyer's fees.

**Your UNIT must be vacant (occupants, possessions, furniture); all keys and laundry smart cards (returned as a complete package); by 12 NOON on the last day of your tenancy.** In the event that you are moving out during non-office hours, keys and smart cards must be labelled and dropped through the mail slot of the Community Housing Office door at 169 University Avenue.

***If the unit is not vacated (occupants, possessions, furniture) by 12 NOON on the last day of your tenancy, holdover charges*** will follow. Such charges may include an administrative charge of **\$50 plus \$20 for each hour late, rent for each day** holding over, and any legal **costs we incur as a result of your late move**. In addition, keys not turned in by NOON will prompt us to invoice the outgoing tenant for keys not returned and may result in costs associated with having the locks changed (cylinder/keys). **Remember** keys may **ONLY BE HANDED OVER TO THE COMMUNITY HOUSING OFFICE**. The Community Housing Office is responsible to sign the keys out to the new tenants.

**Moving Early??** - Please notify Community Housing Office at 613-533-2501

**Remember, new tenants are not permitted to store or move-in any belongings prior to their occupancy date.**

## **For John Orr Tower Residents ONLY**

Tenants who are moving out and who wish to have an elevator in-service to do so should plan well in advance. Please email [community.housing@queensu.ca](mailto:community.housing@queensu.ca) at least 3 business days in advance of your desired move date with subject line Elevator Booking Request. Be sure to include your name and a phone number so we can contact you to book a slot. If the move is done during business hours, you will need to provide a driver's license or other security (i.e. car keys, credit card) for the key (will be returned to you when the elevator key is returned). For after-hour moves, the same applies however a \$75 fee will apply (payable in advance to Community Housing).

### **Help us to help you have a speedy move**

- place all your furniture & boxes in the hallway near the elevator
- load your items onto elevator once you have everything there
- please don't hold elevator to load directly from your apartment as this ties up the elevator for others
- unload all furniture into the hallway in the basement (not to your car, truck)
- release the elevator for the next tenant moving
- proceed with moving your items from the basement into your car, truck