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EMERGENCY TELEPHONE NUMBERS (24 HOURS)

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University District Tenant Handbook

Privacy and Personal Information

Queen's University collects personal information under the authority of the Royal Charter of Queen's
8QLYHUVLW\ DQG LQ DFFRUGDQFH ZLWK 2QWDULR V)UHHGRP RI -QIRUPDW
)-33\$ 4XHHQ V 8QLYHUVLW\ FROOHFWV RQO\ WKH SHUVRQDO LQIRUPDWL
its programs and activities and carry out its services and functions. The personal information is used
E\ HPSOR\HHV RI WKH 8QLYHUVLW\ ZKR QHHG WKH LQIRUPDWLRQ WR FDUU
IRU ZKLFK LW ZDV FROOHFWHG RU IRU D FRQVLVWHQW SXUSRVH 3HUVRQD
DV LV QHFHVVDU\ IRU WKH IXO4OOPHQW RI WKH SXUSRVHV IRU ZKLFK LW L
mechanisms to protect the security of the personal information it collects.

For further information visit [KWWSV ZZZ TXHHQVX FD DFFHVVDQGSULYDF\ SULYDF\](#)

Mission Statement

&RPPXQLW\ +RXVLQJ

Queen's Community Housing exists to support the academic objectives of the University by
SURYLGLQJ DQ HQYLURQPHQW ZKLFK IRVWHUV SHUVRQDO JURZWK SURPRV
&RPPXQLW\ +RXVLQJ VWULYHV WR SURYLGH DFFRPPRGDWLRQ ZKLFK LV RI

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D 6-page Lease;

E 6 F K H G X O H \$ 8 Q L Y H U V L W \ ' L V W U L F W 7 H Q D Q W + D Q G E R

L 3 U L Y D F \ \$ Q G 3 H U V R Q D O
- Q I R U P D W L R Q

L 0 L V V L R Q 6 W D W H P H Q W

Y 4 X L F N 5 H I H U H Q F H

, & R Y H Q D Q W V 7 H U P V D Q G
Conditions

, Rental Unit

, Term of Tenancy

, & R Q W D F W - Q I R U P D W L R Q

, Occupants and Use

Rent

Utilities, Appliances and
Services

Smoking

Cannabis Cultivation,
' L V W U L E X W L R Q

5 H Q W ' H S R V L W

Keys

7 H Q D Q W V - Q V X U D Q F H

Landlord Liability

Schedule A

&RYHQDQWV 7HUPV DQG &RQGLWLRQV

5(17\$/ 81-7

3XUVXDQW WR WKH &LW\ RI .LQJVWRQ 3URSHUW\ 6WDQGDUGV %\ ODZ 1R
VXEMHFW 5HQWDO 8QLW LV OLPLWHG DV SHU %XLOGLQJ &RGH VHFWRU
of the unit only and does not include decks, porches, roofs, patios or any other of the exterior
DSSHQGDJHV RI WKH EXLOGLQJ RU DQ\ RI WKH ODQG RZQHG E\ WKH /DQGO
WKH %XLOGLQJ 7KH 7HQDQW V VKDOO KDYH D ULJKW RI ZD\ RYHU WKH OD
appendage to the Building required to gain access to the Building during the period of the tenancy.

-W LV VWULFWO\ SURKLELWHG WR XVH EDVHPHQWV EDOFRQLHV DQG URRI
ZKHUH WHQDQWV KDYH DFFHVV DUH LQWHQG HG IRU VWRUDJH VSDFH RQO\
OLYLQJ VSDFH

7(50 2) 7(1\$1&<

7KH 7HQDQF\ \$JUHHPHQW FDQQRW EH FDQFHOOHG EHIRUH WKH HQG RI WKH
JLYH SRVVHVLRQ RI WKH 5HQWDO 8QLW RQ WKH &RPPHQFHPHQW 'DWH IRU
WR FRQVWUXFWLRQ GHOD\ RU DQ RYHUKROGLQJ WHQDQW WKH /DQGORUG
7HQDQW RU RFFXSDQWV 7KH /DQGORUG ZLOO JLYH SRVVHVLRQ DV VRRQ
5HQW DV KHUHLQDIWHU GH4QHGH ZLOO DEDWH XQWLO WKH /DQGORUG R•H
7HQDQW)DLOXUH WR JLYH SRVVHVLRQ RQ WKH &RPPHQFHPHQW 'DWH ZL
WKLW 7HQDQF\ \$JUHHPHQW WKH REOLJDWLRQV RI WKH 7HQDQW KHUHXQGH
WKH 7HUPVWRQF\ \$JUHHPHQW ZLOO EH HQIRUFHDEOH DJDLQVW DOO QDPH
such Tenant actually chooses to occupy the Rental Unit.

&217\$&7 -1)250\$7-21

\$GGUHV IRU *LYLQJ 1RWLFHV RU 'RFXPHQWV WR WKH /DQGORUG
48((1 6 81-9(56-7< \$7 .-1*6721
&RPPXQLW\ +RXVLQJ 2]FH
8QLYHUVLW\ \$YHQXH
.LQJVWRQ 2QWDULR . / 1
%RWK /DQGORUG DQG 7HQDQW V DJUHH WR UHFHLYH QRWLFHV DQG GRFXPH
/DQGORUG DQG 7HQDQW %RDXVGLQJ 5XUHQV IRU 3XUFDWHDFHQW DFFHVV RQW
LQIRUPDWLRQ RI WKH /DQGORUG LV DV IROORZV
/DQGORUG (PD Lom \$GGUHV@queensu.ca

2&&83\$176 \$1' 86(

7KH 7HQDQW V DJUHHV WR XVH WKH 5HQWDO 8QLW IRU QR RWKHU SXUSR
H[FOXVLYHO\ IRU WKH 7HQDQW V DQG UHJLVWHUHG RFFXSDQWV 7+(7(1\$1
27+(5 7+\$1 7+26(/-67(' \$6 2&&83\$176 72 2&&83< 7+(5(17\$/ 81-7 21 \$ 5(*8/\$5
21*2-1* %\$6-6 :-7+287 7+((;35(66 :5-77(1 &216(17 2) 7+(/\$1'/25' 7KH 7HQD
QRW FDUU\ RQ QRU SHUPLW WR EH FDUULHG RQ ZLWKLQ WKH 5HQWDO 8QL
VKDOO QRW GR QRU SHUPLW WR EH GRQH DQ\WKLQJ LQ WKH 5HQWDO 8QLW
UHDVRQDEOH HQMR\PHQW RI RWKHU WHQDQWV RU D ODZIXO ULJKW SULYL
WKH /DQGORUG PD\ GHHP WR EH D QXLVDQFH WR RU GLVXUEDQFH RI WKH
ODQGV RU SUHPLVHV RU ZKLFK PLJKW FDXVH WKH LQVXUDQFH RQ WKH 3UH
Unit to be increased.

5 (17

(a) 7KH PRQWKO\ UHQW KHUHLQDIWHU WKH 5HQW LV GXH RQ WKH 4UVW C

(b)

& \$ 11 \$ % - 6 & 8 / 7 - 9 \$ 7 - 2 1 ' - 6 7 5 - % 8 7 - 2 1

7KH 7HQDQW V RU RFFXSDQW V RI WKH 5HQWDO 8QLW VKDOO QRW HJJDJ
distribution of Cannabis in the Rental Unit or at the Rental Complex. A breach of this rule shall be
GHHPHG VXJFLHQW EDVLV IRU WKH /DQGORUG WR VHHN WHUPLQDWLRQ RI V
7HQDQWV LQWHUIHUHQFH ZLWK D ODZIXO ULJKW SULYLOHJH RU LQWHUHV
Rental Complex (RTA s. 64).

5 (1 7 ' (3 2 6 - 7

7KH /DQGORUG ZLOO QRW UHTXLUH D ODVW PRQWK V UHQW GHSRVLW

. (< 6

7KH 7HQDQW V DFNQRZOHGJHV WKH XVH RI D KLJK VHFUXULW\ NH\ V\ VWHP
WKDW WKH ORVV RI DQ\ NH\ V WR WKH 5HQWDO 8QLW ZLOO EH FRQVLGHUHG
DQG DQ LQWHUIHUHQFH ZLWK WKH /DQGORUG V ODZIXO ULJKWV LQWHUHV
immediate replacement of the lock cylinder and key(s) at the Tenant(s) sole cost. There is a charge for
ORFN RXWV ORFN FKDQJHV DQG DOVR IRU NH\ UHSODFHPHQW 7KLV LQFOX
to give access (e.g., to the Rental Unit, bn0300371B00030055004800 e GDPN †€ @ €€ p € ` 0 ` I DQ € ` p i Ô p P E \

\$ / 7 (5 \$ 7 - 2 1 6

- (a) The Tenant(s) agree not to make alterations of any kind, including but not limited to extra telephone
FRQQHFWLRQV VKRZHUKHDGV ELGHWV FHLQLQJ IDQV SDLQW ZDOOSD
OLJKW 4[WXUHV UDGLR DQG 79 DQWHQQD DQG VDWHOOLWH GLVK 6KRX
ZLWKRXW 4UVW REWDLQLQJ WKH ZULWWHQ SHUPLVVLRQ RI WKH /DQGOR
~~REWHUHQV DQG 6RHO~~ DO 8QLW LPPHGLDWHO\ WR LWV RULJLQDO FRORXU
and all costs that may be incurred as a result of restoring the Rental Unit to its original condition.
Such alterations shall be deemed damage to the Rental Unit and may be considered substantial
LQWHUIHUHQFH ZLWK D ODZIXO ULJKW SULYLOHJHG

(f)

/ \$ 1 ' / 2 5 ' 6 \$ & & (3 7 \$ 1 & (2) 5 (1 7

The acceptance by the landlord of arrears of rent or compensation for use or occupation of the Rental

8QLW DIWHU QRWLFH RI WHUPLQDWLRQ RI WKH OHDVH KDV EHHQ JLYHQ VK
DV D UHLQVWDWHPHQW RI WKH OHDVH RU DV D FUHDWLRQ RI D QHZ OHDVH

2 9 (5 + 2 / ' - 1 *

-Q WKH HYHQW WKDW WKH 7HQDQW V RU 6XEWHQDQW V RU RFFXSDQW V
VSHFL4HG LQ WKH 7HQDQF\ \$JUHHPHQW RU DIWHU WKH /DQGORUG JLYHV O
continue to pay Rent to the Landlord for such overholding. The Tenant(s) is also required to reimburse
WKH /DQGORUG IRU DOO ORVVHV VX•HUHG EHFDXVH RI WKH /DQGORUG V O
QHZ WHQDQF\ DJUHHPHQW IRU WKH 5HQWDO 8QLW EDVHG XSRQ WKH DQWL
WKH HQG RI WKH 7HUP RU IROORZLQJ WHUPLQDWLRQ RI WKH WHQDQF\

' (1 - \$ / 2) \$ % - / - 7 < 7 2 5 (1 7

-I WKH 7HQDQW V H•HFWLYHO\ GHQLHV WKH /DQGORUG WKH DELOLW\ WR
occupancy immediately on expiry of the Term, then the Tenant(s) shall be liable for any consequential
rental loss and damages that the Landlord may sustain.

& 2 1 ' - 7 - 2 1 6 8 3 2 1 9 \$ & \$ 7 - 1 *

7KH 7HQDQW V DJUHHV WR OHDYH WKH 5HQWDO 8QLW)-7)25 -00('-\$7(2&
FOHDQ XQGDPDJHG DQG ZLWK WHQDQW RZQHGXUQLWXUH DQG UHIXVH UH
inspection of the Rental Unit by the Landlord or one of its representatives or agents, up to three months
SULRU WR YDFDWLQJ DQG ZKHQ WKH 5HQWDO 8QLW KDV EHHQ YDFDWHG 7
IRU DQ\ FRVWV LQFXUUHG E\ WKH /DQGORUG EH\RQG UHVRQDEOH ZHDU D
4W IRU RFFXSDQF\

) 5 8 6 7 5 \$ 7 (' & 2 1 7 5 \$ & 7 6 \$ & 7

3URYLGHG WKDW LQ WKH HYHQW RI GDPDJH E\ 4UH OLJKWQLQJ RU WHPSH
is rebuilt, and the Frustrated Contracts Act shall apply to this lease.

1 2 7 - & (7 2 7 (5 0 - 1 \$ 7 (

6KRXOG WKH ODQGORUG UHTXLUH WKH UHQWDO XQLW IRU LW V RZQ SXUSF
WHUP KHUHLQ GHPLVHG E\ GHOLYHULQJ WR WKH WHQDQW V D QRWLFH LQ
WKH GDWH XSRQ ZKLFK WKH ODQGORUG UHTXLUHV SRVVHVVLQR RI WKH SU
personally to the tenant(s), or by posting such notice on the door to the premises, and the tenant(s)
DJUHHV WR GHOLYHU YDFDQW SRVVHVVLQR WR WKH ODQGORUG XSRQ WKH

% - 1 ' - 1 * 2 1 + (- 5 6 (7 &

-W LV DJUHHG EHWZHHQ WKH SDUWLHV KHUHWR WKDW HYHU\ FRYHQDQW
VKDOO HQXUH WR WKH EHQH4W RI DQG EH ELQGLQJ XSRQ WKH SDUWLHV K
executors, administrators, successors, and assigns, and that all covenants herein contained shall be
FRQVWUXHG DV EHLQJ MRLQW DQG VHYHUDO DQG WKDW ZKHQ WKH FRQWH
QXPEHU VKDOO UHGD DV LI SOXUDO ZHUH H[SUHVVHG

%(+\$9-285\$/ (;3(&7\$7-216

Queen's University strives to be a leader among providers of student rental units in Kingston. The Tenant(s) is expected to demonstrate care and respect for the Rental Unit, neighbours and the community. The Tenant(s) is responsible and accountable for all behaviour that occurs in the Rental Unit. The Landlord, in its sole and unfettered discretion, may refer cases for action under the Queen's Student Code of Conduct.

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The rules, regulations and obligations of both parties set forth in this Handbook are incorporated as part of the lease.

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Subject to any provision of the lease to the contrary, the landlord shall have the right to amend the rules and regulations or to make such other rules and regulations as may, from time to time, in the landlord's judgement, be necessary.

\$33/- \$1 & (6

1R DSSOLDQFHV RWKHU WKDQ WKR VH SURYLGHG E\ WKH ODQGORUG DUH W... are not transferable nor is the approval of the appliance to another unit/tenant.

5HJDUGLQJ DLU FRQGLWLRQHUV ZKHUH DSSURYDO LV JUDQWHG WKH WHQ... and may be responsible for a non-refundable, non-prorated charge for use of the air conditioner during

Tenant(s) understand and agree that it is their responsibility to remove all approved additional appliances to sell the appliance(s) to the next Tenant(s) of the unit (vacant possession is required). Any additional appliances requests for additional appliances are required each lease period

DSchedule A

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1R SURSDQH JDV FKDUFRDO EDUEHFXHV KLEDFKLV RSHQ 5DPHV RU LWH
KDJDUG DUH SHUPLWWHG LQ WKH XQLW RU RQ WKH EDOFRQLHV RU URRIV P
FKDUFRDO 4UHV PXVW QRW EH XVHG RQ WKH ODQGV LPPHGLDWHO\ VXUURX
IURP WKH RXWVLGH ZDOO RI WKH EXLOGLQJ \$OO VXFK LWHPV PXVW EH SU
and ashes must be disposed of in a safe manner. Barbecues, butane and/or propane cylinders are
VWULFWO\ SURKLELWHG IURP EHLQJ VWRUHG DQG RU XVHG LQVLGH D UHQ
LPPHGLDWHO\ DQG IROORZHG XS ZLWK DSSURSULDWH VDQFWLRQV DV SHU
Act up to and including early termination of tenancy. Community Housing may, at its sole discretion,
require the removal of all barbecues from the grounds surrounding the buildings.

& \$ % / (- 1 7 (5 1 (7 + 2 0 (3 + 2 1 (

Tenants are responsible for arranging hook-up of cable, internet and home phone service as applicable.
7KH 7HQDQW PXVW DUUDQJH D WLPH IRU WKH LQVWDOODWLRQ ZKHQ WKH
EH GLVSDWFKHG WR XQORFN WKH XQLW DWWHQG IRU WKH VHUYLFH WHFK
H[WUDRUGLQDU\ FLUFXPVWDQFHV DV WKHLU VFKHGXOH DOORZV

& 2 0 0 2 1 \$ 5 (\$ 6

7HQDQWV DQG WKHLU JXHVVV XVLQJ FRPPRQ DUHDV KDOOV SDVVVDJHZD\V
property and building must abide by the Rules and Regulations governing the use of this space. The
EXLOGLQJ DQG LWV HQYLURQV PXVW EH NHSW QHDW DQG FOHDQ 3DUWLFX
from street shoes and/or boots to avoid staining and damage from material tracked in from outside.
7HQDQWV DUH UHVSQRVLEOH IRU NHHSLQJ îÀWLH ©0HQD€€0 - 0P€iD EÊÚ0Ri Ri

'5\$-16

The tenant is responsible for all clogged drains and toilets. This includes charges for repairs and/or after

KRXU FDOO LQV 3OHDVH GR QRW 5XVK ZLSHV RU UDJV IHPLQLQH K\JLHQH
GHQWDO 5RVV QHHGOHV KDLU DQG RWKHU XQZDQWHG LWHPV GRZQ DQ\G
GUDLQV FDQ FDXVH VHZHU EDFNXS LQWR \RXU XQLW EXLOGLQJ DV ZHOO D
DW WKH WUHDWPHQW SODQW &KHFN RXW WKH 8WLOLWLHV .LQJVWRQ ZHEV
on proper disposal.

(175<

3URYLGHG WKDW ZLWKLQ GD\ RI WKH WHUPLQDWLRQ GDWH RI WKLV OH
WKH OHDVH EHLQJ JLYHQ RU XSRQ WKH SUHPLVHV EHLQJ R•HUG IRU VDOH
UHDVRQDEOH WLPHV DIWHU WZHQW\ IRXU KRXUV RI QRWLFH RI HQWU\ LV
WR SURVSHFWLYH WHQDQWV RU SXUFKDVHUV RWKHUZLVH H[FHSW LQ FDU
H[HUFLVH D ULJKW WR HQWHU WKH UHQWDO XQLW XQOHVV WKH ODQGORUC
DW OHDVW WZHQW\ IRXU KRXUV EHIRUH WKH WLPH RI HQWU\ ZKLFK VKDOO
VSHFL4HG LQ WKH QRWLFH

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3OHDVH QRWH WKDW PDQ\ RI WKH EXLOGLQJV DUH ROGHU LQ QDWXUH DQG
DLU SHQHWUDWLRQ ZLOO QRW RFFXU LQ DSDUWPHQWV DQG RU URZ KRXVL
buildings (converted houses) the forced air heating supply is mixed at the furnace. Consideration
IRU QHLJDEW\ WLV ZLWK SURSHU\ SHHFWLYHHW HQDQWV VKRXOG FRQVLGHU Z
DOOHUJLHV QRLVH FRRNLQJ RGRXUV DUH LVV.XHV IRU WKHP EHIRUH OHDV

)-5('(7(&7-21 (48-30(17

7DPSHULQJ ZLWK 4UH HTXLSPHQW VXFK DV EXW QRW OLPLWHG WR VPRNH
D EUHDFK RI WKH ODZ EXW LW D•HFVW WKH OHDVH HQWU\ WR HH WKU\W CH 4FHQZRN
EH OHYLG DJDLQVW DQ\ SHUVRQ FDXVLQJ WKH)LUH 'HSDUWPHQW WR FRP
DODUP -Q DGGLWLRQ FRXOG UHVXOW LQ VDQFWLRQV DV SHUPLWWHG XQ
VXFK DV WHUPLQDWLRQ RI \RXU WHQDQF\ IRU MHRSDUGL]LQJ \RXU VDIHW\
\$Q\ 4QH V DVVRFLDWHG ZLWK EXW QRW OLPLWHG WR 2QWDULR)LUH 0DUVK
also include any after hour or call-in charges levied by Community Housing.

3OHDVH QRWKH FDUH RI DFWXDO 4UHV FKDUJHV ZLOO EH DWWULEXWHG V
responsible. &KDUJHV PD\ LQFOXGH EXW QRW Resulting Damage, etc 4UH FDOOV

)-5(6

- Q FDUH RI 4UH
- /HDYH WKH XQLW DQG EH VXUH WR FORVH WKH GRRU DQG SXOO WKH QH
DOHUW HYHU\RQH LQ WKH EXLOGLQJ E\ VKRXWLQJ)-5(
- I LW LV QRW VDIH WR OHDYH WKH EXLOGLQJ VWD\ LQ \RXU XQLW DQG Z
- 3. 8VH \RXU KDQGV WR FKHFN IRU KHDW RQ DOO GRRUV EHIRUH RSHQLQJ W
RSHQ WKHP -I \RXU XQLW GRRU LV KRW VWX• ZHW UDJV DW WKH EDVH
&ORVH DOO ZLQGRZV
- 4. 5HSRUW WKH 4UH

:KHQ \RX KH DU WKH 4UH DODUP

(YDFXDWH WKH EXLOG LQJ YLD QH DUH VW H[LW

3URFH HG WR DQ DVVHPEO\ DUHD DFURVV WKH VWUHHW DQG DZD\ IURP W

3.

* / \$ 6 6 + \$ 5 ' : \$ 5 (

\$OO JODVV ORFNV KDUGZDUH DQG WULPPLQJ LQ RU XSRQ WKH XQLW PXV
5HSODFHPHQW DQG RU UHSDLUV RI ZLQGRZV VFUHHQV RU GRRUV PXV E
Community Housing at the tenant's expense.

* 5 2 8 1 ' 6

Tenant(s) of Queen's University Community Housing do not gain possession of the property surrounding
WKH XQLW 5LJKW RI SDVVDJH WR DQG IURP WKH GZHOOLQJ LV JLYHQ WR V
using this area) must do so in a quiet and respectful manner, keep the grounds free of garbage/debris,
NHHS WKH ZDONZD\ LQ IURQW DQG DW WKH VLGH IUHH RI VQRZ DQG LFH
&DUH PXVW EH WDNHQ QRW WR GDPDJH LQ DQ\ZD\ WKH JUDVV VKUXEV 5R
regard must be extended to the comfort and convenience of other tenants. Upon being requested to
do so, the tenant must desist from any course of conduct considered objectionable by any agent
of the landlord.

* 8 (6 7 6

Responsibilities of the occupants, maintenance requests and procedures must be explained to all
guests. Tenants are responsible and accountable for their guests at all times.

+ (\$ 7 ' (7 (& 7 2 5 6

Refer to Smoke Detectors, Heat Detectors, Carbon Monoxide Detectors

+ (\$ 7 - 1 *

+HDWLQJ V\ VWHPV DUH LQ RSHUDWLRQ IURP 6HSWHPEHU WR 0D\ (YHU
KHDWLQJ V\ VWHP FDSDEOH RI PDLQWDLQLQJ D WHPSHUDWXUH RI &)
system should be reported to Community Housing via an online maintenance request and/or by
SKRQLQJ WKH PDLQ R]FH GXULQJ EXVLQHV KRUV RU DIWHU KRUV UHSR
6HH &RPPXQLW\ +RXVLQJ WHOHSKRQH QXPEHUV DQG R]FH KRUV DW WKH
'XULQJ WKH KHDWLQJ VHDVRQ 6HSWHPEHU WR 0D\ WKH WHQDQW V L
ZKHQ WKH UHQWDO XQLW ZLOO EH YDFDQW IRU KRUV RU PRUH

The tenant understands that it remains their responsibility to ensure that the unit is checked regularly.
6KRXOG VRPHWKLQJ KDSSHQ VXFK DV EXW QRW OLPLWHG WR D EUHDN LQ
ORVV RI YDOXDEOHV RU GDPDJH WR WKH XQLW \RX DV WKH WHQDQW ZRXC
WR PDNH DUUDQJHPHQWV IRU D IULHQG WR FKHFN RQ \RXU XQLW 7-3 7H
under your parent's insurance plan; if not, tenants' insurance is available). The thermostat should
EH NHSW DW D PLQLPXP RI GHJUHHV &HOVLXV GXULQJ WKH KHDWLQJ VH
R• 7HQDQW V DUH QRW WR WDP SHU ZLWK WKH KHDWLQJ V\ VWHP)DLOXUH
MHRSDUG\ 7R HQVXUH SURSHU KHDW 5RZ WHQDQWV PXVW NHHS IXUQLWX
DERYH KHDW UHJLVWHUV H J GHVNV PDWWUHVHV EHG V HWF &XUWDL
DUH KHPPHG DERYH WKH UDG V DQG UHJLVWHUV :LQGRZV PXVW EH FRPSO
1RWH -I WKLQNLQJ RI XVLQJ D VSDFH KHDWHU VXEPLW DQ H[WUD DSSOLD
HOHFWULF KHDWHUV ZLOO EH SHUPLWWHG

1 R W HWhere the Tenant is responsible for the utilities, a utilities contract must be established and
maintained for the entire lease term.

/DXQGU\ URRP ~~KRMU~~DXQGU\ URRPV DUH ORFNHG DQG DFFHVVLEOH E\ V
VKRXOG EH JLYHQ WR WKH WLPH RI GD\ ODXQGU\ IDFLOLWLHV DUH XVHG \ UHVLGH
LQ WKHVH EXLOGLQJV DV QRLVH GRHV FDUU\ 7HQDQWV DUH DVN KRXUV RI DP DQG
SP RQO\ ODVW ORDG VKRXOG EH LQ D PDFKLQH

/DXQGU\ OHIW LQ ~~POH~~OHVQVXUH SURPSW UHPRYDO RI \RXU FORWKLQJ IU
tenants may have use of them.

-WHPV OHIW LQ WKH ~~DON~~OHIW ~~DRP~~ WKH WHQDQW V RZQ ULVN

:DVKHU 'U\HU 6PDUW &DUG 5HORDG 6WDWLRQ 1RW :~~RONDQ~~ ~~FRQMBDFWLYH~~
Coinamatic by using their online service request at <https://coinamatic.com/service-request>

/- * + 7 % 8 / % 6

7HQDQWV DUH UHVSQRVLEOH IRU SXUFKDVLRQ DQG UHSODFLQJ OLJKWEXOH
bulbs. Tenants are not responsible for light bulb replacement in the common areas outside of their
RZQ XQLW EXLOGLQJ

/2&. 2876 \$1' /2&. &+\$1*(6

-W LV H[WUHPHO\ LPSRUWDQW WKDW WHQDQWV NHH~~(QW~~ ~~WHIGUR~~ ~~RUHV~~ ~~EZ~~ ~~WKGW~~
HQWUDQFH XQLW HQWUDQFH UHJDUGOHVV RI KRZ WKH\ DUH IRXQG ZKHQ
ZKHQ VWD• OHDYH H J DIWHU DGGUHVVLQJ D PDLQWHQDQFH UHTXHVW
RU XQLW ZLOO UHVXOW LQ D ORFN RXW FDOO DQG SRVVLEO\ RWKHU FKDUJ
7HQDQWV PD\ QRW DGG FKDQJH RU DOWHU ORFNV RQ DQ\ GRRUV LQFOXGL
GRRUV EHGURRP GRRUV DQG VWRUDJH GRRUV -QVWDOODWLRQ RI ORFND
FKDLQV NH\HG NQREV HWF LV VWULFWO\ SURKLELWHG

7KHUH LV D FKDUJH IRU ORFN RXWV ORFN FKDQJHV DQG DOVR IRU NH\ UH
RLV W_ 0•P€0p°€0đ@ p"°À`°0P€@€W U i@Ī,Ēé¾@ppeiÚpi-QDQWV PDeđ0`°@ PĀu@r)0P

GRRU NH\ IRU KROVSDDOGHQW NH\ SOXV DQ RXWVLGH GRRU NH\ IRU DSDU also receives a key to the laundry facilities. The number of key sets issued is determined by the greater RI WKH QXPEHU RI 7HQDQW V LQ WKH 5HQWDO 8QLW H J LI WKHUH DUH W issued) or the number of bedrooms in the Rental Unit.

:LWKLQ WKH 4UVW VHYHQ GD\ V RI VLJQLQJ RXW WKH NH\ V IRU D QHZ WHQD PXVW EH FRPSOHWHG E\ WKH WHQDQWV DQG UHWXUQH G WR &RPPXQLW\ +R record of the condition of the unit at move-in and is used for comparison at the move-out inspection.

1HZ WHQDQWV VKRXOG QRWH DQ\ GH4FLHQFLHV IRXQG LQ WKH XQLW -I W H J URRI OHDNV GRRUV QRW ORFNLQJ RU VHFUXLQJ SURSHUO\ HWF & immediately in addition to recording the information on the unit condition report.

6HH -QFRPLQJ -QVSHFWLRQ

-Q WKH FDVH RI VXE WHQDQFLHV QR 4QDO LQVSHFWLRQ LV FRQGXFWHG E RI WKLW VSHFL4F DJUHHPHQW UHTXLUH WKDW WKH WHQDQW LV UHVSQRVLE RFFXSLHG E\ WKH VXE WHQDQW -I VXE WHQDQWV KDYH FRQFHUQV DERXW WKH\ VKRXOG FRQWDFW WKH WHQDQW ZLWK ZKRP WKH\ PDGH WKH VXE WH condition of the unit at the time of the agreement, both tenants and sub-tenant are responsible for OHDYLQJ WKH XQLW LQ D FRQGLWLRQ VXLWDEOH IRU LPPHGLDWH RFFXSDQ personal contents removed.

-W LV LPSRUWDQW WR FKHFN \RXU OHDVH IRU WKH WHQDQW V UHVSQRVLE SDUWLFXOD SURFXO LQ WHQDQWV LQ WKH 8QLYHUVLW\ 'LVWULFW DUH UHVSQRVLE .LQJVWRQ FRQWUDFW IRU WKH HQWLUH OHDVH WHUP ZKLFK ZLOO LQFOXGH for these services must be completed prior to moving in. 3URRI RI WKLW DUUDQJHPHQW PXVW EH SURYLGHG WR &RPPXQLW\ +RXVLQJ QR ODWHU WKDQ SP \$SULO WK 7HQ PDLQWDLQLQJ WKHVH VHUYLHV LQ JRRG VWDQGLQJ GXULQJ WKH HQWLUH 1R H[WUD DSSOLDQFHV H J VSDFH KHDWHU DLU FRQGLWLRQH UHH]HU XQLW ZLWKRXW WKH ZULWWHQ SHUPLVVLRQ RI WKH ODQGORUG

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0RYH RXW WLPH LV SP 1221 RQ WKH ODVW GD\ RI WKH WHQDQF\ 7HQDQWV DUH UHVSQRVLEOH IRU OHDYLQJ WKHLU XQLW 4W IRU LPPHGLDWH XQGDPDJHG DQG ZLWK DOO SHUVRQDO FRQWHQWV UHPRYHG

0RYH RXW LQIRUPDWLRQ LV SURYLGHG WR WHQDQWV ZHOO LQ DGYDQFH R DYDLODEOH RQ WKH &RPPXQLW\ +RXVLQJ ZHEVLWH 3OHDVH IDPLOLDUL]H 7HQDQWV DUH VWURQJO\ HQFRXUDJHG WR PDLQWDLQ D UHJXODU FOHDQL ZLOO HQVXUH WKDW WKH XQLW LV LQ JRRG FRQGLWLRQ DQG ZLOO IDFLOL IURP FOHDQLQJ RU GDPDJHV ZLOO EH DWULEXWHG WR WKH RXWJRLQJ W WKH UDQJH IRU PRYH RXW FOHDQLQJ ZKHQ WKHUH KDV QRW EHH FOHDQLQJ WKURXJKRXW WKH OHDVH SHULRG DQG DW OHDVH HQG &RPPX DFWLRQ DJDLQVW DQ\ WHQDQW ZKR OHDYHV DQ RXWVWDQGLQJ GHEW -Q UHJXODWLRQV PDUNV DQG WUDQVFULSWV ZLOO EH KHOG XQWLO VXFK GH WKDW DOO H[SHQVHV DVVRFLDWHG ZLWK FROOHFWLQJ RXWVWDQGLQJ DFF 7KLV ZRXOG LQFOXGH ODZ\HU V IHHV

<RXU XQLW PXVW EH YDFDQW DQG NH\ V UHWXUQH G WR &RPPXQLW\ +RXVLQ QR ODWHU WKDQ 1221 RQ WKH ODVW GD\ RI \RXU WHQDQF\ -Q WKH HYHQW QRQ R]FH KRUV NH\ V PXVW EH ODEHOHG DQG GURSSHG WKURXJK WKH P 2]FH IURQW GRRU 8QLYHUVLW\ WHQDQWV LQ WHQDQWV YDFDQW E\ 1221 RQ WKH OD WHQDQF\ KROGRYHU FKDUJHV ZLOO IROORZ 6XFK FKDUJHV PD\ LQFOXGH

SOXV IRU HDFK KRXU ODWH UHQW IRU HDFK GD\ KROGLQJ RYHU DQC WKH ODQGORUG DV D UHVXOW RI \RXU ODWH PRYH -Q DGGLWLRQ NH\ V QF LQ D ORFN FKDJH DQG DQ LQYRLFH WR WKH RXWJRLQJ WHQDQWV IRU WKH FKDUJH SHU NH\ 5HPHEHU NH\ V PXVW EH UHWXUQHG DV D IXOO SDFNDJH XQLW UHWXUQHG WRJHWKHU WR &RPPXQLW\ +RXVLQJ Community 8QLYHUVLW +RXVLQJ LV UHVSQRVLEOH WR VLJQ WKH NH\ V RXW WR WKH QHZ WHQDQWV

-Q WKH FDVH RI VXE-letting is required as part of the approval process for VXEOWH KRZHYHU QR 4QDO LQVSHFWLRQ LV FRQGXFWHG E\ &RPPXQLW\ + occupancy. The terms of the sublet agreement require that the tenant is responsible for the condition RI WKH XQLW ZKHQ RFFXSLHG E\ WKH VXE WHQDQW -I VXE WHQDQWV KDY XQLW DW PRYH LQ WKH\ VKRXOG FRQWDFW WKH WHQDQWV ZLWK ZKRP WKH Regardless of the condition of the unit at the time of the sublet agreement, both tenant and sub-tenant are responsible for leaving the unit in a condition suitable for immediate occupancy, clean, undamaged DQG ZLWK DOO SHUVRQDO FRQWHQWV UHPRYHG

0RYLQJ (DUPH'DVH QRWLI\ &RPPXQLW\ +RXVLQJ DW or email community.housing@queensu.ca .

18-6\$1&(3\$57< %</\$:

KWWSV ZZZ FLW\RINLQJVWRQ FD FLW\ KDOO E\ODZV QXLVDQFH SDUW\ E\ODZ 7KH 1XLVDQFH 3DUW\ %\ODZ SURYLGHV SROLFH DQG %\ODZ (QIRUFHPHQW Z E\ODZ WR DGGUHVV WKH QHJDWLYH LPSDFWV RQ QHLJKERXUKRRGV RI EHHK social gatherings.

7KH 1XLVDQFH 3DUW\ %\ODZ LV OLPLWHG WR DGGUHVVLQJ EHKDYLRXU VSH SDUWLHV UDWKHU WKDQ D FDWFK DOO E\ODZ DWWHPSWLQJ WR FXUWDLO WKH DXWKRULW\ SURYLGHG XQGHU D QXLVDQFH SDUW\ E\ODZ DQ 2UGHU F VRFLDO JDWKHULQJV WR FHDVH DQG WR GLVSHUVH SHRSOH QRW UHVLGLQ is occurring.

%\ODZV RI WKLV QDWXUH KDYH EHHQ HQDFWHG E\ VHYHUDO 2QWDULR PXQ H[LVWLQJ E\ODZV DQG FKDUJHV XQGHU WKH &ULPLQDO &RGH 7KH UHJXOD FUHDWH D GXW\ XSRQ WKRVH KRVWLQJ D VRFLDO HYHQW RU SDUW\ WR FR HQIRUFHPHQW SHUVRQQHO D PHFKDQLVP WR FRQWURO DQG GLVSHUVH SHF SXEOLF QXLVDQFH 1XLVDQFH SDUW\ E\ODZV FDQ WKHUHIRUH SURYLGH DG WKRVH DYDLODEOH XQGHU H[LVWLQJ E\ODZV DQG VWDWXWHV

%\ODZV RI WKLV QDWXUH KDYH EHHQ HQDFWHG E\ VHYHUDO 2QWDULR PXQ H[LVWLQJ E\ODZV DQG FKDUJHV XQGHU WKH &ULPLQDO &RGH 7KH UHJXOD FUHDWH D GXW\ XSRQ WKRVH KRVWLQJ D VRFLDO HYHQW RU SDUW\ WR FR HQIRUFHPHQW SHUVRQQHO D PHFKDQLVP WR FRQWURO DQG GLVSHUVH SHF SXEOLF QXLVDQFH 1XLVDQFH SDUW\ E\ODZV FDQ WKHUHIRUH SURYLGH DG WKRVH DYDLODEOH XQGHU H[LVWLQJ E\ODZV DQG VWDWXWHV

\$ QXLVDQFH SDUW\ LV D JDWKHULQJ RI SHRSOH ZKHUH DQ\ RI WKH IROOR z 3XEOLF LQWR[LFDWLRQ z 'DPDJH WR SXEOLF RU SULYDWH SURSHUW\ z 2EVWUXFWLRQ RI SHGHVWULDQ RU YHKLFXODU WUDJF

D Schedule A

z ([FHVVLYH VRXQGV

z 8QDXWKRULJHG EXUQLQJ RU GLVSOD\ RI 4UHZRUNV

3DUNLQJ SULYLOHJHV DSSO\ RQO\ WR WKH SHUVRQ LVVXHG WKH WHQDQW
WKH DSSURSULDWH WHQDQW GHVLJQDWHG SDUNLQJ DUHDV IRU WKLV SURS
7HQDQWV ZLOO QHHG WR SURYLGH &RPPXQLW\ +RXVLQJ ZLWK SURRI RI YH
D SDUHQW ZLWK WKH VDPH ODVW QDPSO\ QHUFHQW HHSODWHHQXPZHWK &R
+RXVLQJ PXVW GLVSOD\ D YDOLG SDUNLQJ SHUPLW KDQJ WBDUNLQJ YHKL
privileges apply only to the person issued the parking permit hang tag. Where this privilege is granted,
LW LV QRW WUDQVIHUDEOH WR DQRWKHU YHKLFOH SHUVRQ RU SURSHUW\
7HQDQW GHVLJQDWHG SDUNLQJ ORWV DQG GULYHZD\V DUH PRQLWRUHG ZH

D Schedule A

9. 1RWZLWKVWDQGLQJ WKH IRUHJRLQJ LI DQ\ SHW KDV EHHQ NHSW LQ WK NQRZOHGJH RI WKH ODQGORUG DW WKH HQG RI WKH WHUP RI WHQDQF\ FOHDQ XS FRVWV LQFOXGLQJ EXW QRW UHVWULFWHG WR WKH FRVWV 72 % (3\$ - ' - 1 (; & + \$ 1 * () 25 . ((3 - 1 * \$ 3 (7

Any pet causing an allergic reaction to another tenant or the landlord must be removed.

1RW WKH .LQJVWRQ +XPDQH 6RFLHW\ ZLOO EH QRWL4HG RI DQ\ DQLPDOV W 4XHHQ V SURSHUW\ RZQHUV LQFXU DQ\ FRVWV

5 (\$ 3 3 / < - 1 *

\$OO WHQDQWV DUH UHTXLUHG WR VLJQ D 4 [HG WHUP OHDVH ZKLFK LQFOXG the tenancy automatically terminates at the end of the lease period.

-Q RUGHU WR EH R • HUHG D OHDVH LQ IXWXUH SHULRGV WHQDQWV ZKR DU FXUUHQW WHQDQW UH DSSOLFDWLRQ SHULRG)DFWRUV VXFK DV EHKDYLR KLVWRU\ DUH DOVR WDNHQ LQWR DFFRXQW 3OHDVH EH PLQGIXO RI WKHVH \RX ZLOO FKRRVH WR OLYH ZLWK -I VXFK QRWL4FDWLRQ LV QRW UHFHLYH DOORFDWHG WR QHZ WHQDQWV

\$Q\ UHQW LQFUHDVH LQ VXEVHTXHQW OHDVH SHULRGV ZLOO EH GHSHQGHC KRXVHKROG PHPEHUV ZKR VLJQ D OHDVH IRU WKH VXEVHTXHQW SHULRG : E\ WKH GHGOLQH DQG PRUH WKDQ RI WKH 25 - * - 1 \$ / KRXVHKROG LV YDF DFNQRZOHGJH DQG DJUHH WKDW LI D QHZ OHDVH LV R • HUHG UHQW IRU WK UHQW DV GHWHUPLQH E\ & RPPXQLW\ +RXVLQJ VHH H [DPSON EHORZ

/HDVH 3HUVRQ	/HDVH 3HUVRQ	/HDVH 3HUVRQ	DVH ZKLF
3HUVRQ \$	A reapplied	A did not reapply	3URSHUW
3HUVRQ %	B reapplied	B did not reapply	DO EH RXV
3HUVRQ &	C reapplied	C reapplied	QWV ZKR D HUHG DQG
3HUVRQ '	' GLG QRW UHDSO\		WDNHQ LQ RVH WR O
	(QHZ SHUVRQ DSSO\	LH DSSOLHG	OORFDWH
This group constitutes the 2ULJLQDO +RXVHKROG	/HVW WKDQ RI WKH *UHDWHU WKDQ RIXW HTXH 2ULJLQDO +RXVHKROG <H DU YDFDWLQJ	*UHDWHU WKDQ RIXW HTXH 2ULJLQDO +RXVHKROG <H DU YDFDWLQJ R • HUHG WR <H DU DW & RPPXQLW rent. This group forms a QHZ RULJLQDO KRXVHKROG	LOO EH G WKH 25 - * QHZ DO & RPPXQLW

5 () (5 (1 & (6

-W LV FRPPRQ SUDFWLFH IRU ODQGORUGV WR UHTXHVW UHIHUHQFH IURP WR XVH & RPPXQLW\ +RXVLQJ DV D UHIHUHQFH PXVW VLJQ D ZDLYHU RI FRG UHJDUGLQJ FRQ4GHQWLDOLW\ DSSO\ DQG UHTXLUH ZULWWHQ SHUPLVVLRQ

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\$OO UHTXHVWV GXULQJ EXVLQHVV KRXUV VKRXOG EH VXEPLWWHG YLD WKH
IRXQG RQ WKH &RPPXQLW\ +RXVLQJ ZHEVLWH

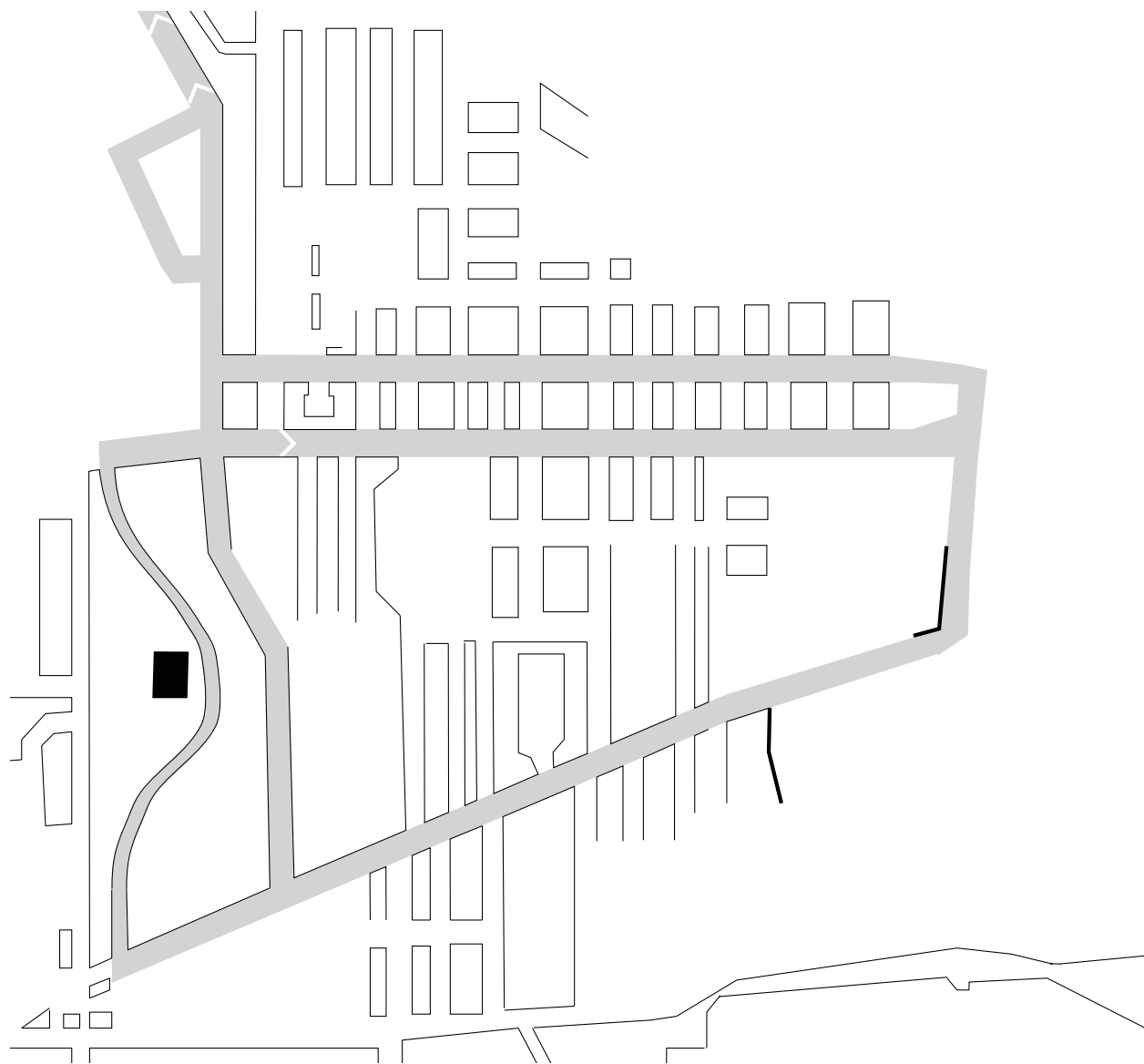
-I \RX DUH H[SHULHQFLQJ RQH RI WKH (0(5*(1&< VLWXDWLRQV OLVWHG EHO
RQOLQH UHTXHVW SOHDVH FDOO DQG IROORZ WKH YRLFH SURPS
YRLFH PDLQWLF FDOO LW LV DQ DIWHU KRXUV OLQH RQO\

(0(5*(1&< 0DLQWHQDQFH -VVXHV

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:HDSRQV LQFOXGLQJ EXW QRW UHVVWULFWHG WR SHOOHW JXQV VKRWJXC
QRW SHUPLWWHG WR EH EURXJKW LQWR RU NHSW LQ WKH UHQWDO XQLWV
E\ VWD• RI WKH 8QLYHUVLV\ WKH ZHDSRQ V PD\ EH VXEMHFW WR LPSRXQ
\$VVRFLDWH 'LUHFWRU &RPPXQLW\ +RXVLQJ DQG ZLOO EH UHOHDVHG WR W





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