



O F F - C A M P U S

H O U S I N G

**RESOURCE
BOOKLET**



St. Lawrence
College

HOUSING@SL.ON.CA

OFF-CAMPUS HOUSING RENTAL CHECKLIST

Location

- ☐ Public transit stop nearby?
- ☐ Is the home within walking distance to campus
- ☐ Proximity to shopping (grocery, pharmacy, bank, restaurant)

Cost

- ☐ Is first and last month's rent required?
- ☐ Are utilities included in rent?
- ☐ Is wifi and cable included in rent?

Safety

- ☐ Does the front door have a deadbolt?
- ☐ Is there a lock on your bedroom door (if shared house)?
- ☐ Are smoke/carbon monoxide detectors working?
- ☐ Is there a fire extinguisher available?

Maintenance

- ☐ Are garbage and recycling containers provided?
- ☐ Is the landlord responsible for outdoor maintenance and snow removal?
- ☐ Does the landlord have a maintenance request system?

Amenities

- ☐ Is laundry available in the unit or building?
- ☐ Is parking available/included?
- ☐ What appliances are included?
- ☐ Are utilities included?

Living Space

- ☐ Are pets allowed?
- ☐ Is any furniture included?
- ☐ Is the space private occupancy or shared?
- ☐ Do I think I will be happy living in this space for a year?

OFF-CAMPUS HOUSING MARKET LEASING PROCESS

Step #1: Confirm Details & Preferences

Listings do not last long, so having the following sorted will help speed up your search:

- Who will your roommates be?
- Your top priorities for your rental
- Written landlord reference letter (or financial explanation letter from Housing Coordinator)
- Proof of income or details on how rent will be paid.

Step #2: Find Properties of Interest

Start your search on property management websites and open listing sites (e.g. Kijiji/FB Marketplace)

Join Off-Campus Housing group on URSLC to additional listings, resources, and roommates forum.

Step #3: Submit Applications

Only submit ONE application per property. If you're applying with roommates include everyone on one application.

Apply to more than one property. Don't wait to hear back from each application. Apply to any properties you're interest in to maximize your odds.

Step #4: Virtual or In-Person Tours

Property management companies/landlords will contact you for a viewing if you are an eligible tenant.

ALWAYS view a property before signing a lease and exchanging money.

Step #5: Confirm the Details

Be prepared to submit any additional documentation the property management company/landlord request (e.g. direct payment form from your bank)

Ask any questions you have about the property so you are clear on what you can expect as a tenant.

Step #6: Sign the Lease

Once everything else is done, it's time to sign the lease. If you have any questions about leases you can reach out to housing@sl.on.ca.

Make sure you keep a copy of the fully signed lease for your own records.

Tri-Campus Housing Links

KINGSTON	CORNWALL	BROCKVILLE
SpacesShared	SpacesShared	SpacesShared
The Canada Homestay Network	The Canada Homestay Network	The Canada Homestay Network
Places4Students	Rent Seeker	Rent Seeker
Rent Cafe	SD&G Landlord Association	Eastern Ontario Property Management Group
Kingston Student Housing Co-Op	Meraki	Realstar
Unity Point	RPM	GK3 Group
Limestone Property Management	A Plus Managment	Sireg Managment
Keystone Properties	Ace Property Managment	Cogir Real Estate
Frontenac Property Management	Realstar	Skyview Living
DMS Property Management	Top Property Managment	
BPE Rentals	Devcore	
Skyline Living	Coleman Capital Inc.	

LANDLORD Q & A

Landlord / Property Manager Contact Information

Name:

Phone:

Email :

Unit Address :

Landlord / Rental Office

- Who do I contact for routine occurrences?
- Who do I contact in case of an emergency?
- What timeframe can I expect a response in? What is the best method of communication?
Tip: Always confirm conversations in writing

Maintenance

- Is any unit maintenance required prior to move-in?
- Is there any projected maintenance or renovations expected in the unit/building this year?
 - If yes, how long will it take? What disturbances should be expected?
- Are there any unique maintenance processes?
- Who does apartment maintenance?
- How is apartment maintenance handled?
- What is the timeframe for minor repair completion?
- Will there be lawn/driveway maintenance?

Household

- Are there any mold / mildew problems in the unit or adjacent units?
- Has this unit ever had bed bugs? If so, how were they treated? How recently?
- Does the unit have any issues with mice, cockroaches, or other pests?
- Are there pests in other units?
- What is the plan to resolve pest issues in future?

Building and Unit Safety

- What measures are in place to ensure tenant safety?
- What is the surrounding neighbourhood like?
- Do all windows and doors lock properly? Is there a peep hole on the unit door?

General Care & Upkeep

- Are the walls in need of patching/repainting?
- Are the light fixtures, nails, window hardware, etc. painted over? Still functional?
- Are any surfaces or storage spaces in disrepair? Still functional?
- Are pre-existing damages documented? *Tip: Take unit photos before move-in and email to landlord as a record*

Heating & Cooling

- What type of heating is used in the building? (e.g. Electric, gas, etc.)
- Is there air conditioning?
- Does the tenant or landlord control the heating/cooling?
- Does the heating/cooling turn off during certain times of year, and if so, when?
Tip: In Ontario, landlords must keep units at 20°C between September and June
- If the unit requires electric heaters or fans to keep temperatures reasonable, will the additional expense be covered by the landlord?

Front Desk

- Is there a front desk in the building?
- What hours are the front desk present?
- What services do they provide?
- Who is on-call 24/7 for the building? How do I contact them in case of an emergency?

Mail

- Where does mail get delivered?
- What is the policy on package deliveries?

Room and Unit

- How many bedrooms does the unit contain?
- What are the specific room dimensions?
- What is the total unit square footage?
- Is there en-suite laundry?
 - If not, is there laundry in the building?
 - How much does it cost?
 - What is the payment method?

Buzzer

- How do I let someone into the building?
- Is there a buzzer? How do I get my number added?
- If it is a house, is there a working doorbell?
- Are there any rules about guests?

Internet & Cable Connections

- What rooms have a wall connection to connect a router?
- Is wifi included or will you need to secure your own?
- Does the building have a preferred service provider?

Pets

- Are pets allowed in the building?
- Is there a weight/size/type restriction? Is there a pet fee? If so, how much is it?

Additional Notes

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Helpful Resources

KINGSTON	CORNWALL	BROCKVILLE
Landlord Tenant Board	Landlord Tenant Board	Landlord Tenant Board
Residential Tenancies Act	Residential Tenancies Act	Residential Tenancies Act
Protect Yourself from Rental Scams	Protect Yourself from Rental Scams	Protect Yourself from Rental Scams
SA Food Pantry	Student Wellness	Student Wellness
Student Wellness	Job Zone (Off-Campus)	Career Services (Off-Campus)
Campus Health Centre	Cornwall Transit	Brockville Transit
Career Services	Cornwall Electric	Hydro One
Kingston Transit	City of Cornwall - Garbage	City of Brockville - Garbage
Kingston Utilities	Cornwall By-Law	Brockville By-Law
Garbage & Recycling	Food Banks	Food Banks
International Student Advisor	Immigration Services	Immigration Services
Legal Aid	Legal Aid	Legal Aid

SLC Hotel Guide

KINGSTON	CORNWALL	BROCKVILLE
Strata Hotel	Century Motel	Hampton Inn
Econolodge	Ramada	Days Inn
Quality Inn	Elect Inn	Comfort Inn
Motel 6	Best Western Hotel	Travelodge
Travelodge Hotel	Hampton Inn	Holiday Inn Express
Holiday Inn	First Canada Inn	Super 8 (car required)
Best Western	Regency Inn & Suites	
Howard Johnson	Comfort Inn	
Comfort Inn	Martin's Inn	
Days Inn		

Please note: SLC has no control over hotel rates, and it is best that students negotiate directly with hotels themselves. SLC does not endorse any hotel, but rather we have attempted to connect students with options for temporary housing. There are other hotels in each community and students are welcome to book at other hotels; these are only suggestions.

Kingston



Krystal O'Farrell

Off-Campus Housing Coordinator



Email: housing@sl.on.ca

URSLC: Off-Campus Housing Group
stlawrencecollege.ca/services/housing



**Scan to book
appointment**

Cornwall & Brockville



Caitlin Mesman

Off-Campus Housing Coordinator
Cornwall/ Brockville Campus



Email: housing@sl.on.ca

613.933.6080 ext. 2189

URSLC - Off-Campus Housing Group



**Scan to book
appointment**

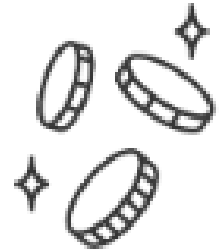
Is this A SCAM?

1

Track your money

What is a safe form of payment?

NEVER pay cash, wire transfer or hard-to trace equivalents such as Moneygram, Bitcoin, or Money Pak. These forms of payment are impossible to track. You CAN use bank cheques or money orders, or e-transfer BUT only when you are certain it is legitimate.



2

Do your research

What are you paying for?

Google the address. Visit your site in person, send a friend, family or realtor if you cannot go yourself. Meet the landlord in person or during a live virtual tour of the home. Genuine landlords will want to do this. Speak with the current tenant if you can.



3

Protect your personal information

What are Landlords allowed to ask for?

Avoid giving your SIN or bank information. If you are new to Canada, housing can provide a letter for guaranteed funds. You can also provide your own credit check using Equifax.



4

Be aware

What are some common tricks used?

Watch out for high-pressure sales such as telling you there is a lot of interest, deals or prices that seem too good to be true or requesting minimal or too much information; landlords usually request a record check or credit check.



5

Get a legal document

What are some legal things I need to know?

Leases protect both you and the landlord from future trouble. It's an agreed set of rules that you both must adhere to. Consider renting from property management companies or Landlords with multiple units/ properties.

