

# Tenant Request Form to Assign or Sublease Rental Unit

To be used only when ALL current tenants are vacating the rental unit  
Community Housing



## TENANT ACKNOWLEDGEMENT

I/We the undersigned have read, understand and agree:

- to abide by the terms/process/procedures related to this request as provided on the Community Housing Website at <http://community.housing.queensu.ca/university-owned-rentals/assignments-sub-leases/>
- that all currently registered tenants/occupants will be vacating the rental unit if an assignment/subtenancy is approved and created.
- that the information reported on this form is true and complete and there is no one other than the authorized Tenant(s) and Registered Occupant(s) currently living in the Rental Unit
- that submission of this form does not constitute permission to conduct a subtenancy or assignment
- that a \$25 charge will apply for each additional inspection that is required to achieve a passing inspection of my unit
- that once a sublet/assignment agreement has been approved by Community Housing we must thoroughly clean the unit prior to our sublet/assignee's moving in.

## CURRENT TENANT(S) INFORMATION (Provide for ALL registered Tenants - please print) for Unit Address: \_\_\_\_\_

<b>1</b>	Legal Last Name/Family Name	All Legal Given Names in Full	Queen's Student #	Cell Phone #
	@queensu.ca Email Address	Other Email Address	Signature	Date
<b>2</b>	Legal Last Name/Family Name	All Legal Given Names in Full	Queen's Student #	Cell Phone #
	@queensu.ca Email Address	Other Email Address	Signature	Date
<b>3</b>	Legal Last Name/Family Name	All Legal Given Names in Full	Queen's Student #	Cell Phone #
	@queensu.ca Email Address	Other Email Address	Signature	Date
<b>4</b>	Legal Last Name/Family Name	All Legal Given Names in Full	Queen's Student #	Cell Phone #
	@queensu.ca Email Address	Other Email Address	Signature	Date

I/We are requesting approval to (\*remember, all tenants/occupants must be vacating the unit for an assignment or sublet):

- Assign the unit (choose if the applicant will be residing in the unit to the end of the lease.
- Sublease the unit (choose if any tenant named above will be returning to the apartment before the end of the lease.

## REQUESTED START DATE & RENT INFORMATION (please print)

Proposed Assignment/Sub Lease start date	End Date ( <b>subleases only</b> ; no later than end of current lease)	Rent amount ( <b>for subleases only</b> )
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Do you have a specific student who is interested in assigning/subletting the unit already? (please attach their application(s) if yes):

- Yes, please find their application attached
- No. I/We wish to advertise. I/We give permission to Community Housing to include my/our contact information on the listing ad.

OFFICE USE ONLY			
Date Received	Received By	Date of last inspection	Inspection Required? <input type="radio"/> Yes <input type="radio"/> No
Scheduled Inspection Date	Inspection Result <input type="radio"/> Pass <input type="radio"/> Fail	Tenant Notified of Inspection Results Date/Method	
Inspection Pass Date (if follow up required)	Approved? <input type="radio"/> Yes <input type="radio"/> No	Approval Date	Approved By
Approval Comments			
Emailed Approval To Tenant <input type="radio"/> Yes <input type="radio"/> No	Date of Email	Agreement Signing Appointment Date/Time	Staff Assigned to Agreement Appointment
Floor Rating & Year	Cupboards	Paint	Other
Yardi Updated: Y / N	Key Status Form Updated: Y / N	Tracking Spreadsheet Updated: Y / N	Other