

NOTIFICATION FOR REMOVAL OF RENTAL UNIT MEMBERSHIP FROM THE QUEEN'S UNIVERSITY LANDLORD CONTRACT PROGRAM



Community Housing
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This form is to be used to notify Queen's University of a rental unit being removed from membership in the Queen's University Landlord Contract Program.

Notification **MUST** be received a minimum of 90 days prior to the effective removal date.

I acknowledge and understand that by removing this rental unit from the Landlord Contract Program that **this unit MUST remain out of the program for 1 (one) full year from the date of removal.** I understand that by removing this unit from the program that it directly impacts the inspection holiday.

Tenants will be notified that the N11 no longer applies, where applicable.

You will need consent of the tenants to effectively bring the unit back onto the program should you wish to do so.

SECTION 1 - OWNER / RENTAL UNIT INFORMATION - to be completed by landlord/property manager

Owner Information (please print)

First Name	Last Name	Email	Phone #	Cell Phone #
Mailing Address			City / Province	Postal Code

Property Manager Information if applicable (please print)

First Name	Last Name	Email	Phone #	Cell Phone #
Mailing Address			City / Province	Postal Code

Unit Information

Unit/Apartment #	Street #	Street Name	City	Postal Code
Current Tenant LEASE Start Date		Current Tenant LEASE End Date	Date Current Lease Signed	Date N11 was signed
N11 signed at time of lease?		Current Tenant Staying or Leaving	Existing LANDLORD CONTRACT Start Date	Existing LANDLORD CONTRACT End Date

Reason for Removal:

Effective Date

Landlord/Owner/Property Manager Signature	Date
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PROTECTION OF PRIVACY: Community Housing is committed to protecting the privacy of the personal information you provide. Personal information you provide is only used for the stated purpose and will only be released in accordance with the Freedom of Information and Protection of Privacy Act. Information collected from this form will be used to administer the Queen's Landlord Contract Program, for uses consistent with that purpose and for rental market analysis by Queen's University. Direct questions expressly related to the collection and use of this information to the Office of the Executive Director, Housing and Ancillary Services, Queen's University.

Office Use Only
 Received: ___/___/___ Received by: _____ Update END Date LCP Spreadsheet: ___/___/___
 DD MM YYYY MM DD YYYY
 Change contract dates on Listing Service: ___/___/___; Update Contract Property Summary posted to web: ___/___/___
 MM DD YYYY MM DD YYYY