

# Assignment and Sublet Process

All leases for Queen's owned rental units are rented on fixed terms with defined end dates. Occasionally, there may be situations where a student who is in a current lease needs or wants to leave Kingston or the rental unit (e.g. for work study, research assignment, graduation, etc.).

**Under the RTA, the University is exempt from the clause(s) that require a landlord to permit a sub-tenancy or assignment,** however it is the practice of Community Housing to permit sub-tenancy and assignment when tenants follow the required process. Permission to assign or sublet must be granted by Community Housing BEFORE anyone other than the named tenants and occupants live in the unit. Tenants should not advertise or guarantee any option to renew the lease for the unit. No requests to assign or sublet a unit will be granted for only the last month of the lease term.

## Assignment

- The tenant wishes to leave the unit and not return before the end of the lease term
- The person taking over the lease (assignee) must qualify as a tenant, ie be a registered Queen's student in good standing with the University
- The assignee assumes full responsibility for all lease terms and conditions for the balance of the lease term
- The full amount of the rent will be paid to Community Housing by the assignee for the balance of the lease period
- To be offered the opportunity to sign a new lease in the unit for the next lease term, the assignee must be residing in the unit for at least six months prior to the end of the lease term. Rent may be moved to market rent for the new lease period

## Sublet

- All tenants and occupants are going to vacate the unit for a period of time and return to the unit before the end of the lease term
- The subtenant must be a registered Queen's student in good standing with the University
- The full amount of rent will continue to be paid to Community Housing by the tenant. The subtenant will pay rent to the tenant
- Subtenants do not have any reapplication rights for the unit

## Process

This process can take 6-10 business days provided all requirements are met.

- The tenant must complete and submit a Tenant Request to Assign or Sublease form to the Community Housing office. An application from the potential assignee/subtenant may be submitted at this time.
1. Upon receipt of the application an inspection of the unit may be scheduled. This is usually within 5 to 10 business days of the submission of the application however will be no more than 60 days prior to the start date of the sublet/assignment. The inspection will review the unit for any damages and cleanliness of the unit. The unit must meet the inspection requirements to pass. If the unit does not meet inspection requirements the tenant will receive instructions of what must be done in order to pass the inspection. Once the issues have been addressed the tenant can request another inspection. **There is a fee of \$25 for any follow-up inspections.** This amount must be paid before the inspection will be scheduled.
  2. Once an application from a potential assignee/subtenant has been received it will be reviewed for eligibility.
  3. The agreement for either assignment or sublet will be produced by the Community Housing office. Signature from all parties are required.
  4. The transfer of keys is the responsibility of the tenant.

**Please note:** Community Housing **does not clean the unit** before an assignee or subtenant moves in. Tenants/sub-tenants currently residing in a Community Housing unit will not be approved as applicants for sub-tenancy or assignment for the same lease period in another Community Housing unit.

[Request to Assign or Sublet form](#) – This form is to be completed by the tenant(s) who want to assign or sublet a Community Housing unit they currently live in.