

FIXTURE INSTALLATION REQUEST

Queen's University – Community Housing
 169 University Ave., Kingston, ON K7L 3N6
 Community.housing@queensu.ca



Community Housing recognizes that tenants may desire the use of fixtures not provided by the Landlord. The installation of these fixtures must be done in a manner that does not cause future damage. All additional fixtures are installed at the tenants' risk. **Fixtures and any installation hardware must be provided by the tenant and meet UPC standards or be CSA approved or ULC approved.** Maintenance of the fixture(s) is the responsibility of the tenant(s).

Check all fixtures you are requesting to be installed.	Quantity	Approved?
Bidet (please provide make model of fixture)		
Shower Head (please provide make and model)		
Water Filter (please provide make and model)		

The Tenant(s) acknowledges and agrees to the following:

1. Submission of this form does not constitute permission;
2. **No fixtures** other than those provided by Queen's Community Housing **are to be brought into and used in the Unit without prior written approval from Queen's Community Housing** and payment of additional non-refundable charges (if applicable);
3. **Installation of additional fixtures MUST be completed by Queen's Community Housing staff;**
4. The Tenant(s) is responsible for the maintenance and cleaning of the additional fixture(s). Queen's Community Housing staff will service only Queen's Community Housing supplied fixtures;
5. If approval is granted for a fixture, additional fees, including any increases, will continue to be charged, where applicable, until the fixture(s) is removed from the unit. Removal of the fixture(s) **MUST** be completed by Queen's Community Housing maintenance staff;
6. The Tenant(s) **IF NOT** returning in this unit, will schedule the removal of all approved additional fixtures from the unit/ property a minimum of 2 weeks prior to the end of the lease term. Removal of the fixture(s) **MUST** be completed by Queen's Community Housing maintenance staff;
7. **Damages or service calls related to the use of additional fixture(s) will be billed back to the Tenant(s);**
8. **Queen's Community Housing reserves the right to require removal of any previously approved additional fixture at its sole discretion;**
9. **The undersigned acknowledges that they are making this request on behalf of all tenants in the unit.**

UNIT ADDRESS	EMAIL ADDRESS
Tenant Name (please print)	
Tenant Signature	Date

OFFICE USE ONLY			
Date Received	Received By	Approved?	Approval Date
Approval Comments			
Date Tenant Notified of Approval	Maintenance Request #	Amount to be Invoiced (if applicable)	YARDI Updated?