

CURRENT TENANT RENTAL APPLICATION - An Clachan (This is NOT a lease)

To be used by Current Tenants/Assignees Only

Queen's University – Community Housing, 169 University Ave, Kingston, ON, K7L 3N6 community.housing@queensu.ca, fax 613.533.2196



-Use this form to apply for a new lease to begin at the end of your current lease term. For information about other lease terms contact Community Housing office

-Only one application is to be filled out for your family/group. **Information for all intended occupants must be included.**

-Please fill in the form and then print the document to be signed and dated. Completed forms can be mailed, faxed (613.533.2196) or scanned and emailed (community.housing@queensu.ca) to Community Housing.

-Approved applicants will be sent an offer and lease at their Queen's email account; please be sure to check it regularly as signed leases must be returned by the deadline indicated in the lease offer email in order to secure your unit. There have been issues with non @queensu.ca accounts (e.g. hotmail, gmail) so if you have forwarded your queensu.ca account please consider removing forwarding.

CURRENT APARTMENT # (if applying for a transfer, please attach a completed transfer request form)

APPLICANT(S) (16 years of age and older) WHO WILL BE LIVING IN THE UNIT (please print)

Title	Legal Last Name/Family Name	All Legal Given Names in Full	Preferred Name (e.g. Jim)	Date of Birth (MM/DD/YYYY)	Queen's Student #
Current Address (including Apt#, Street #, Street name)		City	Country	Province	Postal Code
@queensu.ca Email Address		Other Email Address	Home Phone #	Cell Phone #	
Queen's Status (e.g. Grad Student, Faculty, Staff, etc)		Expected Graduation/Completion Date	Signature		Date

Title	Legal Last Name/Family Name	All Legal Given Names in Full	Preferred Name (e.g. Jim)	Date of Birth (MM/DD/YYYY)	Queen's Student #
Home Address (including Apt#, Street #, Street name)		City	Country	Province	Postal Code
@queensu.ca Email Address		Other Email Address	Home Phone #	Cell Phone #	
Queen's Status (e.g. Grad Student, Faculty, Staff, etc)		Expected Graduation/Completion Date	Signature		Date

Title	Legal Last Name/Family Name	All Legal Given Names in Full	Preferred Name (e.g. Jim)	Date of Birth (MM/DD/YYYY)	Queen's Student #
Home Address (including Apt#, Street #, Street name)		City	Country	Province	Postal Code
@queensu.ca Email Address		Other Email Address	Home Phone #	Cell Phone #	
Queen's Status (e.g. Grad Student, Faculty, Staff, etc)		Expected Graduation/Completion Date	Signature		Date

Title	Legal Last Name/Family Name	All Legal Given Names in Full	Preferred Name (e.g. Jim)	Date of Birth (MM/DD/YYYY)	Queen's Student #
Home Address (including Apt#, Street #, Street name)		City	Country	Province	Postal Code
@queensu.ca Email Address		Other Email Address	Home Phone #	Cell Phone #	
Queen's Status (e.g. Grad Student, Faculty, Staff, etc)		Expected Graduation/Completion Date	Signature		Date

CHILDREN (under 16 years of age) WHO WILL BE LIVING WITH THE APPLICANT (please print)

Salutation (e.g. Mr., Mrs., Ms., Miss)	Legal Last Name/Family Name	All Legal Given Names in Full	Date of Birth (MM/DD/YYYY)
Salutation (e.g. Mr., Mrs., Ms., Miss)	Legal Last Name/Family Name	All Legal Given Names in Full	Date of Birth (MM/DD/YYYY)
Salutation (e.g. Mr., Mrs., Ms., Miss)	Legal Last Name/Family Name	All Legal Given Names in Full	Date of Birth (MM/DD/YYYY)

APPLICANT(S) DECLARATION & AUTHORIZATION

In making this Application, I/We declare that the information reported on this form is true and complete. I/We give permission to Queen's Community Housing to verify my/our student status. I/We understand that if offered a unit based on false or incomplete information, the offer may be rescinded. I/We understand that application does not guarantee I/we will get a unit. I/We also authorize Queen's University, upon the termination of my/our tenancy, to release tenancy history and relevant credit information upon oral or written request from prospective landlords.

PROTECTION OF PRIVACY: The personal information requested on this form is collected and protected under the authority of the *Royal Charter of 1841*, as amended. It will be used to determine and verify your eligibility for rental accommodation and for uses consistent with that purpose. If your application is accepted, this personal information will be used to operate and administer the services provided by Community Housing and for uses consistent with that purpose. 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
Date Received: ____/____/____ Date Entered in Yard: ____/____/____ Initials: _____ Unit Offered: _____
MM DD YYYY MM DD YYYY
rev 2021-02-02