

Temporary occupant registration and contract with the resident: 2023-2024 *

(Room Sublet)

Resident and temporary occupant agreement.

To sublet a room, the resident must submit a sublet request and upload this document dully completed in their Housing Portal.

The resident must vacate the room during the sublet period and must hand in the access card and/or keys to Housing Service (hereinafter referred to as HS) for retrieval by the temporary occupant. Resident and Temporary occupants cannot both have access to the room simultaneously and residents' access will be deactivated / keys returned prior to the temporary occupant taking over. *

Without further notice, the temporary occupant agrees to vacate the premises, to leave them well cleaned and to hand in the access card and keys to HS at the end of the sublet period. The access card and keys are considered lost if they are not returned in time. *

During the sublet period, the resident remains fully responsible for the payment of residence fees and for the state of repair and cleanliness of the premises.

The temporary occupant confirms to have received and read the terms of the Residence Agreement, Code of Conduct, and Disciplinary Procedure for 2023-2024 and read the rules of room occupation in residence, agrees to abide by them and accepts the applicable sanctions if the rules are broken.

If damage is caused by the temporary occupant's conduct or negligence, or that of the temporary occupants guests, during the sublet period, the temporary occupant agrees to assume full responsibility and pay the resident for such damage.

This agreement is void if the resident has not obtained prior permission from the University of Ottawa (HS). All residents in the unit must be notified of the arrival of the temporary occupant by signing the present form or by any other form of notification acceptable to the HS. HS reserves the right to request proof of additional notification by the Resident. Signatures of both the resident and temporary occupant are required. A completed and signed copy of this agreement must be returned to HS.

* Substantial charges apply whenever the access card or keys are lost.

INITIALS :

INFORMATION

EMAIL : residence@uOttawa.ca
 INTERNET : www.uOttawa.ca/campus-life/housing
 TELEPHONE : 613-562-5621

FORM

Housing Service (HS)

90 University Private, Room 145, Ottawa ON Canada K1N 1H3
 Tel. 613-562-5621



Temporary occupant registration and contract with the resident: 2023-2024 *

(SUMMER SUBLET PERIOD STARTS NO EARLIER THAN SATURDAY APRIL 27, 2024 AND ENDS NO LATER THAN FRIDAY AUGUST 23, 2024.)

As a temporary occupant: You do not rent the room from the University of Ottawa but occupy it temporarily under a "resident-occupant" agreement and with the permission from HS. You authorize the University of Ottawa to verify your credit card and financial history. **If you have not duly registered, you cannot have your door opened in case of a lock-out, and you could even be expelled from residence.** You agree to abide by all residence life rules.

As a resident: You are responsible to submit a copy of this form to HS. During the sublet period, you do not have access to the building, unit or the room unless authorized by the occupant. You are not allowed to duplicate the access card or the keys.

Our residences are smoke-free and each unit is open to all genders.

IDENTIFICATION OF THE TEMPORARY OCCUPANT (Person who will be replacing the regular resident)			
SPECIFY MR. MRS. MS. MISS		SURNAME GIVEN NAMES	
DATE OF BIRTH	YEAR MONTH DAY	LANGUAGE OF CORRESPONDENCE	FRENCH ENGLISH
1 PERMANENT HOME ADDRESS		2 PERSON TO CONTACT FOR EMERGENCIES	
NUMBER AND STREET		SURNAME GIVEN NAMES	
CITY		NUMBER AND STREET CITY	
PROVINCE COUNTRY		PROVINCE COUNTRY	
POSTAL CODE AREA CODE AND TELEPHONE NUMBER		POSTAL CODE AREA CODE AND TELEPHONE NUMBER	
TEXT MESSAGE - CELL NUMBER		EMAIL	
EMAIL		WHAT IS THIS PERSON'S RELATIONSHIP WITH YOU (YOUR FATHER, YOUR SPOUSE, YOUR FRIEND, ETC.)?	
PERMANENT ADDRESS VALID FROM		TO	
YEAR MONTH DAY		YEAR MONTH DAY	
AS A TEMPORARY OCCUPANT, YOU MUST BE A STUDENT REGISTERED AT A POST SECONDARY INSTITUTION.			
ARE YOU A UNIVERSITY OF OTTAWA STUDENT?			(Specify)
YES	STUDENT NO. (U.O.)	NO	OTHER POSTSECONDARY INSTITUTION
			STUDENT NO. AT THAT INSTITUTION
UNDERGRADUATE STUDIES	GRADUATE STUDIES	ARE YOU REGISTERED IN A CO-OP PROGRAM?	YES NO

RESIDENT IDENTIFICATION				
SPECIFY MR. MRS. MS. MISS		SURNAME GIVEN NAMES		STUDENT NUMBER
1 PERMANENT HOME ADDRESS		2 PERSON TO CONTACT FOR EMERGENCIES		
45 MANN OU ANNEXE OU HYMAN SOLOWAY		NUMBER AND STREET APT.		
UNIT NUMBER		CITY		
ROOM NUMBER		PROVINCE		
AREA CODE & TELEPHONE NUMBER		POSTAL CODE AREA CODE & TELEPHONE NUMBER		
EMAIL		EMAIL		
		MAILING ADDRESS VALID FROM		
		YEAR MONTH DAY TO YEAR MONTH DAY		
SUBLET DETAILS				
NO EXCEPTION: SUMMER SUBLET PERIOD STARTS NO EARLIER THAN SATURDAY APRIL 27, 2024, AND ENDS NO LATER THAN FRIDAY AUGUST 23, 2024.				
SUBLET PERIOD	FROM	TO	OCCUPATION FEES \$	PER WEEK PER MONTH DEPOSIT \$ (TO ENSURE THE RESERVATION)
	YEAR MONTH DAY	YEAR MONTH DAY		
PERSONAL ITEMS LEFT BEHIND BY THE RESIDENT				
ROOM				
LIVING AND DINING ROOM				
KITCHEN				

SIGNATURES OF RESIDENTS			
As the resident being replaced, you must notify all residents responsible for the unit, either by signing this form or by demonstrating written notification to HS (i.e. residents holding a Resident Agreement).			
RESIDENT LIVING IN ROOM A	DATE	RESIDENT LIVING IN ROOM B	DATE
RESIDENT LIVING IN ROOM C	DATE	RESIDENT LIVING IN ROOM D	DATE
RESIDENT LIVING IN ROOM E	DATE		
With the University's permission, the resident authorizes the temporary occupant to use the assigned room for the entire sublet period, provided he or she pays the agreed-upon monthly charges to the resident. The refundable deposit may be kept by the resident beyond the sublet period only to compensate for the costs incurred by the temporary occupant's conduct or actions or that of his or her guests. The temporary occupant and the resident agree that all clauses on the back of this form are binding terms and conditions.			
DATE	SIGNATURE (REPLACED RESIDENT)	DATE	SIGNATURE (TEMPORARY OCCUPANT)

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