

Temporary occupant registration and contract with the resident: 2024-2025 *

(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 can move in. *

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 2024-2025 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 by 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.

I have read and understand the above information.

SIGNATURE

DATE

Housing Service (HS)

90 University Private, Room 145, Ottawa ON Canada K1N 1H3
Tel. 613-562-5885
residence@uOttawa.ca | www.uOttawa.ca/campus-life/housing



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(SUMMER SUBLET PERIOD STARTS NO EARLIER THAN 12 PM ON SUNDAY APRIL 27, 2025 AND ENDS NO LATER THAN AUGUST 22, 2025 AT 9 A.M.)

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 dully completed in your Housing portal. 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	LANGUAGE OF CORRESPONDENCE	FRENCH ENGLISH	
YEAR MONTH DAY		YEAR MONTH DAY	
1 PERMANENT HOME ADDRESS		2 PERSON TO CONTACT FOR EMERGENCIES	
NUMBER AND STREET		SURNAME	
CITY		GIVEN NAMES	
PROVINCE		NUMBER AND STREET	
COUNTRY		CITY	
POSTAL CODE		PROVINCE	
AREA CODE AND TELEPHONE NUMBER		COUNTRY	
TEXT MESSAGE - CELL NUMBER		POSTAL CODE	
EMAIL		AREA CODE AND TELEPHONE NUMBER	
PERMANENT ADDRESS VALID FROM		EMAIL	
YEAR MONTH DAY		WHAT IS THIS PERSON'S RELATIONSHIP WITH YOU (YOUR FATHER, YOUR SPOUSE, YOUR FRIEND, ETC.)?	
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 <input type="checkbox"/> STUDENT NO. (U.O.)		NO <input type="checkbox"/> OTHER POSTSECONDARY INSTITUTION	
STUDENT NO. AT THAT INSTITUTION		STUDENT NO. AT THAT INSTITUTION	
UNDERGRADUATE STUDIES		ARE YOU REGISTERED IN A CO-OP PROGRAM?	
GRADUATE STUDIES		YES NO	

RESIDENT IDENTIFICATION			
SPECIFY MR. MRS. MS. MISS	SURNAME	GIVEN NAMES	
			STUDENT NUMBER
YEAR MONTH DAY		YEAR MONTH DAY	
1 PERMANENT HOME ADDRESS		2 PERSON TO CONTACT FOR EMERGENCIES	
45 MANN OU ANNEXE OU HYMAN SOLOWAY		NUMBER AND STREET	
UNIT NUMBER		APT.	
ROOM NUMBER		CITY	
AREA CODE & TELEPHONE NUMBER		PROVINCE	
EMAIL		AREA CODE & TELEPHONE NUMBER	
MAILING ADDRESS VALID FROM		POSTAL CODE	
YEAR MONTH DAY		YEAR MONTH DAY	
SUBLET DETAILS			
NO EXCEPTION: SUMMER SUBLET PERIOD STARTS NO EARLIER THAN 12 PM ON SUNDAY APRIL 27, 2025, AND ENDS NO LATER THAN FRIDAY AUGUST 22, 2025 AT 9 AM.			
SUBLET PERIOD FROM		OCCUPATION FEES \$	
YEAR MONTH DAY		PER WEEK PER MONTH DEPOSIT \$ (TO ENSURE THE RESERVATION)	
TO		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	RESIDENT LIVING IN ROOM B	RESIDENT LIVING IN ROOM C	RESIDENT LIVING IN ROOM D
DATE	DATE	DATE	DATE
RESIDENT LIVING IN ROOM E	RESIDENT LIVING IN ROOM F	RESIDENT LIVING IN ROOM G	RESIDENT LIVING IN ROOM H
DATE	DATE	DATE	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 front and back of this form are binding terms and conditions.			
DATE	SIGNATURE (REPLACED RESIDENT)	DATE	SIGNATURE (TEMPORARY OCCUPANT)

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