

TEMPORARY OCCUPANT REGISTRATION AND CONTRACT WITH THE RESIDENT*
(ROOM SUBLET)

AGREEMENT: RESIDENT / TEMPORARY OCCUPANT

The resident must submit a sublet request and upload in the Housing Portal a duly completed registration form.

The resident must vacate the room during the sublet period and must hand in the access card and the keys to Housing Services (hereinafter referred to as HS) for retrieval by the temporary occupant. The access card and keys are considered lost if they are not available in time for the replacement. *

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 that he or she has received 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 his/her guests, during the sublet period, the 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). This agreement must be signed by all residents of the unit. A completed copy of this agreement must be returned to HS.

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

INFORMATION

EMAIL : residence@uOttawa.ca
INTERNET : www.uOttawa.ca/housing
TELEPHONE : 613-562-5621
FAX : 613-562-5109

FORM

TEMPORARY OCCUPANT REGISTRATION AND CONTRACT WITH THE RESIDENT *
 (SUMMER SUBLET PERIOD STARTS NO EARLIER THAN APRIL 30, 2022 AND ENDS NO LATER THAN AUGUST 26, 2022.)

As an 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 unit or the room unless authorized by the occupant. You are not allowed to duplicate the access card or the keys.

Residences are smoke-free and all units are coed (male / female).

IDENTIFICATION OF THE TEMPORARY OCCUPANT (Person who will be replacing the regular resident)										
SPECIFY MR. MRS. MS. MISS	SURNAME	GIVEN NAMES								
DATE OF BIRTH	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">YEAR</td> <td style="width:25%;">MONTH</td> <td style="width:25%;">DAY</td> </tr> </table>	YEAR	MONTH	DAY	LANGUAGE OF CORRESPONDENCE	FRENCH ENGLISH				
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								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">YEAR</td> <td style="width:25%;">MONTH</td> <td style="width:25%;">DAY</td> <td style="width:25%;">TO</td> <td style="width:25%;">YEAR</td> <td style="width:25%;">MONTH</td> <td style="width:25%;">DAY</td> </tr> </table>		YEAR	MONTH	DAY	TO	YEAR	MONTH	DAY	WHAT IS THIS PERSON'S RELATIONSHIP WITH YOU (YOUR FATHER, YOUR SPOUSE, YOUR FRIEND, ETC.)?	
YEAR	MONTH	DAY	TO	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								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">YEAR</td> <td style="width:25%;">MONTH</td> <td style="width:25%;">DAY</td> </tr> </table>		YEAR	MONTH	DAY	STUDENT NO. AT THAT INSTITUTION					
YEAR	MONTH	DAY								
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							
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		POSTAL CODE								
MAILING ADDRESS VALID FROM		AREA CODE & TELEPHONE NUMBER								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">YEAR</td> <td style="width:25%;">MONTH</td> <td style="width:25%;">DAY</td> <td style="width:25%;">TO</td> <td style="width:25%;">YEAR</td> <td style="width:25%;">MONTH</td> <td style="width:25%;">DAY</td> </tr> </table>		YEAR	MONTH	DAY	TO	YEAR	MONTH	DAY	EMAIL	
YEAR	MONTH	DAY	TO	YEAR	MONTH	DAY				
SUBLET DETAILS										
NO EXCEPTION: SUMMER SUBLET PERIOD STARTS NO EARLIER THAN APRIL 30, 2022 AND ENDS NO LATER THAN AUGUST 26, 2022.										
SUBLET PERIOD	FROM	TO	OCCUPATION FEES \$ PER WEEK PER MONTH DEPOSIT \$ (TO ENSURE THE RESERVATION)							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">YEAR</td> <td style="width:25%;">MONTH</td> <td style="width:25%;">DAY</td> <td style="width:25%;">YEAR</td> <td style="width:25%;">MONTH</td> <td style="width:25%;">DAY</td> </tr> </table>		YEAR	MONTH	DAY	YEAR	MONTH	DAY			
YEAR	MONTH	DAY	YEAR	MONTH	DAY					
ITEMS										
ROOM										
LIVING AND DINING ROOM										
KITCHEN										

SIGNATURES OF RESIDENTS			
As the resident being replaced, you must obtain the signature of all residents living in the unit (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		
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 occupant and the resident agree that all clauses on the back of this form are binding terms and condition.			
DATE	SIGNATURE (REPLACED RESIDENT)	DATE	SIGNATURE (TEMPORARY OCCUPANT)