



uOttawa

Service du logement et des congrès
Housing and Conventions Service

MEETING CONFIRMATION FORM

Assignment/Replacement in Residence



The Meeting Confirmation form is required in all cases of room assignment where residents share a unit or room. In the case of a proposed replacement, this form serves as confirmation that the residents have met the replacement but does not confirm termination of the residence agreement.

NEW RESIDENT (REPLACEMENT)

_____	_____	_____
Surname, Given name(s)	Student Number	Telephone
_____	Moving Date	_____
E-Mail		

PERSON BEING REPLACED (IF APPLICABLE)

_____	_____	_____
Surname, Given name (s)	Residence/ Unit/Room Number	Telephone
_____	Date	_____
Signature		

To the new resident (replacement):

Please meet with the individuals who will be living in the unit or room with you and ensure that they complete the following section to avoid delays in the assignment process.

CO-RESIDENTS' Signatures

I confirm having met the proposed candidate who may be assigned in my unit. I understand that the University may, when appropriate, proceed with the assignment in the absence of my signature.

_____	_____	_____	_____
Resident	Telephone	Signature	Date
_____	_____	_____	_____
Resident	Telephone	Signature	Date
_____	_____	_____	_____
Resident	Telephone	Signature	Date
_____	_____	_____	_____
Resident	Telephone	Signature	Date

Comments: _____

Please return this form to Housing and Conventions Service at the following address:

100, rue Thomas-More (308), Ottawa, ONTARIO K1N 6N5