

YORK APARTMENTS

APPLICATION TO RE-ASSIGN UNIT TO A SHARER

Upon applying to re-assign a unit to a sharer, all of the following conditions must be met. **Housing and Conference Services reserves the right to decline an application if any are not satisfactorily adhered to.**

- ✓ The Resident must have lived in the unit for at least 2 full Academic Terms.
- ✓ The Sharer must be living in the unit and registered with Housing and Conference Services for a minimum of 4 months.
- ✓ The Resident and Sharer must be in good academic and financial standing.
- ✓ The apartment unit must pass a unit condition inspection conducted by Housing and Conference Services.
- ✓ The Sharer must submit an online housing application.
- ✓ The Sharer, if approved, will take over the apartment 'as is' and assume full responsibility for the contents and condition of the unit.
- ✓ The Sharer, if approved, will sign a new Residential Tenancy Agreement with Housing and Conference Services reflecting the unit's current rental rate as approved by the University Board of Governors.
- ✓ The Resident and Sharer are required to be at the Housing and Conference Services Office on the date of the transfer to sign over the keys (and locker, if applicable) and complete required documents.
- ✓ A unit can only be approved to be transferred 2 times and must be completely vacated by the last registered resident at the end of the residential term.
- ✓ Upon Approval, a \$100 Fee will be assessed on the resident's Student Account.

1. Resident First Name: _____ Last Name: _____

Student ID: _____ Current Address: _____

Phone #: _____ Email: _____

2. Sharer First Name: _____ Last Name: _____

Student ID: _____ Date sharer moved into the apartment: _____

Phone #: _____ Email: _____

We, the undersigned, have read, understood and agreed to the above conditions.

Resident Signature & Date (mm/dd/yy)

Sharer Signature & Date (mm/dd/yy)

For Office Use Only	
Apartment Type:	Resident's Move-in Date:
Previous Transfers:	Date Sharer Registered:
STAC & PES Checked (Resident): <input type="checkbox"/>	STAC & PES Checked (Sharer): <input type="checkbox"/>
Print 2 Leases & Cover Letter: <input type="checkbox"/>	Move-Out Form: <input type="checkbox"/>
	Note LNC in StarRez: <input type="checkbox"/>
Unit Transfer Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	Unit Transfer Date: