



Family Housing Tenancy Transfer Request Form and Guide

Purpose:

A current Family Housing tenant may request to transfer their tenancy to their **spouse** in order to maintain **academic eligibility** for UVic Family Housing.

Each household is permitted **one tenancy transfer** during their tenancy period, subject to **Residence Services' review and approval**.

Important Notes

- All tenancy transfer requests must be **initiated and submitted by the current registered tenant**.
- Approval is **not automatic**. Residence Services reserves the right to limit or deny any request.
- To be eligible for a tenancy transfer, the student and their family must have:
 - Demonstrated adherence to the Family Housing Agreement
 - Up-to-date rent payments
 - A record of appropriate community conduct

1. Transfer of Tenancy – Terms and Conditions

1. The **Current Tenant** agrees to transfer all rights and obligations under the existing tenancy to the **New Tenant** (spouse).
2. Once approved and processed by Residence Services, **all future correspondence** will be directed to the **New Tenant**.
3. The **New Tenant** agrees to accept the tenancy under the **Family Housing Agreement**, and must sign a physical copy to finalize the transfer.
4. The **maximum tenancy period is seven (7) years total per family**. The seventh year requires an extension request form and is subject to approval.
5. **Rent** is due on the **first (1st) of each month**. Upon transfer approval, all future rent payments must be made under the **New Tenant's student number (V#)**.
6. The **security deposit** held by the University will automatically transfer to the New Tenant.
7. The **existing inventory and condition report** will carry over to the New Tenant.

2. Parties

Current Registered Tenant (Outgoing Tenant)

Name: _____

Student Number (V#): _____

Phone: _____

Email: _____

Requested New Tenant (Incoming Tenant)

Name: _____

Student Number (V#): _____

Phone: _____

Email: _____

3. Unit Information

Unit Number: _____

4. Requested Date of Tenancy Transfer

Proposed Effective Date: _____

Note: The requested date is subject to departmental review and approval. If approved, the transfer will take effect on the date determined by Residence Services.

Upon submission, a confirmation email will be sent to the Current Registered Tenant.

Submission Instructions

Please submit your completed and signed form by email to: resfh@uvic.ca and include the new tenant in it.

Signatures

Current Registered Tenant:

Signature: _____

Date: _____

Requested New Tenant:

Signature: _____

Date: _____

Office Use Only – Residence Services

Received by: _____

Date Received: _____

Approved by: _____

Approval Date: _____

Effective Transfer Date: _____