



## 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**.

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### 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

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### 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.
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## 2. Parties

### Current Registered Tenant (Outgoing Tenant)

Name: \_\_\_\_\_

Student Number (V#): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Requested New Tenant (Incoming Tenant)

Name: \_\_\_\_\_

Student Number (V#): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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## 3. Unit Information

Unit Number: \_\_\_\_\_

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## 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.

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## Submission Instructions

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

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## Signatures

### Current Registered Tenant:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Requested New Tenant:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Office Use Only – Residence Services

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Approved by: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Effective Transfer Date: \_\_\_\_\_