

Woodsworth Housing Co-operative

Sub-occupancy Request

This form is to be filled in and signed by the Woodsworth members and by sub-occupants (for credit check) If approved by the Board, the sub-occupancy agreement (Occupancy Bylaw, Schedule C) must be completed. The member is legally responsible for housing charges if the sub-occupant does not pay them. Households receiving rent subsidy cannot sublet their units. (Housing Charge Subsidy Bylaw).

Woodsworth members:

Member(s) names: _____

Woodsworth address: _____

Phone number: _____

Email address: _____

Why are you applying for a sublet?

Duration of requested sublet: _____

Start date: _____ End date: _____

When are the members leaving the unit:

Start date: _____ End date: _____

*Our Occupancy bylaw allows sublets of no more than three (3) months. In unusual circumstances the board of directors can allow a longer term but not longer than twelve months. See also * Principal Residence.*

Unusual circumstances request: please explain why you are requesting a sublet of more than three months

Contact information during the sublet:

Address: _____

Phone number: _____

Email address: _____

Emergency contact: _____

Have you sublet your unit in the past? If yes, when and for how long? _____

About the sub-occupants:

Sub-occupants do not gain any rights to residency in the unit and they and the unit members must sign a sub-occupancy agreement for the approved duration of the sub-occupancy with Management.

Have they ever lived in Woodsworth before? ☐ Yes ☐ No

Relationship of sub-occupants to the members: _____

Number of adults: _____ Number of children under 16: _____

Names of adults: _____

Please print _____

Home address(es): _____

Phone number(s): _____

Email address(es): _____

I agree to a credit check by Woodsworth Housing Co-operative Inc. ☐ Yes ☐ No

Signatures: _____

Signatures of Woodsworth members:

Member _____

Member _____

Member _____

Member _____

** Principal residence: A member may not be absent from the co-op unit for more than ten (10) consecutive months without Board approval. Board motion required.*

MANAGEMENT REPORT - Was the credit check completed satisfactorily (all applicants except for children under 16)? ☐ Yes ☐ No