

APPENDIX "C"

SUMMARY OCCUPANCY REPORT

Employee Name: _____

Employee #: _____ Paylist #: _____

Ministry: _____

Division: _____

Branch: _____

Civic Address: _____

City: _____

Description of Residential Accommodation: _____

Possession Date: _____

Commencement Date of Agreement: _____

Termination Date of Agreement: _____

Name of all Occupants:

SSBC Building Occupancy Charges (BOCs): _____

Rationale for each accommodation being provided to employees: _____

The Rent Paid By the Employee: _____

The Market Rent: _____

Security deposit; amount & date paid: _____

Pet Deposit; amount & date paid: _____

Date of the Move-in Inspection Report for the Premises: _____

Completed By: _____ Date: _____