



**PGME Housing Application for Short Term Mandatory Rotation**

I have read the University of Saskatchewan PGME Housing Guidelines and agree to the requirements as outlined in this document. Please note that housing will not be arranged if this box is not checked.

**Deadline to submit application to PGME office:**

Residents who do not submit the application by the deadline will need to secure their own housing and apply for reimbursement.

<b>Resident First &amp; Last Name</b>	
<b>Program/PGY Year</b>	
<b>Home Training Site</b>	
<b>Phone Number</b>	
<b>UofS Email</b>	
<b>Vehicle Make &amp; Model (for parking)</b>	
<b>Arrival Date*</b> *PGME office will only pay for the day prior to the start date of the rotation or the arrival day (1 <sup>st</sup> day of rotation)	
<b>Departure Date*</b> *Residents are expected to check out on the last day of their rotation	
<b>Children:</b> If your children are accompanying you, please list the number of children and their ages	

**Damage/Damage Deposits**

Residents are responsible for paying all damage deposits, if required, at rental properties arranged by the College of Medicine or partner organizations, or rental properties booked directly by the resident. Residents, or their guests, who incur damage or additional cleaning charges during their stay at these rental properties must reimburse the landlord directly for these costs.

**Check-in instructions**

Landlords typically contact residents approximately one week prior to the arrival date to provide location details and check-in instructions.

**Changes to arrival dates / Changes to departure dates**

- **Change to arrival date:** Residents are responsible for contacting the landlord and the PGME office no later than 14 days prior to their arrival date with any changes to their arrival date. Residents are responsible for any additional costs incurred if they do not provide notice of changes to their arrival date. The only exception is a delayed arrival due to illness or an unanticipated personal situation.
- **Change to departure date:** Residents are responsible for contacting the landlord and the PGME office about changes to their departure date at least 14 days prior to departure. Requests to extend the departure date may not be possible if the suite has been reserved for another tenant.