



REQUEST FOR RENTAL AGREEMENT REVIEW AND APPROVAL
(for use when UBC is renting space off campus from a third party)

UBC Treasury reviews lease, license and tenancy agreements from a business perspective and offers advice on the consequences of the University signing the agreement. If necessary, Treasury may seek legal advice from the University Counsel's office. Treasury will coordinate the signing of agreements by the appropriate University signing officers. Treasury is not in a position to know whether or not this agreement is in the best interests of the University operationally. Each operational unit is responsible for reviewing the agreement from an operational and policy perspective and must complete this form confirming that it has done so. Further information can be found at: [link](#).

To be completed by the Head of Unit submitting the Agreement:

Contract Title:

Estimated Value of Contract:

- My Unit has reviewed the agreement and found terms and conditions are acceptable and that it is in accordance with all applicable UBC policies, including but not limited to no conflict of interest under UBC Policy SC3 - COI Policy ([link](#)).
- I recommend that the agreement be executed by the University's signing officers.
- I understand that the Unit is responsible for meeting the obligations outlined in the agreement.
- My Unit has set aside the funds required to meet the financial obligations of this agreement.
- The context of the agreement is as follows:

Dean or Head of Unit (signature)

Finance Director (signature)

Dean or Head of Unit (name)

Finance Director (name)

Date

Date

