

Application for sublease

The application for sublease has to be submitted to the Housing Office **at least five workdays** before the move-in date. The Housing Office staff gives approval on the application. **You will be notified in a separate letter.**

Sublease from: _____ **to:** _____

Residence hall: _____ **Room No.:** _____

Main tenant		Subtenant	
Sex:	<input type="checkbox"/> male <input type="checkbox"/> female	Sex:	<input type="checkbox"/> male <input type="checkbox"/> female
Last name:		Last name:	
First name:		First name:	
Email:		Email:	
Matr. No.:		Matr. No.:	
Monthly rent acc. to rental agreement:		Home address:	
Reason of absence:		Date of birth:	
Written verification needs to be submitted		Enclose enrollment certificate!	

Applications without official documentation and without signature will not be approved. The subtenant cannot lay claim to the room/apartment after the sublease has ended. Only the janitor may inspect and approve of the room and hand over the keys before and after a subtenancy.

I acknowledge that I, the main tenant, am responsible for the behaviour of the subtenant as stated in the rental agreement and I accept the sublease regulations.	I hereby accept the sublease regulations written on the back of this application.
Signature main tenant:	Signature subtenant:

The following parties approve the application:

Signature: _____ Date: _____

Floor representative/
fellow residents: _____

Hall representative: _____

Allocation committee: _____

Network committee: _____

Janitor: _____

Approval given by: Housing Office
Signature, Date

Sublease regulations

1. Every main tenant who rents a room for more than three months can sublet his/her room on request for a **maximum period of three months**. The whole period of sublease must be permitted in advance. No extension can be granted afterwards.
2. In **exceptional cases** subleases of more than three months (six months maximum) are possible **only** on the basis **of university-related stays abroad and mandatory internships during studies**. Verifying documentation for either case must be enclosed with the application.
3. A sublease during the notice period and at the end of the tenancy is not possible.
4. All students enrolled in a state university can live in a residence hall as subtenant, if their stay in Aachen is related to their studies. Documents attesting the aforementioned are required.
5. Applications for sublease have to be submitted to the housing office five days before the requested sublease start date. The main tenant has to hand over the keys to the janitor. The only person to give the key to the subtenant is the janitor.
6. Between two subleases there has to be a period of three months for the main tenant as well as the subtenant.
7. The subtenant must be introduced to the janitor, the hall representative, the allocation committee and the floor representative/roommate. All parties mentioned are permitted to raise objections.
8. Everything mentioned in the tenancy agreement is also valid for subtenants.
9. A main tenant who allows somebody to live in his/her apartment without having applied for a sublease, receives one warning; should it happen again, the Studierendewerk can terminate the rental agreement.
10. The main tenant is obligated to follow the rules of the “Bundsmeldegesetz” (German national registration law, valid since January 11, 2015). The main tenant is also obligated to issue the necessary “**Wohnungsgeberbestätigungen**” (**lessor agreements**) to the subtenant. In an event of default the city of Aachen may impose a maximum fine of 1,000 €.
11. We recommend that the main tenant draws up a contract with the subtenant that contains and clarifies the rights and duties of both contracting parties.
12. It must be noted that the **main tenant** is responsible for **punctual rent payment** throughout the sublease. Furthermore, **the main tenant is responsible for the condition of his/her rented room.**
13. **If, for some reason, the rental agreement is terminated during the permitted period of sublease, the sublease will automatically end as well.**