

Application for sublease

The application for sublease needs to be submitted **at least 14 calendar days** before the sublease is meant to begin! You will receive a **separate E-Mail** once your application has been reviewed.

Sublease from: _____ (date) **until:** _____ (date)
(*max. of three months – in exceptional cases, a max. of six months, please check the regulations for sublease*)

Dormitory: _____ **Room-No.:** _____

Main tenant		Subtenant	
Gender:	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> diverse	Gender:	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> diverse
Last name:		Last name:	
First name:		First name:	
E-Mail address:		E-Mail address:	
Matr.-No.:		Nationality:	
Monthly rent acc. to contract:		Current address:	
Reason for absence:		Date of birth:	
<i>PRN certificates will need to attached to the application!</i>		<i>Student certificates and PRN certificates will need to attached to the application!</i>	
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 <u>sublease regulations</u> .		I hereby accept the <u>sublease regulations</u> attached to this application and accept and agree to the general terms of lease (incl. house rules).	
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 guidelines – *based on the official sublease regulations*

Summary of the preamble:

It is **prohibited** to sublet the rooms without the **written approval** of the landlord (Student Housing Office). Please note that subletting without written approval by the landlord can lead to a warning and instant dismissal. Following such an instant dismissal, the main tenant will then need to pay for any occurring damages.

This is why it is highly recommended that the main tenant read the following pages carefully, and to pay attention to the principles, requirements and duties in order to avoid an unwanted termination of the rental agreement.

1. Requirements/Certificates for a sublease:

a)

In order to receive a written approval for a sublease, the **main tenant** needs to fulfill certain requirements and provide certificates:

- First and last name, current address and current course of studies, as well as providing a student certificate for the potential subtenant, as well as their confirmation of wanting to undertake the sublease.
- The **landlord confirmation form (Wohnungsgeberbestätigung)** for the subtenant needs to be issued and signed by the main tenant (please refer to the homepage of Stadt Aachen/Jülich).
- All students who are matriculated at a state university can apply for a subtenancy at the dormitories as long as they are in Aachen/Jülich regarding their studies. Proof of this needs to be provided along with the application.
- The concrete time frame of the potential sublease is to be stated by the main tenant and to be based on explanations and certificates.
For any subleases lasting more than three months, proof of a term abroad or an internship which is related to the course of studies needs to be submitted by the main tenant. This proof/certificated needs to include the time frame (dates) of the absence.
- By signing the application for sublease, the subtenant bindingly agrees to the terms and conditions (incl. House rules).

b)

- The application for sublease needs to be submitted **at least 14 calendar days** prior to the beginning of the sublease, any applications handed in too late will not be processed by the Housing Office.

2. Principles of subleasing:

a)

The main tenant needs to have lived in their room for **at least three months**, before applying to sublet their room.

b)

The Student Housing Office will only accept a sublease for a maximum of **three months**, unless the main tenant can provide proof of a term abroad or an internship which is related to the course of studies. In such a case, there may be an option for a maximum time frame of **six months**.

Applying for a sublease in order to save on rental payments towards the end of the lease is not a sufficient reason for the Student Housing Office to approve the application.

c)

There need to be at least three months in between the subleases (for the main tenant).

d)

The Student Housing Office will check any application for sublease as long as **all necessary documents** have been provided. The Housing Office can approve up to three subleases for the duration of the main tenant's rental agreement.

e)

It is not possible for a previous main tenant to apply for a sublease.

f)

The **main tenant** is and **remains responsible** for the monthly rental payment as well as the condition of the living space. So, any damage caused by the subtenant will be carried over to the main tenant. The main tenant is liable for any culpable violation of duty.

g)

The main tenant is responsible for paying the monthly rent to the Student Housing Office. The main tenant cannot ask for a higher amount of rental payment from the subtenant than is defined in their own rental agreement. A breach of this regulation against acquisition of gain results in the immediate termination of the sublease and the eviction of the subtenant.

h)

The Student Housing Office recommends the main tenant to draft a contract between them and the subtenant, which includes the duties and rights of both contracting parties.