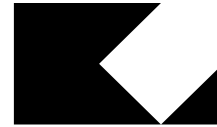




Policy for Subletting

The accommodation units in the Studierendewerk's halls of residence are publicly funded and must strictly fulfil their specific purpose. For this reason, the regulations set out in the [Policy for Allocating Accommodation](#), in particular with regard to who is entitled to live in our halls, likewise apply to subletting.

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| 1. Conditions | |
| 1.1 For the Subtenant | The subtenant must fulfil the application requirements in accordance with our Policy for Allocating Accommodation . Their maximum tenancy duration must not be fully used up yet. The latest certificate of enrolment must be submitted along with the application (form online). |
| 1.2 For the Main Tenant | The application for subletting is to be either submitted by email (email address of the administrative office in charge) or handed in personally with the administrative office in charge at the latest one week before the subletting begins. In general, subletting during the semester is only possible for reasons related to students' studies, for instance, Erasmus, internship or similar. Applications must include documents confirming this. In the case of shared flats, attention should be paid to obtaining a matching allocation (subtenant and applicant same sex). |
| 2. Duration of Subletting | |
| | Subletting is limited to a maximum of two semesters for the entire duration of the tenancy and is counted as part of the main tenant's tenancy duration. Servicepaket students may sublet their accommodation unit for a maximum of two months. In the case of a simultaneously existing tenancy agreement (when moving into the hall of residence or before moving out of it), subletting is permitted for a maximum period of three months (term of notice). |
| 3. Wohnungsgeberbestätigung | |
| | The main tenant must independently hand out a "Wohnungsgeberbestätigung" to the subtenant, which they will require for registering with the residents' registration office in charge. |
| 4. House Rules | |
| | The subtenant must observe the House Rules. If any of the rules are violated, the permission to sublet can be withdrawn from the main tenant. |
| 5. Rent | |
| | The monthly rent charged for subletting must not exceed the total rent (basic rent plus utilities). |
| 6. Postal Deliveries | |
| | The main tenant must inform their subtenant that post can only be delivered using a c/o address. |
| 7. Liability | |
| | For the entire duration of the subletting, the main tenant is liable towards the Studierendewerk for any damage caused by the subtenant. |



**Studierendenwerk
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Accommodation

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| 8. | Termination |
| | Any violation of the conditions set out in Items 1. to 5. will have consequences for the tenancy agreement (official warning or termination without notice for the main tenant). |
| 9. | Effective Date |
| | This policy takes effect on 1 September 2024. The policy dated 10 January 2020 shall become invalid at the same time. sgd Alexander Uehlein Head of Department |