

## Application for subtenancy

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

**Subtenancy from:** \_\_\_\_\_ **to:** \_\_\_\_\_

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.:	
Residence hall:		Field of studies:	
Room No.:		Semester:	
Monthly rent acc. to rental agreement:		Home address:	
Reason of absence:		Date of birth:	
<b>Written proves have to be submitted</b>		<b>Enclose enrollment certificate!</b>	

**Applications without proves and without signature will not be approved. We point out that the subtenant cannot lay claim on the room/apartment after the subtenancy has ended. Only the janitor may inspect and approve of the room and take over the keys.**

I know the subtenant stated above in person. 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 subtenancy regulations.	I hereby accept the subtenancy regulations written on the back of this application.
Signature:	Signature:

### Approval is accepted by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Floor representative/  
fellow resident: \_\_\_\_\_

Hall representative: \_\_\_\_\_

Janitor: \_\_\_\_\_

Allocation committee: \_\_\_\_\_

Network committee: \_\_\_\_\_

**Approval given by:**  
Housing Office

Signature, Date

## Subtenancy regulations

1. Every main tenant who rents a room for more than three months can sublet his/her room on request for a **period of three months maximum**. The whole period of subtenancy must be permitted in advance. No extension can be granted afterwards.
2. All students enrolled in a state university can live in a residence hall, if their occupation in Aachen is **related to their studies**. Proof for this must be delivered.
3. Subtenancy is useful when the tenant already wants to move out during the period of notice or takes a long vacation.
4. For a longer subtenancy, 6 months maximum, the reason of absence (work placement, university-related stay abroad, etc.) has to be certified.
5. Applications for subtenancy have to be submitted to the housing administration 5 days in advance. The main tenant has to hand over the keys to the janitor. There must be a period of at least three months between two subtenancies.
6. Between the end of a subtenancy and the beginning of a new one, the main tenant must live in the room him-/herself for at least three months.
7. The subtenant must be introduced to the janitor and the floor representative. The floor representative or fellow residents can raise objections.
8. § 55 of the rental agreement applies to subtenancy.
9. A main tenant who allows somebody to live in his/her apartment without having applied for subtenancy gets notified once; should it happen again Studierendewerk can terminate the rental agreement.
10. **It must be noted that the main tenant is responsible for punctual rent payment throughout the subtenancy. Furthermore, the main tenant is responsible for the condition of his/her rented room.**

**If, for some reason, the rental agreement is terminated during the permitted period of subtenancy, the subtenancy will automatically end as well.**