KOLLEGIEKONTORET I AARHUS

KOLLEGIEKONTORET
SUBLEASE DOCUMENT

The sublease begins _____ (date) and ends _____ (date)

Sublessor (who is moving out):	**Subtenant (who is moving in):**
_____ (name) **Address:**_____ _____ (cf. the lease) **Email:**_____ **Phone number:** _____ **Lease no.:** _____ (cf. the lease "lejemålsnummer")	_____ (name) **Address:**_____ _____ (current address) **Email:** _____ **Phone number:**_____

Contact person for the sublessor during the sublease period (In case of an emergency situation)

Name:_____

Address:_____

Phone no.:_____

Email:_____

Documentation must be enclosed as copies. (Kollegiekontoret does not make copies)
The following documents must be sent together and along with the sublease document to Kollegiekontoret:

- Educational documentation (max one month old) of the subtenant
- Documentation for the sublessor's reason to sublet (For sublessor's doings/ occupation in the sublease period.

The sublease document will **only become valid** if the documentation is enclosed and it has been approved by Kollegiekontoret.
The rent is_____ DKK per month. According to the legislation, it is not allowed to agree on a rent higher than the current rent.

_____ _____

Date Sublessor Date Subtenant

NB. Illegal subletting will lead to termination of the lease.

To be filled in by Kollegiekontoret

Approved on the /

On behalf of Kollegiekontoret

Created:
Deleted:
Educ. verification
Copy to the caretaker

At the website of the hall of residence – in the menu "information folder" you will find the legally valid information concerning your stay at the hall of residence.

Please notice the following conditions:

1. It is up to the sublessor (the contract holder) to find a subtenant. This right has been provided as the sublessor is liable for damages and payment of rent during the sublet period. Thus, a relationship of trust between the sublessor and subtenant must exist. We recommend the sublessor to enter into a lease with the subtenant.
2. Tenants are allowed to sublet their accommodation for up to two years. In order for the contract holder to be allowed to sublet his/her accommodation it is a condition that he/she is: going on an exchange stay, entering an internship or on a sick leave. If the tenant wishes to sublet for other reasons, permission must be applied for through RIU.
3. The sublet period can start max 14 days before the start of the exchange stay, internship etc. and must end at the latest 14 days after the end of the exchange stay, internship etc.
4. The subtenant must be enrolled in an education during the entire period of sublease. Educational documentation (max one month old) must be attached.
5. If you wish to sublet, a copy of a sabbatical leave certificate, exchange agreement or internship agreement must be sent to Kollegiekontoret prior to the beginning of the sublet period.
6. The sublease document must be approved by Kollegiekontoret without exception and signed by both contract holder and subtenant.
7. When the sublease document has been approved, charge of rent will only be sent to the subtenant if the contract holder cancels payment service agreements regarding payment of rent. The contract holder will be notified by Kollegiekontoret if the subtenant does not pay rent on time. NOTE: Don't forget to cancel housing benefits if you currently receive that.
8. Approval of the sublease is conditioned to the return to the accommodation of the contract holder by the end of the sublet period.
9. This sublease document must have reached Kollegiekontoret at the latest 14 days before the beginning of the sublet period,

The period of the sublease will apply and cannot be terminated by the sublessor or the subtenant unless otherwise is agreed. If it is agreed that the subtenant may move out before the expiry of the sublease period you must make clear arrangements concerning the payment of rent and you must specify who shall be responsible for finding a new subtenant (if you decide that the subtenant is responsible for finding a new subtenant a written authority must be given).

The sublessor (the holder of the lease) is liable to pay damages to the hall of residence in case of damages to the property of the hall caused by the subtenant. This also includes any breach of the house rules of the hall of residence.

Regarding the settlement of energy (electricity, water and heat). Kollegiekontoret recommends that the sublessor (the contract holder) maintains the customer relation to the supplier during the sublease period. The sublessor and subtenant arrange how to settle the account of the utilites.

The subtenant undertakes the rights and obligations of the holder of the lease in relation to the lease. The subtenant is not eligible for governing bodies of the hall of residence and the subtenant are not entitled to vote at the residents' meetings.

If the **period of sublease starts contemporary** with the **contract holder's start of the lease** the subtenant must bring along and show this sublease document at the begin of the lease. The sublease document counts as an authorisation to get the keys and if necessary participate in the compulsory moving in inspection.

The Rent must be paid on the 1st working day of each month at the latest. If you pay later than that a fee will be added to the next month's rent under existing laws. If you do **not receive a monthly paying-in slip** or if the slip is lost, it is **your responsibility** to make sure that the rent is paid on time. You can pay to reg. no.: 3627 and account no.: 0009130187. Don't forget to state your lease number and name

Bicycles and other belongings
The subtenant must be aware that belongings may not be stored outside the storage room. The sublessor should remove his/hers bicycle in the sublease period because the caretaker may conduct a raid on unused bikes.