



KOLLEGIEKONTORET I AARHUS

NORDHAVNSGADE 1, 1. TH 8000 AARHUS C.

Application for internal moving

I/we hereby apply for internal moving to another accommodation in the hall of residence where I/we live now.

Name: _____

Address: _____

Phone no.: _____

Email: _____

(Please fill in if you are two persons applying together):

Name: _____

Address: _____

Phone: _____

Email: _____

I/we want to move to:

If you have specific wishes please describe them. (E.g. if you only want to move to a specific address or a specific type of accommodation)

Applications for internal moving do not have to be renewed every month like a standard application online. Your application for internal moving will be deleted if you reject or do not reply to offers **three times**.

Term of notice

The undersigned is familiar with the fact that the internal moving does not exempt the tenant from the ordinary term of notice (6 weeks, in accordance with the lease § 2, page 2). Kollegiekontoret will, however, **try** to re-let your accommodation as soon as the offer for internal moving is accepted in writing.

Subletting

If you are subletting your accommodation, you will not receive offers for internal moving in the sublet period.

Deposit

You have to pay a new deposit when you sign a new lease – It is not possible to transfer your deposit to a new lease, because the caretaker's final inspection of your current accommodation will take place at the end of the tenancy, and by that time the deposit for your new accommodation must have been paid. The final settlement of the deposit from your current accommodation will be settled 14 days after the lease has ended.

Aarhus,

Signature

(Signature)