



KOLLEGIEKONTORET I AARHUS

Nordhavns­gade 1, 1. th. 8000 Aarhus C.

KOLLEGIEKONTORET SUBLEASE CONTRACT

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

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

Contact person during the sublease period

Name: _____

Address: _____

Phone no.: _____

Email: _____

Documentation

Following documents must be submitted and sent to Kollegiekontoret with the sublease contract:

- Educational documentation of the subtenant
- Documentation for the sublessor's reason to sublet; that is documentation for his/her doings/occupation in the sublease period.

The sublease contract 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

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.
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 sabbatical leave. If the tenant wishes to sublet for other reasons, permission must be applied for through RIU.
3. The subtenant must be enrolled in an education. He/she is allowed to move in 3 months prior to the beginning of an education if documentation of enrollment exists prior to the beginning of the sublet period.
4. 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.
5. The sublease must be approved by Kollegiekontoret without exception and signed by both contract holder and subtenant.
6. When the sublease 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.
7. Approval of the sublease is conditioned to the return to the accommodation of the contract holder by the end of the sublet period.
8. Enclosure (Appendix 1 or 2) regarding study check will be forwarded the contract holder upon return to the accommodation.
9. Any request for internal move will be suspended during 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.

Individual settling. In case of individual settling of energy be aware of the fact that you have to contact the suppliers of electricity, water and heat and inform them of the name of the subtenant, the sublease period and meter readings. Remember also to inform them when you return to the flat. You have to read the meter because the subtenant has to pay for his/her consumption to the supplier.

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.

Rent is from the 1st in each month and last punctual payment is on the 3rd banking day thereafter. If you pay too late 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 Kollegiekontoret's giro account no. 913 0187. 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 can conduct a raid on unused bikes.