

Instructions for a sub-tenancy agreement

Sub-tenancy Agreements are conducted by the main-tenant. He is responsible for the sub-tenant and is her/his landlord and his/her contact-person.

The sub-tenant has to be a student at a University. A proof has to be enclosed in the sub-contract. Also the main-tenant has to proof that he is a student while he has a sub-tenant.

A sample for a subcontract can be found on our homepage. Please use this contract! The subcontract has to be signed by both parties.

A copy of this sub-contract has to be sent to our office (info@studentenwerk-ev.de). The latest date is two weeks BEFORE the contract starts. A sub-tenancy agreement has to be approved by the administration BEFORE the sub-tenant moves in. If we find someone living in our dorm without our prior approval he/she has to leave the dorm immediately and is not allowed to return to our dorm ever again! The main-tenant of the room will be charged a fee and risks the immediate cancellation of his/her contract.

You will be notified as soon as possible if we can approve the contract. **Please note that we will not accept a subtenant for more than 6 month.** After 6 month the main-tenant has to use the room again for at least 6 month.

If you have a main-contract for only 6 month, you can only sublet your room for 1 month.

The sub-tenant pays the rent to the main-tenant. The Studentenwerk Weiße Rose e.V. will deduct the rent from the account of the main-tenant.

We advise you to demand a deposit of at least 500€ from the sub-tenant as the main-tenant is responsible for damages by the sub-tenant.

The taking over of the key to the room and handing back the key to the room has to be conducted by the main-tenant. We cannot assist you in this.

IF the sub-tenant needs a parking space even though the main-tenant doesn't have one, the main-tenant can demand a parking space via our administration (minimum duration is 6 month).

For the approval of a sub-tenancy agreement we will charge you a fee according to our current scale of fees. We will deduct the fee from the account of the main-tenant.