

## Information for the subtenant about principles of tenancy

- This regulation enables every tenant of the St. Alban Haus (Alban) to sublet his/her room after their moving-out. This is only possible in the months of February/March and August/September.
- Permission to do so is restricted to one subtenant only, who has to apply beforehand. It is further restricted to one month. If no offences against the regulations of the Alban are committed during subtenancy, permission will be extended for another month.
- The rent of the subtenant is not allowed to be higher than the rent of the main tenant. Any additional financial or other burdens for the subtenant concerning the room are not allowed.
- The lease of tenancy has to be arranged between main tenant and subtenant. It is not dependant on the Alban but is only valid with its permission from the administration. The rules for the residents house are part of the tenancy.
- Duties of the main tenant concerning the subtenant are:
  - Preparation and tidying of the room (removal of personal things, laundry, etc.)
  - Personal and comprehensive briefing on rules of the Alban and life on the floors (garbage / kitchen / work sharing). Furthermore the introduction of the subtenant to fellow tenants.
  - In case the main tenant is not locally available he/she has to introduce another person in charge to the main tenant. The person in charge has to be a tenant of the Alban and the floor.
- Even for a short-term contract it is recommended to sign a written formal tenancy-contract. For further security one may agree on a bond.
- Subletting of housing space has to be registered at the registration office of Freiburg.
- The **subtenant** has to be member of a state-approved university, except of applied and active members of Sprachenkolleg, Freiburg Kappler Str.`. A certificate has to be shown before the approval from the Alban is possible.
- The subtenant has to inform him- or herself about the rules of the house, the code of behaviour in general and the one on the floor. He can ask the main tenant or the person in charge.
- Before moving in he/she has to get in touch with the administration of the Alban in the secretary's office (please keep to opening hours). Please bring all forms (application form and passport photograph, passport or ID, confirmation of enrolment).
- **The subtenant has the right to use the room autonomously but only for his own and personal needs.**
- The right of sublease is restricted to the main tenant.
- Shared facilities have to be respected and treated carefully.
- The tenancy between main and subtenant ends with the tenancy of the main tenant and the Alban (31<sup>st</sup> March in winter term or 30<sup>th</sup> August in summer term).
- The room has to be handed over by the subtenant on the last day of the approved tenancy by the subtenant. Please do so until 10 a.m. with all keys. If this day is no working day, the handing over has to be done on a previous working day until 10 a.m. .

- The subtenancy doesn't include the use of technical equipment, especially not the telephone and the Internet-access.
- A subtenancy does not improve the chances in the application procedure for the following term.