

Subletting agreement

You will sign the following conditions in the German-language agreement:

The monthly rent will continue to be collected from the main tenant's bank account by direct debit. The one-off fee due for the conclusion of the sublease agreement in the amount of € 15.00 will also be collected from this account. The sub-tenant must provide a valid certificate of study/internship every semester without being asked to do so.

Subletting is only permissible to students who can provide:

- a valid certificate of enrollment (*Immatrikulationsbescheinigung*) for an institution of higher education in Cologne, or
- a valid certificate of internship (*Praktikumsbescheinigung*) related to their course of studies together with a certificate of enrollment (*Immatrikulationsbescheinigung*) from their home university.

In addition, we require a passport photograph of the sub-tenant.

The hand-over of the room and keys is arranged between the main tenant and sub-tenant.

It is the main tenant's obligation vis-à-vis the lessor (Kölner Studierendenwerk) to ensure that the sub-tenant vacates the apartment in a timely manner when the main rental agreement is terminated or when the period agreed herein has expired. We recommend that the main tenant conclude a corresponding contractual agreement with the sub-tenant. The main tenant is liable vis-à-vis the lessor for any culpable behavior of third parties (sub-tenant, visitor, etc.) pursuant to Article 540 §2 of the German Civil Code, including, for example, damage to the property or not vacating the rented property in due time. The rent charged to the sub-tenant by the main tenant may not exceed the monthly rent that the main tenant pays to Kölner Studierendenwerk. It is the main tenant's obligation to ensure that the sub-tenant complies with the legal obligation to register with the local authorities (*Meldepflicht*) and to issue a landlord's certificate (*Wohnungsgeberbescheinigung*) to the sub-tenant (see download from www.stadt-koeln.de/service/neues-meldegesetz). The period for which the property is sublet does not extend the maximum term of residency of the main tenant. The only exception to this is if the main tenant can provide proof of a longer study-related absence, e.g., for an approved semester abroad.

Information on subletting an apartment

Sub-letting requires prior consent from Kölner Studierendenwerk!

Should Kölner Studierendenwerk not agree to the sublease (illegal sub-lease), the main tenant must expect to receive a written warning or, in a recurring event, termination of the rental agreement. In such an event, the sub-tenant must vacate the property.

Anyone who has been a tenant of Kölner Studierendenwerk before cannot be accepted as a sub-tenant.

The rent charged to the sub-tenant may not exceed the monthly rent that the main tenant pays to Kölner Studierendenwerk. The monthly rent and the one-off fee in the amount of € 15.00 are collected from the main tenant's bank account by direct debit.

It is the main tenant's obligation vis-à-vis Kölner Studierendenwerk to ensure that the sub-tenant vacates the apartment when the main rental agreement is terminated or when the period agreed herein has expired.

We recommend that the main tenant conclude a corresponding contractual agreement with the sub-tenant.

It is the main tenant's obligation to ensure that the sub-tenant complies with the legal obligation to register with the local authorities (*Meldepflicht*) and to issue a landlord's certificate (*Wohnungsgeberbescheinigung*) to the sub-tenant (see annex, or download from www.stadt-koeln.de/service/neues-meldgesetz).

Requirements concerning the main tenant

- The main tenant must have lived at the residence for at least three months.
- The maximum sublease period is three months.

Exception: Should the main tenant be absent for a longer period of time for study-related reasons, e.g., for a semester abroad or an internship, a corresponding written request in no particular form must be made at least six weeks before the beginning of the desired sublease arrangement and proof of the study-related internship or semester abroad must be furnished.

- At least three months must have passed between two subletting arrangements.
- The period for which the property is sublet does not extend the maximum term of residency of the main tenant.

Exception: If the main tenant can provide proof of a longer study-related absence, e.g., for an approved semester abroad.

- It is a requirement that the main tenant's flatmates have given their consent.

Requirements concerning the sub-tenant

- He/she must be enrolled at a university and must provide evidence of a study-related activity in Cologne.
- His/her maximum term of residence in any students' residences' rooms is three subsequent months.

Exception: If the main tenant is absent for a longer period of time for study-related reasons.

- He/she must introduce him-/herself to the administrative assistants and their direct flatmates.

If Kölner Studierendenwerk has agreed to the sublease agreement

- Please fill in the sublease agreement completely and sign it.
- Please attach the sub-tenant's certificate of study or certificate of a study-related activity and a passport photograph of them.