

# Information about subleasing

When you apply to sublease your apartment your application must include the form *Application for sublease* during the semesters (alternatively, *Application for sublease during the summer*) and the Sublease agreement. **Your application must also include all requested certificates. Only complete applications will be processed, and these must be sent to Chalmers Studentbostäder four weeks before the start date of subleasing.** All applications must be submitted in writing. The notice period is four weeks from the date a complete application is received.

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## Subleasing during the summer

From June to August the study requirement does not apply. The period of sublease during these months is not included in the twelve months permitted for subleasing.

Applications must include:

- Completed application form (*Application for sublease during summers*)
- Completed sublease agreement.

## Subleasing during the semesters

From January to May and September to December you need to meet our study requirement.

Applications must include:

- Completed application (*Application for sublease during the semesters*)
- A certificate confirming reason to sublease.
- Certificates showing that both the primary tenant and the subtenant fulfill the study requirement or that the primary tenant has been given exemption from the study requirement.
- Completed sublease agreement.

## Reasons for subleasing during the semesters

- Internship/Exchange or studies elsewhere - in the context of ongoing education
- Trial cohabitation
- Medical reasons
- Military service
- Other noteworthy reason

Certificates must cover the entire sublease period.



## Internship/Exchange or study elsewhere

- in the context of ongoing education

You must provide a certificate showing that the internship/Exchange or study elsewhere is relevant to ongoing education. Attach the following to your application.

1. **Certificate from Chalmers University of Technology or University of Gothenburg**  
The signed certificate from administrators/counselors confirming that internship or studies are relevant to your ongoing education. The certificate needs to be official and must contain start and end date for studies or internship.
2. **The Official transcript /agreement of studies or internship in another location.**  
The certificate needs to be official and must contain start and end date for studies or internship.
3. **Exemption from the study requirement**  
If you will not get any points you need to apply for exemption from the study requirements, even if your studies or internship are relevant to your ongoing education. The exemption application is available on My Pages and needs to be enclosed to your application.

## Trial cohabitation

You are entitled to sublease your apartment if you enter a trial cohabitation relationship. Attach the following to your application.

1. **A copy of the tenancy agreement** with the trial cohabitation relationship. Your name does not have to be on the contract. If the residence is a condominium, we need to see sales documents or an agreement with a housing association. Sensitive information, such as purchase price does not need to be shown.

## Medical reasons

You are entitled to sublease your apartment for medical reasons, for instance, if you require medical treatment in another location. You must submit the following with your application.

1. **Current medical certificate** that corresponds with the timeframe of subleasing.
2. **Application for exemption from the study requirement**  
If you need an exemption from the study requirement due to medical reasons, please fill out an application. The exemption application is available on My Pages and needs to be enclosed to your application.

## Military service

If you are going to serve in the military you are entitled to sublease your apartment. Attach the following to your application.

1. **A certificate from The Swedish Armed Forces** or similar.
2. **Application for exemption from the study requirements** if you will not take any points. The exemption application is available on My Pages and needs to be enclosed to your application.

## Other noteworthy reason

If you have a noteworthy reason for subleasing the apartment. You must submit the following with your application.

1. **A short description** on a separate page.
2. **Certificate** that supports your reasons.

## Certificate of Registration/Letter of acceptance

If the subtenant has not received the letter of acceptance, send a confirmation from antagning.se which shows that the subtenant has applied to studies for the upcoming semester. If you have received the letter of acceptance it has to be enclosed. Make sure your name and social security number is on the documents.

## Student Union membership

Proof of Student Union membership can be a copy of the union card or the receipt of your Student Union membership. We are aware that there are periods when you cannot apply for membership, for example during the summer. Just make sure to send it to us as soon as you have joined the union.

## Sublease agreement

The agreement must be completed in full and signed by both the primary tenant and the subtenant. The application is available on My Pages under Documents & Forms. It should be mailed or handed in to The Customer Service Office at Chalmers Studentbostäder. You have the option of writing your attachments (e.g., furniture list and additional rent for a furnished apartment) but such attachments should **not** be submitted to Chalmers Studentbostäder for approval.

## Sublease period

A primary tenant can sublease the apartment for a period of maximum 12 months during the entire tenancy period. The subleasing can start at the earliest 4 weeks before the date a complete application has been submitted. An end date for the subleasing must be set.

## Period of notice

The termination period between the primary tenant and the subtenant is two calendar months if the sublease period is longer than 9 months.

**If the sublease period is shorter than 9 months** a notice period is not required - the sublease period will automatically terminate on the end date.

**If the sublease period is longer than 9 months** the primary tenant must send a written notice of termination to the subtenant two calendar months in advance. Note that this applies even if there is an end date for the sublease period.

**If the agreement is not terminated**, this implies according to law, that the primary tenant assigns the lease to the subtenant. As the primary tenant does not have the right to assign the lease agreement to another party, he/she, therefore, foregoes the right to lease the apartment and the tenancy agreement will be terminated by Chalmers Studentbostäder.



### **The subleased apartment**

The apartment number refers to the number stated on the tenancy agreement. The official apartment number is stated on the national register at Lantmäteriet. Please note that in some of our buildings the numbers are the same.

**The type of apartment** is stated on your tenancy contract (e.g., one room with a kitchenette or one-bedroom apartment) the area of the apartment is also stated. If your subtenant has access to a separate storage unit mark this box yes on your application. If you are not renting out the storage, you need to deduct the amount from the rent.

### **Rent**

You will find all information about your rent on your payment slip. The amount to write on the agreement consists of basic rent, heating, internet\* and the fee to the Board of Trustees.

If hot water and/or household electricity are separate items on your payment slip, you must indicate that they are charged in addition to rent. Please note that this applies even if you pay a flat rate for these services.

### **\*Exception**

Internet is not included at for example Kapellgången. You need to specify your cost for internet separately next to the amount that is written on the payment slip.

### **Payment of rent**

The primary tenant always pays rent directly to Chalmers Studentbostäder and is the only person who has access to the payment slip on My Pages. The subtenant pays rent to the primary tenant as stated in the agreement.

### **Furniture**

If the apartment is subleased furnished, you need to specify the furniture in a separate list that you keep separately. You can also specify any additional rent relating to furniture - please view [www.hyresgastforeningen.se](http://www.hyresgastforeningen.se) for rules and tips. Furniture lists and any additional rent relating to furniture should **not** be sent to Chalmers Studentbostäder. A norm is that you charge a maximum of 15% of the rent if you rent out the apartment furnished.

### **Home insurance**

Both parties agree to have appropriate home insurance for the apartment. Over and above insurance for personal belongings you must have liability insurance if a major accident should occur.

### **The liability applies as follows for subleasing:**

- The primary tenant is liable to the landlord - Chalmers Studentbostäder.
- The subtenant is liable to his/her landlord - the primary tenant.

### **Subtenant's obligations and responsibilities**

The same rules apply to the subtenant as to the primary tenant. For instance, tenants may not disturb their neighbors and they are obliged to report any faults and damage in the apartment.

### **Security (Deposit)**

The primary tenant can request a deposit from the subtenant. This can be used as security, e.g., in the event of non-payment of rent or damage to the apartment. One or several months' rent can be appropriate as a deposit amount.



## Keys

The number of keys at the subtenant's disposal is specified on the application. The primary tenant is responsible for all keys. Subtenants may not change locks or order extra keys without the prior approval of the primary tenant in person or by proxy.

## Signature

The agreement must be signed by both the primary tenant and the subtenant.

## Chalmers Studentbostäder's approval

The sublease is approved only when both the primary tenant and the subtenant have received the signed approval of Chalmers Studentbostäder. Only then can the subtenant move in. Subleasing without the approval of the landlord is not permitted and it can lead to termination of the tenancy agreement between Chalmers Studentbostäder and the primary tenant.

## My Pages (Does not apply to tenants at Kapellgången)

**Are you a subtenant already in our housing queue?** Then use your login information to access My Pages, where you book the laundry room, etc. You have access to the booking of the laundry room, etc., from the first day of your sublease contract, which is the day you move in. You will not have access to the payment slip, it is only the primary tenant who can access it. You will collect points in our housing queue as usual!

**Are you a subtenant but not in our housing queue?** Then you will get login information by e-mail or by visiting our Customer Service Office. As a subtenant, you will not have access to the payment slip, it is only the primary tenant who does. On My Pages you can book the laundry room and open the front door, etc.

Subtenants must immediately report any faults that arise in apartments via My Pages. My Pages also contains information relating to the apartment and the area and we also regularly publish information and news there. Primary tenants still have access to My Pages during the sublease period.