

## How to complete a sublease application:

Keep in mind that the application must include the forms *Application to Sublease or (alternatively, Simplified sublease agreement) and Sublease agreement*. Your application must also include all requested certificates. Only complete applications will be processed and these must be submitted to Chalmers Studentbostäder **four weeks prior to the date of subleasing at the latest**.

### Simplified sublease application

For the period June to August the study requirement does not apply. The period of sublease during these months is not included in the total of twelve months permitted subleasing. All applications must be submitted in writing. Only complete applications will be processed. Processing time is four weeks from the date a complete application is received.

Applications must include:

- Completed application form (*Simplified sublease application*)
- Completed sublease agreement

### Sublease application

All applications must be in writing. Only complete applications will be processed. Processing time is four weeks from the date a complete application is received.

Applications must include:

- Completed application (*Sublease application*)
- Certificate confirming reason to sublease.
- Certificates showing that both the primary tenant and the subtenant fulfill the study requirement.
- Completed sublease agreement.

### Reasons for subleasing and certificates must be attached:

Certificates must cover the entire sublease period.

- **Internship or study elsewhere – in the context of ongoing education**

Since only students at Chalmers or GU are eligible to lease our apartments, you must provide a certificate showing that internship or study elsewhere is relevant to ongoing education. You must therefore attach the following to your application.

- Certificate from Chalmers University of Technology / University of Gothenburg  
Signed certificate from administrators / counselors confirming that internship or studies are relevant to your ongoing education.
- Official transcript / agreement of studies or internship in another location.

Certificates need to be of an official nature and must contain commencement and end dates for studies / internship.

- Exemption from study requirement application

In our study requirement checks we only have access to credits from Chalmers or GU which are reported each term in Ladok. It may therefore be necessary for you to apply for an exemption from study requirement, in spite of the fact that your studies or internship are relevant to your ongoing education. The exemption application is available with other applications on the Tenants' Portal and must be submitted with your application.

- **Trial cohabitation**

You are entitled to sublease your apartment if you enter into a trial cohabitation relationship. You are still required to fulfill the criteria for study requirements. You must submit the following with your application.

- A copy of the tenancy agreement in relation to 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.

- Current medical certificate that coincides with the timeframe of subleasing.

If you need an exemption from the study requirement due to medical reasons please contact our Enquiry Office for further information.

## **Sublease agreement**

The agreement must be completed in full and signed by the primary tenant and the subtenant. The applicable application on the Tenants' Portal must be submitted to Chalmers Studentbostäder. Primary tenants and subtenants have the option of writing their own attachments (e.g. furniture list and additional rent for furnished apartment) but such attachments should not be submitted to Chalmers Studentbostäder for approval.

## **Sublease period**

The sublease period can be a maximum of twelve months during the entire tenancy period. The commencement date cannot be earlier than four weeks prior to the date a complete application has been submitted. The end date must be stated.

### Period of notice

The mutual termination period between the primary tenant and the subtenant is two calendar months.

If the lease period is **nine months or less** no period of notice is required – the agreement will automatically terminate at the end of the period.

If the lease period **exceeds nine** 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 to 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.

### Apartment subleased

The apartment number refers to the number stated on the tenancy agreement. The official apartment number is that stated on the national register of change of address. 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 kitchenette or one bedroom apartment) the area of the apartment is also stated.

If your subtenant has access to separate storage space mark this box yes.

### Rent

You will find all information relating to rent on your paying-in-slip. The amount ("The current rent is") you state on the agreement consists of: basic rent, heating, internet, cable TV and Board of Trustee fees

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

### Payment of rent

The primary tenant always pays rent directly to Chalmers Studentbostäder and is the only person who has access to the paying-in-slip via the Tenant Portal.

The subtenant pays rent to the primary tenant as stated in the agreement.

### Furniture

If the apartment is subleased furnished, it is advantageous to specify furniture in a separate list. You can also specify any additional rent relating to furniture – see [www.hyresgastforeningen.se](http://www.hyresgastforeningen.se) for rules and tips relating to this.

Furniture lists and any additional rent relating to furniture should **not** be submitted to Chalmers Studentbostäder.

### 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 in the event that a major accident should occur.

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.

### Security

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.

### Subtenant's obligations and responsibilities

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

### Keys

The number of keys at the subtenant's disposal is specified here.

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.

### **Tenants' Portal (does not apply to tenants at Kapellgången)**

Subtenants need to visit the Enquiry Office at Gibraltargatan 82 to receive their own login to the Tenants' Portal. The login differs from that of primary tenants only in that subtenants do not have access to paying-in-slips.

Subtenants must immediately report any faults that arise in apartments via the Tenants' Portal. The Tenants' Portal 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 their portal account during the sublease period.