

## PROPOSAL OF REPLACEMENT TENANT

(this is not a rental contract)

| Outgoing tenant   | Proposed replacement  |
|-------------------|---|
| Surname, forename | Mr <input type="checkbox"/> English<br>Ms <input type="checkbox"/> read French <input type="checkbox"/> read German |
| Building, room    | Surname, forename   |
| New address       | Date of birth   |
| Valid from        | Nationality   |
| Phone             | Phone   |
| E-Mail @          | E-mail @  |

In the case of withdrawal of the replacement tenant, the tenant must pay the rent until the expiry of the rental contract or until the first date on which the rental contract could have been terminated, unless the tenant proposes another replacement tenant within 30 days for the end of a month.

Name of school

Student or  PhD student  
*see verso I.1.*

Date moving in

Address to which the contract should be sent:

Street

Post Code Town

**Documents to be attached:**

1. Copy of passport, identity card or residence permit
2. Student card or training certificate
3. Completed data file

The co-tenants living in the apartment approve the proposed replacement tenant:

Signatures of the co-tenants:

|       |       |
|-------|-------|
| ..... | ..... |
| ..... | ..... |

The proposed replacement tenant confirms to have read the important informations on the next page.

Date: .....

Signature of replacement tenant:

.....

Apartis gives preference whenever possible to the replacement tenant proposed by the tenants remaining in the apartment.

to be filled in by APARTIS

form received on:

.....

rental contract start date:

.....

## IMPORTANT INFORMATION for new tenants

### I. Rental Conditions

1. To be studying according to article 3 of the Rental Regulations of 4.05.2009 and the directive on the right to housing, available on the [www.apartis.ch](http://www.apartis.ch) website.
2. To confirm agreement in writing (fax, email or form signed at the APARTIS office)
3. To provide a copy of your valid student card or a training certificate
4. To provide a copy of your identity card (for foreigners: copy of residence permit)
5. The contract is for an indefinite period
6. Termination conditions: three months' advance notice for 31 January or 31 August.

#### Before the effective date of the rental contract you must:

1. Sign the rental contract and return it to Apartis
2. Pay a rent guarantee deposit (equal to three times the amount of the rent for the room)
3. Pay CHF 20 for administrative costs
4. Pay the first rent

### II- Withdrawal

#### BEFORE signing the rental contract:

1. Immediately notify APARTIS;
2. Pay CHF 20 for administrative costs if a rental contract has been drawn up.

#### AFTER signing the rental contract:

1. Terminate the rental contract in writing;
2. Pay the rent until a replacement tenant has taken over, at the most until the next official termination date.  
The replacement tenant: must sign the above rental conditions.

### III. Changing Apartis rooms

1. You must sign a new rental contract
2. If the rent guarantee deposit for the new room is more than for the former room, you must pay the difference.
3. Pay CHF 50 for administrative costs
4. Pay the first rent
5. Terminate the contract for the former room in compliance with the rental regulations
6. **N.B.** A new rental contract does not release you from your contractual obligations linked to your current room!

## Data file

Must be filled up by the new tenant

| Personal Data   | Person of contact in case of emergency : |
|-----------------|--|
| Name :          | Name :                                   |
| Surname :       | Surname :                                |
| Street:         | Street:                                  |
| Postcode / town | Postcode / town                          |
| Country :       | Country :                                |
| Cellphone :     | Cellphone :                              |
| E-mail :        | E-mail :                                 |
| Date of birth : | Date of birth :                          |
| Nationality :   | Nationality :                            |

|                                      |             |
|--------------------------------------|-------------|
| <b>Main place of residence:</b>      | Country :   |
| Street :                             | Phone :     |
| Postcode / town :                    | Home town : |
| Current landlord (name and address): |             |

|                             |   |
|-----------------------------|---|
| <b>For the foreigners :</b> | Valid until :   |
| Permit to stay :            | <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> L <input type="checkbox"/> other : |

|  |
|--|
| <b>Marital status :</b>  |
| <input type="checkbox"/> single <input type="checkbox"/> married* <input type="checkbox"/> other : |
| *Name and surname of the husband/wife :  |
| Address of the husband/wife :  |

|  |   |
|--|---|
| <b>Education institution:</b>  | <b>Faculty:</b> <input type="checkbox"/> Theology   |
|  | <input type="checkbox"/> Law <input type="checkbox"/> Science <input type="checkbox"/> Literatures and Philosophy |
|  | <input type="checkbox"/> Economics and social science   |
| Town:  | <input type="checkbox"/> other :  |
| Swiss student number * :   |   |
| * 8 numbers  |   |
| Date of the beginning of the studies:  |   |
| <b>Status :</b> <input type="checkbox"/> student <input type="checkbox"/> apprentice <input type="checkbox"/> Doctoral candidate assistant |   |
| <input type="checkbox"/> other (specify) :   |   |
| Part time job:    yes <input type="checkbox"/> no  |   |
| Level of employment : %  |   |
| Name of your employer:   |   |
| Street:  |   |
| Postcode / town  |   |

| <b>Who will pay the rent and the lease guarantee :</b>                                       |                          |                          |
|--|--------------------------|--------------------------|
|  | <b>Guarantee</b>         | <b>Rent</b>              |
| Tenant:  | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents :  | <input type="checkbox"/> | <input type="checkbox"/> |
| Social program of the University :   | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (specify :   |                          |                          |
| Rent deposit insurance (Swisscaution, Firstcaution, ...:                                     |                          |                          |
| Are you under public guardianship ? <input type="checkbox"/> yes <input type="checkbox"/> no |                          |                          |

**Payment slips (rents) :**  
 I do not need any paper invoice      
 Address to send the payment slips :  
 My new address at Apartis      
 Street : \_\_\_\_\_ Postcode / town: \_\_\_\_\_

**Banking details :**  
 Name of the financial institution : \_\_\_\_\_  
 IBAN : \_\_\_\_\_  
 BIC (foreigners) : \_\_\_\_\_  
**Account holder :**  
 Address\* of the account holder : \_\_\_\_\_  
\*last official address  
 Street : \_\_\_\_\_ Postcode / town: \_\_\_\_\_

**Obligatory Private Liability Insurance** : please attach a copy of the contract

**I have a vehicle :**

|                                     |                               |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/> Car        | License plate :               |
| <input type="checkbox"/> Motorcycle | License plate :               |
| <input type="checkbox"/> Scooter    | License plate :               |
| <input type="checkbox"/> Moped      | <input type="checkbox"/> Bike |

I will have an animal in my room \*:  yes     no  
 Which animal ?  
\*Please ask Apartis in writing way.

The banking data will be used for reimbursements like heating costs or lease guarantee.  
 The personal data are only for our internal use.

Place : ..... Date:..... Signature: .....

**Thank you !**