

Request for approval of a sublease

I hereby apply for the approval to the Studierendenwerk Karlsruhe to sublease my housing according to § 10 of the rental contract. The subtenant is only allowed to move in after the permission is given by the Studierendenwerk Karlsruhe in form of a signed copy of this sublease request. The request has to be submitted to the Studierendenwerk Karlsruhe one week before the anticipated beginning of the sublease latest.

Personal information main tenant

Last name	First name
Dormitory	Room no.
Phone no.	E-Mail

Period of sublease

From	to
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Personal information subtenant

Last name	First name
Birth date	Gender <input type="radio"/> female <input type="radio"/> male <input type="radio"/> diverse
Phone no.	E-Mail

Legal information

With my signature I apply for the sublease of my housing to the above mentioned person during the above mentioned period of time. I hereby confirm:

- that the sublease of my housing is only allowed once per semester.
- that the maximum consecutive period of time for a sublease is 3 months.
- that there must be a two-month break between two subletting periods.
- that the rent and the deposit of my sublease contract do not exceed my current rent and deposit (in case of a room that was let on a lease as unfurnished by the Studierendenwerk Karlsruhe I am allowed to charge a maximum amount of 10 € as a fee).
- that I am liable for all rental contract obligations during the period of the sublease.
- that my room will only be occupied by my subtenant and not by me.
- that I am aware of the risks of a sublease (contractual liability, removal of objects, damages, non-payment of the rent, etc.).
- that my subtenant is a student and not older than 35 years if possible.

Supplementary information

- We recommend you to make a sublease contract with your subtenant. There are various templates available on the internet.
- The Studierendenwerk Karlsruhe is not responsible for the compulsory registration of the subtenant.
- If you want to offer your room for a sublease, you can use our accommodation service. The service is free of charge. You can find it here: <https://www.sw-ka.de/en/wohnen/zimmervermittlung/> .

Required documents



For the approval of a sublease request a photo of the subtenant is necessary (The photo can be submitted with this request or it can be submitted via e-mail to wohnen@sw-ka.de).

Place, date

Signature main tenant

Approval/Dismissal of the sublease by the Studierendenwerk Karlsruhe

With the signature the Studierendenwerk Karlsruhe as the landlord approves the sublease request.

Place, date

Stamp and signature
Studierendenwerk Karlsruhe AöR

The Studierendenwerk Karlsruhe processes your personal data due to the rental contract and the protection of legitimate interests. More information regarding the data protection under www.sw-ka.de/datenschutz