

NOTICE

First name, last name* _____
Property, room no. _____
New address _____
Phone _____
E-mail* _____

I hereby terminate my letting agreement effective:

31. Jan. 28./29. Feb. 31. Mar. 30. Apr. 31. May 30. June
 31. July 31. Aug. 30. Sept. 31. Oct. 30. Nov.

According to the letting agreement, notice must be given in writing with a period of 2 months to the end of a month. Notice cannot be given to the end of December.

My flatmates are informed about my move-out.

The new tenant (last name, first name: _____), will submit the new tenant proposal form in person to the WOKO-Office until 6 weeks before the start of the contract.

If no new tenant is mentioned, the room will be published with the * details for 10 days on www.woko.ch. Nevertheless, the flatshare can propose a new tenant until 6 weeks before the start of the contract.

Place, date

Signature

Important information

The notice form must be sent by post or submitted to the WOKO office in person. Please note that we will only accept the original notice form with the original signature. Scans sent via e-mail will not be accepted.

You will receive the confirmation of notice with a check list of the key points to be observed via e-mail. Please make an appointment for the room handover with your house representative at least 2 weeks before your move-out.

Please provide IBAN, BIC/SWIFT details plus the name and address of your bank and the account holder for the refund of your security deposit. Send this information by e-mail to woko@woko.ch. The deposit will be refunded within 10 weeks after the end of your letting period.