

## CHANGE OF ROOM

Last name, first name\* \_\_\_\_\_  
Current property, room number \_\_\_\_\_  
New property, room number \_\_\_\_\_  
Last name, first name of previous  
tenant from the new property \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail\* \_\_\_\_\_

I hereby terminate my current 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.

The change of room requires a 2 months notice, given in writing to the end of the month. Notice cannot be given for the end of December.

My current 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](http://www.woko.ch). Nevertheless, the flatshare can propose a new tenant until 6 weeks before the start of the contract.

Start date of the new letting agreement:  
\_\_\_\_\_

### Cancellation policy

The new tenant proposal is binding. In case of withdrawal, we will charge the following fee:

- Until 1 month before the contract starts: CHF 100.-
- Less than 1 month before the contract starts: 1 month rent fee

Place, date

Signature

\_\_\_\_\_

### Important information

The subtenancy must be requested in person in the WOKO-office, along with a valid student-ID. Forms sent by post or e-mail will not be accepted.

The handling fee for the room change is CHF 100.-. A new deposit must be paid for the new room. The former deposit will be refunded within 10 weeks after the end of the letting period.

After receipt of the deposit, we will send you the new letting agreement together with a check list of the key points to be observed. Please make an appointment for the room handover with your house representative at least 2 weeks before your move-out.

The new flatmates confirm with their signature, to be informed about the new tenant proposal and agree with it:

Last name, first name (capital letters)

Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be completed by WOKO

Student ID card/certificate of enrolment     ESR slip/bank details provided     Cash sum: CHF \_\_\_\_\_

WOKO Studentische  
Wohngenossenschaft  
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Switzerland

[www.woko.ch](http://www.woko.ch)