

# SUBLET APPLICATION FORM

If you are planning to be away for a lengthy period of time, you can sublet the property you are renting to another tenant. A handy solution! You can make all the arrangements using this form. Make sure you read the terms and conditions carefully first.

Please note that if you have a fixed ending date in your contract you are not allowed to sublet your room.

## TENANT DETAILS

First name:.....Surname:.....

Phone number:.....Date of birth:.....

E-mail address:.....

## DETAILS CONTACT EDUCATIONAL INSTITUTION/ INTERNSHIP SUPERVISOR

First name:.....Surname:.....

Phone number:.....

E-mail address:.....

## PROPOSED SUBTENANT DETAILS

First name:.....Surname:.....

Phone number:.....

Date of birth:.....

E-mail address:.....

## THE ACCOMMODATION

Street:.....House number:.....

Room number:.....Postal code:.....

## THE SUBLET

The sublet will be from:.....until:  
.....



**SEND THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION**

**Tenant documents:**

- Proof of duration of and reason for temporary vacation of accommodation.

**Subtenant documents:**

- Record of addresses of previous accommodation from public records. Must be no older than 3 months. Available from your local authority;
- Proof of enrolment at educational institute in current academic year.

**SIGNATURE**

**Main tenant**

Date and location:.....Signature.....

**Subtenant**

Date and location:.....Signature.....

Send this form to [info@vestide.nl](mailto:info@vestide.nl), hand it in at our Woonwinkel office at Wal 2 in Eindhoven or post it to Vestide, Postbus 280, 5600 AG Eindhoven.

# TERMS & CONDITIONS SUBLETTING

Intending to study temporarily in another city or even abroad? Usually this means having to give up the accommodation you have been renting. However, we understand that you will probably want to return at some stage too. And that is why we have come up with the perfect solution: subletting. Below you will find the terms and conditions.

## **N.B.**

You are the **main tenant** if the rental contract is in your name.

The **subtenant** is the person who takes up temporary residence in the property.

## **PERMISSION**

- You find the subtenant yourself;
- You can only request permission if you are going to live somewhere else because of your study. For example, because of a foreign internship;
- With your request, you will give Vestide permission to contact your contact person at your educational institution. Of course, we only ask for the matters that are relevant to the terms of the subletting.

## **MAXIMUM DURATION OF SUBLET**

- Maximum duration is 12 months;
- The duration of the subletting can never take longer than the duration of your study activity;
- If you expect the duration to last longer than agreed, please contact us as soon as possible;
- In case the subtenant moves out and you want to sublet your room to someone else, you must request permission again.

## **NO INTERMEDIARIES OR COMMERCIAL SUBLETTING**

- You may not sublet the accommodation through an intermediary (company/private individual). Airbnb? No, also not allowed.

## **THE SUBTENANT**

- The subtenant is a full-time student;
- The subtenant cannot be regarded as the main tenant or a fellow tenant;
- If the main tenant terminates the rent or Vestide terminates the rent, the subtenant must move out of the accommodation too. You are not entitled to substitute accommodation.

## **PAYING THE RENT**

- As the main tenant you will continue to pay the rent to Vestide;
- The Subtenant may pay rent to the main tenant of course. However, you may not earn money from the sublet. The rent may not be higher than that which the main tenant pays to Vestide, not including the costs of water and gas/electricity.

## **RESPONSIBILITY FOR THE PROPERTY**

- As the main tenant you remain fully responsible for the property;
- The main tenant is also responsible when the subtenant is the source of complaints or other inconvenience;
- If the subtenant continues to inconvenience others, Vestide retains the right to cancel the sublet. The main tenant is expected to cooperate when this is the case.

## **RETURN TO YOUR ACCOMMODATION**

- In case we find out the main tenant is not planning on returning to the accommodation, we may terminate the tenancy agreement. For example, this may appear from your behaviour or from reports. We will terminate the tenancy agreement 30 days after notifying you. With signing the application, you agree on this;
- Back in your home? Then inform us by e-mail. The subtenant must vacate the property when you return.