

Sublet procedure

Latest translated 11th of November 2019

1. Purpose

All conditions for sublessor, subtenant, termination of sublet, extension of sublet and other relevant matters are explained in "*Regulativ for Fremleje*" (Regulatory for subletting), which is found at our website: net.omk.dk under "*Regulativer*" (Regulations). Moreover, referred to the Rent Act §§ 69-71, which concerns subletting.

This document shall be seen as a guide for the residents at Otto Mønstedts Kollegium, who wishes to sublet their room – to become a sublessor.

Sublessor has full responsibility to ensure all duties under the rental agreement and the applicable rules are complied with during the lease period -- including the rent being paid on time, the House Rules (read *Husorden* for Otto Mønstedts Kollegium) are complied with and club quotas are paid, if any. Sublessor should be aware settlement of wash consumption is charged two months late through the rent.

Sublessor is responsible for any room or property damages being caused by the subtenant. It is important, sublessor is aware of the rules in *Regulativet for Fremleje* (Regulatory for subletting). Besides being thoroughly acquainted with *Regulativet for Fremleje*, the Presidency strongly urges sublessor to thoroughly introduce the subtenant to Otto Mønstedts Kollegium.

2. Procedure for Subletting – lease and supervision

It is the responsibility of the sublessor to prepare a legal sublease. If a resident wish to have their room supervised before a period of subletting begins, it is important, subtenant informs itself of current legislation and practice, including that thorough supervision only can be performed, if the room appears tidy under supervision and sufficient image documentation is performed. Supervision is important for the relationship between the sublessor and subtenant.

2.1 Content of the lease

At minimum full name of the subtenant, date of birth and phone number has to appear from the sublease. The Presidency will have access to this content.

The notice of termination is 6 weeks also explained in *Regulativet for Fremleje* (Regulatory for subletting). The notice of termination for both subtenant and sublessor is 6 weeks, which has to appear from the sublease.

2.2 Required documentation

A minimum of documents is required for the sublease to be approved. This minimum consists of a proof of deposit payment (4000 DKR), proof of study enrollment for subtenant and documentation of the sublessor's reason to sublet, this could be exchange, internship or leave of absence. Please notice the subtenant's proof of study enrollment, has to be an enrollment confirmation letter with date, signature and the official stamp of the subtenant's place of education. This enrollment confirmation letter is analogous to the required proof of study enrollment during the bi-annual study inquiry.

The completed sublease and other relevant documentation must be sent jointly to the Presidency by the sublessor. Ideally, the Presidency will never be in contact with the subtenant. The sublease is exclusively between the sublessor (a resident of the dorm) and the subtenant.

3. Responsibility

It is important to emphasize, the sublessor is liable for the subtenant's use of the room/common areas/club memberships and compliance with applicable rules during the period of subletting.

4. The subtenant

It is recommended, the subtenant will be thoroughly introduced to Otto Mønsted Kollegium by the sublessor. In the order to match expectations regarding commitment and use of the dorm's clubs, it is important the subtenant is aware the dorm is a place full of social activities. The subtenant should be informed about the clubs and social events (e.g. *gangcrawl* (Tour de Chambre), *ramagangsjang* (a monthly social event organized by a kitchen), *madklub* (dinner club), parties and more).

The sublessor must latest by submission of sublease and other relevant documentation, inform the Presidency in writing whether the subtenant wishes to become a member of any clubs. The matching of expectations regarding commitment and use of the dorm's clubs is a prerequisite prior to the beginning of the sublease and is the responsibility of the sublessor, cf. *Regulativet for Fremleje* (Regulatory for subletting).

The sublessor has to contact the Presidency regarding club membership enrollment or cancellation of membership enrollment if the subtenant changes their mind about a membership during the period of sublease.

This just emphasizes all contact throughout the period of sublease goes through the sublessor, reason being the subtenant does not sign a sublease with Otto Mønsted's Kollegium but with the sublessor (a resident of the dorm).

5. Handover of room key, parking license card and laundromat magnet key.

The sublessor can handover room key, parking license card and laundromat magnet key to the subtenant in the period of sublease. The sublessor is liable for any demands in regard to the use of the above mentioned.

To do list for sublessor

- Sublease:
 - *Period of lease*: from the first day in the month to the last day in the month
 - *Subtenant*: full name, date of Birth and contact information
 - *Sublessor*: full name, date of Birth and contact information
- Proof of deposit payment (4000 DKR) and proof of study enrollment for subtenant
- Documentation of the sublessor's reason to sublet
- Sublessor informs subtenant about *Regulativet for fremleje* (Regulatory for subletting) and *Husorden* (House rules) at Otto Mønsted's Kollegium
- Any club membership enrollments are decided and sublessor notifies the Presidency