Policy for Moving / Swapping Rooms

1 Conditions
Moving
Moving is only possible in special cases. A recent German medical certificate (issued by a specialist in this field, e.g. psychiatry/neurology in the case of mental illnesses, at the most one year old) must be submitted in order to show the necessity of moving. Each case is dealt with and decided upon individually. A residential period of at least two semesters must remain at the time of moving. There is not allowed to have been any violation of the tenancy agreement so far, such as overdue rent, warning letters due to noise disturbance, unauthorized subletting or the like.

Swapping rooms
Swapping rooms can only be permitted if both tenants have already had their current tenancy agreement for at least one semester and if they have at least two semesters left as a resident. There is not allowed to have been any violation of the tenancy agreement so far, such as overdue rent, warning letters due to noise disturbance, unauthorized subletting or the like.

2 Application
An informal application for moving / swapping rooms must be sent by email to the responsible administrative office. Please find out the correct email address responsible for your case at www.studentenwerk-muenchen.de/en/student-accommodation/administrative-offices/

3 Charge for moving
Moving
A lump sum of 100.00 euros will be charged for moving. An invoice will be issued for payment. Any damage to the rooms must be reported using the Notice Form, which is part of the tenancy agreement.

Swapping rooms
A lump sum of 100.00 euros per room will be charged for moving. Thus, both tenants must pay the total amount. An invoice will be issued for payment. The rooms will be taken over internally, which means that each resident is responsible for the condition the new room is in and must immediately report any damage to the Student Union that was caused by the previous tenant so as not to be liable for it. The form for reporting damage is part of the tenancy agreement. It needs to be returned within one week after the tenancy agreement has begun. The new tenant is liable for any damage which is not reported or reported too late.

4 Effective date
This policy takes effect on 26.05.2021. The policy dated 29.01.2020 shall become invalid at the same time.

Signed Alexander Uehlein
Head of Department