



**Studentenwerk  
München**

Studentisches Wohnen

## **Guideline for move request/room exchange**

### **1. Conditions**

#### **Move**

Moves are accepted in special cases only. A current specialist medical report (max. one year) must be submitted. Also a remaining residential period of at least two semesters must exist at the time of the relocation request. No infringements such as rent debt, written noise complaint warning, unallowed sublease etc. may have occurred.

#### **Room exchange**

A room exchange will only be permitted if both tenants have an existing rental contract since at least one semester which is still valid for at least two more semesters. No infringements such as rent debt, written noise complaint warning, unallowed sublease etc. may have occurred.

### **2. Application**

The informal application must be sent by email to [wohnen-vertrag@stwm.de](mailto:wohnen-vertrag@stwm.de)

### **3. Relocation flat charge**

#### **Move**

A relocation flat charge of 100,00 EUR is due and must be paid in cash at the administrative office.

#### **Room exchange**

A relocation flat charge of 100,00 EUR each (per room) is due and must be paid in cash at the administrative office.

The rooms will be taken over internally which means each resident is responsible for the state of the exchanged room. Damages not caused by the exchange partner must be reported to the Studentenwerk so the tenant will not be liable for previous damages. The damage notification form will be given to both tenants when signing the rental agreement. It has to be returned within one week after the start of contract. The new tenant is liable for all damages not reported or reported too late.

### **4. Effective date**

This guideline takes effect on 29.01.2020.

The sublet policy dated 12/06/2019 shall become invalid at the same time.

signed Alexander Uehlein  
Head of department