

Tenancy Agreement

“Georg-Forster-Haus“, IBZ Halle (Saale), Emil-Abderhalden-Str. 7a

“Georg-Forster-Haus“ is the property of Martin-Luther-Universität Halle-Wittenberg (hereinafter referred to as the “Landlord“). The Landlord is Martin-Luther-Universität Halle-Wittenberg (MLU). The property is let to support academic teaching and research at the Martin-Luther-Universität Halle-Wittenberg. For this exclusive purpose the Landlord and Mr / Mrs (hereinafter referred to as the “Tenant“)

Name: **Mrs / Mr / Prof. Dr.**
Street
99999 City

Nation

Workplace at MLU: **Faculty**
Institute

Inviting Professor at MLU: **Herr Prof. Dr. Mustermann**
E-Mail:@.....uni-halle.de
Tel.:

enter into the following Tenancy Agreement:

Section 1 Rented property

(1) The Landlord lets the furnished **apartment no** at the above mentioned guest for temporary accommodation of a maximum of 52 rental weeks. The rented rooms comprise **m²**.

(2) The Tenant shall be entitled to also use any of the guest house’s common facilities in accordance with the house rules.

Section 2 Term of Tenancy

(1) The Tenancy Agreement starts on and ends on, without requiring any termination notice.

(2) The minimum rental period is 4 rental weeks. 1 rental week equates 7 calendar days. The rental week starts with the arrival day of the Tenant. A weekly renting is possible after reaching the minimum rental period.

(3) The Tenant has the right to apply for extending the lease up to 4 rental weeks before this Tenancy agreement expires, under the condition of the availability of the apartment. Note section 1 of the Tenancy agreement.

Section 3 Rent

(1) The weekly rent shall be **,00€**. The total amount of rent for rental weeks amounts**,00€**.

(2) The rent shall increase by 15,00€ per week for an extra bed for children of a maximum age of 12 years. The provision of an extra bed must be approved by the Landlord. The addition of an extra bed in a 1-person-apartment is not possible.

(3) The rent includes base rent and any operating costs accrued including power supply.

Section 4 Deposit

- (1) As security for the payment of rent and any potential damage claims by the Landlord the Tenant shall pay a deposit. The deposit is ,00€.
- (2) The deposit shall be due at occupancy by the Tenant and shall be payable at the latest until the fifth work day after the date on which the Tenant moved in, either by bank transfer or cash payment at the university's cash office.
- (3) The deposit may be retained in part or completely to cover any loss in rent, necessary renovation or any damage claim the Landlord may have against the Tenant under this Agreement.
- (4) The Landlord reserves the right to levy a repair lump sum for the removal of minor damages of the rental object caused by the Tenant. This amount may be retained from the deposit.
- (5) Return of the deposit shall fall due at proper return of the property to the Landlord of the Tenancy Agreement. Any cost of such return shall be borne by the Tenant.
- (6) The right to claim damage exceeding any deposits paid shall be reserved.

Section 5 Payment of Rent

- (1) On the basis of the attached payment instruction, the rent shall be paid free of cost to the Landlord's account. The very first rental payment shall be made within 5 workdays from the date the Tenant has moved in. Payment shall be deemed made in due time only if the Landlord's bank account has been credited with such amount within the time period specified above. Signing the tenancy agreement, the tenant will receive payment instruction.
- (2) On arrangement with the Landlord cash payment to the university's cash office will be possible in exceptional cases.
- (3) In case of default the Landlord shall be entitled to charge reminder fees of 5,00€ for every reminder sent.
- (4) The Tenant is not entitled to set off the rent against any other claim he may have against the Landlord under any other legal relationship.

Section 6 Final Cleaning

- (1) For the final cleaning of the apartment let the Landlord shall retain a lump sum of the deposit. The height of the lump sum depends on the duration of stay and amounts:

Number of rental weeks:	4 - 12	13 - 28	29 - 52
1-person-apartment:	90,00€	110,00€	130,00€
2-person-apartment:	130,00€	150,00€	170,00€
3-person-apartment:	160,00€	180,00€	200,00€

Section 7 Termination

- (1) The Tenant may terminate his Tenancy at the guest house anytime by observing a notice period of 6 calendar weeks. Any such termination notice must be given in writing and must be received by the Landlord in due time.
- (2) The Landlord may terminate this agreement at any time and without notice, particularly if the Tenant uses the rented property not in conformity with this agreement or yields it to any third party; or endangers or damages any inventory, room, building or appurtenant structures or facilities by any use not in conformity with this agreement or neglecting his obligation to apply due and proper care; or is in arrears with at least 2 monthly rents.

Section 8 Subletting / Yield to Third Parties

- (1) Any subletting of the property or yielding the same to any third party is strictly prohibited.
- (2) If the Tenant intends to accommodate a visiting family member in his rented apartment over a period of 4 overnight stays per 1 calendar month maximum the Tenant shall be obliged to notify the Landlord not later than 1 week before the family member's arrival in writing and by stating the visitor(s)'s name, date of birth and the exact duration of the accommodation thus intended. Following such notification, the Landlord will decide on giving consent. Without such consent, accommodation of family members is inadmissible and causes the cancellation of the Tenancy Agreement.
- (3) The Tenant shall pay a lump sum of 15,00 € per night for the overnight stay of one family member. For every overnight stay at weekends a lump sum of 45,00 € has to be paid. The required amount shall be retained from the deposit.

Section 9 Structural Alterations

- (1) The Tenant shall be prohibited from making any structural alteration to the rented property.
- (2) The Landlord shall have the right to make, conduct or bring about without the Tenant's consent any repair or structural alteration required for maintenance of the guest house and/or the apartment or avoidance of hazards or elimination of damage.
- (3) For these purposes, the Tenant shall be obliged to grant access to any room thus affected and shall not hinder the performance of any such work or services.

Section 10 Obligation of Due and Proper Care

- (1) The Tenant shall be obliged to treat the rooms rented and the inventory thereof as well as any commonly used facilities and equipment with due and proper care. He shall provide for the apartment proper cleaning, waste disposal, sufficient ventilation and heating.
- (2) The Landlord must be immediately informed of any damage to the rooms rented or the inventory. The Tenant shall be liable for any damage negligently or intentionally caused by the Tenant and any caused by his relatives, visitors etc.

Section 11 Access by the Landlord

- (1) The Landlord and any person the Landlord authorized including but not limited to the staff of Division 4 of the central university administration office shall after prior notice be granted access to the rented rooms from 9.00 a.m. until 4.00 p.m. including but not limited to purposes of inspecting the technical and sanitary facilities or carrying out necessary repair.
- (2) In the presence of objective facts indicating the presence of an imminent and considerable danger to any person inside the rented rooms or to the rented rooms and the inventory thereof the Landlord or any person appointed by the Landlord to control such hazard shall be entitled to enter the rented premises at any time.
- (3) The Landlord owns a master key to enter the apartment in case of emergency.

Section 12 Transponder

- (1) The transponder as well as all provided keys given to the Tenant must be returned to the Landlord when the Tenancy ends.
- (2) The tenant shall immediately notify the Landlord of any loss, damage or destruction to and of the transponder as well as all provided keys yielded to the Tenant in relation to the rented rooms.

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- (3) In case of loss, damage or destruction of the transponder or any other key, 50,00€ per transponder and 35,00€ per key will be withheld from the deposit.
- (4) The emergency service of the Central University Administration (ZUV) is exclusively permitted for the emergency opening of the apartments, as well as the emergency access to the house.
- (5) The staff member of the emergency service will document the process of the emergency opening. The tenant confirms this emergency opening with the signature on the document.
- (6) The application for the emergency opening is only possible for tenants of the IBZ. The tenant is obliged to identify as a guest of the house. Therefore the "HAUS AUSWEIS" and an official document is required (ID or passport).
- (7) The emergency opening is chargeable. The lump sum for an effort in case of an emergency opening is 100,00€. This amount will be automatically withheld from the deposit.
- (8) In case of a defect of the transponder and if this defect happened without external influence, the lump sum does not apply.
- (9) The opening of the doors by extern security key services is prohibited. The tenant needs to pay the full costs in case of contravention.

Section 13 Return of the Rented Property to the Landlord

- (1) When the Tenancy ends, the Tenant shall return the rented rooms in a well-swept state to the Landlord. Acceptance of return occurs exclusively by staff members of the IBZ or the head of the IBZ and shall be confirmed on the handover record.
- (2) The day of handover is the day of the move out. The handover occurs only on working days within the valid office hours.
- (3) If the Tenant has made alterations to the rented property he shall at the Landlord's discretion either return the property to its original condition or return the property including any alterations thereof to the Landlord without any compensation for any such alteration made.
- (4) If the Tenant fails to return the property after this agreement has ended, he herewith authorizes the Landlord to take over and re-rent the property at the end of his Tenancy and to dispose of any of the Tenant's personal possessions at the Landlord's discretion. The deposit will be not paid back.

Section 14 Additional Provisions

- (1) The Tenant shall be subject to the House Rules and the Fire Safety Regulations. Both documents are part of this Tenancy Agreement. They are on display in the apartments. The Tenant confirms with his signature to have read and understood the aforementioned documents.
- (2) When he moves out the Tenant shall notify the Landlord of his new address. Any agreements between Tenant and Landlord not set out herein must be made in writing.
- (3) Venue and place of performance shall be Halle (Saale).

Halle, the

Halle, the

Signature Landlord

Signature Tenant