Information Conditions for a subtenancy

1. Approval for a subtenancy can be given only when the absence is study related, for example a semester abroad, internship etc. and only after thorough examination. The absence must be confirmed in writing by the university. The period of the subtenancy is coupled to the proven duration of the study-related absence as verified by the university and is approved for a maximum of 12 months.

2. The rent which the subtenant pays to you must not exceed the rent set by us. The subtenant must be a student at a German university. The subtenant must submit a valid university enrolment certificate and a copy of their passport.

We will be pleased to help you find a suitable person – please contact Ms Bakker. (Tel.: 0421/2201-10129 email: wohnraumvermittlung@stw-bremen.de)

3. **We require** you to provide us with a **fully completed and signed Application for a subtenancy**. Please ensure you write legibly!

4. After we have thoroughly examined your case, we will provide you with a countersigned copy of your Application for subtenancy. This copy represents the approval for the subtenancy **for the period stated**. **Please note that the subtenancy is only considered to have been approved when you have received a copy of your Application for subtenancy countersigned by us.**

5. If your subtenant requires Internet access, this can be arranged by Briteline for the duration of the subtenancy. For this purpose, the subtenant must provide Briteline with a copy of their passport, subtenancy agreement and our approval of the subtenancy. **Contact details for Briteline:**
   Bremen Briteline GmbH, Wiener Strasse 5, 28359 Bremen/Germany
   Phone: 0421/22489-0, email: info@briteline.de

**Note!**
If all the conditions for a subtenancy are fulfilled, you should definitely conclude a subtenancy agreement with the person in question. Specimen subtenancy agreements (“Musteruntermietvertrag”) can be purchased from any well-stocked stationer’s. A copy of the subtenancy agreement must be sent to the Studierendenwerk Bremen AöR (Studentisches Wohnen). We would also advise you to require a deposit of € 350.00.

Please note that a new Registration Act has been in force since 1 November 2015. It is therefore your duty to provide your subtenant with a “Wohnungsgeberbescheinigung” (accommodation provider certificate) in accordance with Sec. 19 of the Bundesmeldegesetz (Federal Registration Act). You can obtain further information on this from the Stadtamt (council offices) by calling 0421/361-88662 or at bscmitte@stadtamt.bremen.de

Yours sincerely
Studierendenwerk Bremen Bremen AöR
Student houses