

Helvetica Services GmbH  
Kantstraße 115  
10627 Berlin

### Application for permission to sub-let

I/we hereby apply for permission to sub-let my/our apartment as follows:

#### Details of tenant(s)

Rent contract no.

Surname, First name

Lives at (street, postcode, city)

(Number of) rooms  From (start of contract)

#### Details of sub-tenant

Surname, First name

Date of birth

Last address

Telephone number / E-mail

#### Please include the following documents with the application:

- A legitimate reason for sub-letting is required. Without a legitimate reason, the application cannot be processed.
- Copy of the identity card of the potential sub-tenant (front and back) or a copy of the sub-tenant's passport if he/she does not have an identity card. In the case of passports, a copy of current certification of registration of your place of residence is also required. In the case of foreign passports, a copy of current certification of registration of your place of residence and – if necessary – a copy of a valid residence permit are required.
- Copy of the draft sub-letting contract that stipulates the following: "the sub-letting arrangement shall end when the main rental contract is terminated"

We will consider your application once we have received the necessary documentation. If permission to sub-let is granted, we will charge an additional sub-letting fee of 10.00 euros per month on top of the current/agreed rent. If you are granted permission to sub-let, this will be limited to a period of one year after the granting of permission and will end automatically with termination of the main rental contract. All agreements in the main rental contract remain unaffected.

You as the main tenant remain the contact person and contractual partner for the property owner.

It cannot be assumed that permission for sub-letting will always be granted.

**Date, tenant's signature**..... / .....

**Sub-tenant's signature** .....