

Receipt:

## Cancellation of lease – Unfurnished room

First name, Last name: \_\_\_\_\_

Property, room no.: \_\_\_\_\_

New address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby terminate my rental contract effective \_\_\_\_\_

(The notice period is 3 months in advance and is only valid if the cancellation reaches WoVe until the last day before the notice period starts. Rental contracts cannot be terminated at the end of December.)

My planned move-out date: \_\_\_\_\_

Please note that you can move out anytime before your rental contract ends. However you do stay liable for paying your rent until your rental contract ends or until a new tenant has been found. For short term notice (less than four weeks) about your move-out we charge an extra fee of CHF 50.-.

Date, \_\_\_\_\_

Signature: \_\_\_\_\_

Please make an appointment with your house representative for the room and key handover at least one week before your planned move-out.

In case a subtenant for your room is known, please inform WoVe immediately and instruct this person to apply for our service, using the application form for sub-letting on our website [www.wove.ch](http://www.wove.ch).

Timely notification at the corresponding authorities (i.e. Department of Migration) must be done before leaving Switzerland.