



## Application for internal moving

I/we hereby apply for internal moving to another accommodation in the hall of residence where I/we live now.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone no.:** \_\_\_\_\_

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

(Please fill in if you are two persons applying together):

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

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

**Date of birth:** (dd/mm/yyyy) \_\_\_\_\_

### NB

Please note that if you apply for internal moving again, there is a qualifying period of a year. It is not possible to move from one two-room apartment to two one-room apartments. As a single applicant you can move to a two-room apartment, but two persons applying together have priority.

### I/we want to move to:

If you have specific wishes please describe them. (E.g. if you only want to move to a specific address or a specific type of accommodation)

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### Term of notice

The undersigned is familiar with the fact that the internal moving does not exempt the tenant from the ordinary term of notice. Kollegiekontoret will, however, **try** to re-let your accommodation as soon as the offer for internal moving is accepted in writing.

### Deposit

You have to pay a new deposit when you sign a new lease – It is not possible to transfer your deposit to a new lease, because the caretaker's final inspection of your current accommodation will take place at the end of the tenancy, and by that time the deposit for your new accommodation must have been paid.

**NB** You cannot apply for internal moving if your lease is already terminated. Application for internal moving will be deleted, if you reject an offer for internal moving.

Aarhus,

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Signature

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(Signature)