



**ONLY FOR TRANSLATION
PURPOSES!
PLEASE DO NOT FILL IN!
USE THE GERMAN FORM**

Cancellation Form

Student residence Albert Schweitzer Haus

Name: _____ Room number: _____

Telephone: _____ E-Mail: _____

Place, Date

Cancellation of contract

I hereby cancel my contract with the end of _____ (month, year).

My contract thus ends on _____ (exact date).

Cancellation deadline: 2 months from the last day of the month onwards

Example: Your contract should end on the 30th of June. You need to hand in this form until the 30th of April. "I hereby cancel my contract with the end of April 202X. My contract thus ends on June 30th 202X."

Important information for moving out:

- We need to make a written agreement (via e-mail) about the day of your moving out, no later than one week in advance.
- You have to move out until 10 am on the last business day (Mon-Fri) of the month.
- Your room will be checked by reference to the so called „Check-Out-List“ (you will get this list when we arrange a moving date). **Please make sure you do not leave any private belongings behind, also dispose of any waste and** make sure the fridge is empty and cleaned, otherwise you have to pay for necessary cleaning/disposing costs.

Important!

- Please send us a copy of your deregistration confirmation within 3 days of your moving out, only then will we be able to refund your deposit. Just send us your bank details via e-mail.
- Please make sure that after moving out, you make a „change-of-address“ order at the post office, so that your letters will be forwarded to your new address.

Signature of resident