Booking Application Form

**for a furnished apartment in the visitors’ residence of the University of Würzburg:**

**(please read the enclosed booking information carefully before filling in the form)**

**Julius-Maximilians-Universität Würzburg**

**Zentralverwaltung**

**Referat 5.3**

**Sanderring 2**

**D-97070 Würzburg**

**I hereby wish to book the following accommodation (please tick as appropriate):**

one-room apartment (furnished) about 28 m² at **EUR 500.- per month** all costs included (single)

one-room apartment (furnished) about 34 m² at **EUR 540.- per month** all costs included (single)

two-room apartment (furnished) about 55 m² at **EUR 820.- per month** all costs included (double)

child over 6 years of age (extra bed) in two-room apartment with two adults at **EUR 140.- per month**all costs included (child under 6 free of charge)

three-room apartment (furnished) about 85 m² at **EUR 1.200.- per month** all costs included (quadruple)

For tenancies under 1 month a short-term surcharge will be raised. For further information please contact Referat 5.3 of the Central Administration.

**Term of rental required (maximum term of rental is 6 months):**

From      (day, month, year) till      (day, month, year)

1. Name of visitor:  Mr  Mrs  Miss (first name, family name):
2. Home institution:
3. Academic position in home institution:
4. Visitor’s home address (including fax number and e-mail address):
5. Reason for stay (research, lecturing, twinning relationship etc.): Forschungsvorhaben
6. Family members accompanying visitor:  husband/wife  child(ren): How many?       Age(s):
7. Name of host at the University of Würzburg: Dr. Renata Skowrońska
8. Name of host institution at the University of Würzburg (chair, institute etc.): Polnische Historische Mission
9. Person to contact at host institution for any queries: Dr. Renata Skowrońska
10. Tel. /Extension No. of contact: 81029
11. Rent to be paid by:  Visitor  Host
12. Tenancy agreement to be drawn up in:  German  English
13. Transmission of tenancy agreement:  by e-mail  in paper form

Dr. Renata Skowrońska

Date Signature of host

**Datenschutzerklärung und Einwilligung zur Datenerhebung**

**(Stand Dezember 2018)**

Gemäß Art. 13 Abs. 1 der Datenschutzgrundverordnung sind wir verpflichtet Ihnen folgende Informationen zur Erhebung Ihrer Daten zu geben.

Verantwortlicher für die Datenerhebung ist die Universität Würzburg, Sanderring 2, 97070 Würzburg, E-Mail: [info@uni-wuerzburg.de](mailto:info@uni-wuerzburg.de). Für Fragen des Datenschutzes können Sie sich an den behördlichen Datenschutzbeauftragten der Universität, Sanderring 2, 97070 Würzburg, E-Mail: [datenschutz@uni-wuerzburg.de](mailto:datenschutz@uni-wuerzburg.de) wenden.

Die von Ihnen erhobenen Daten werden ausschließlich für Zwecke der Reservierung und Anmietung eines möblierten Appartements im Gästehaus der Universität Würzburg verarbeitet, hierzu sind wir nach Art. 6 Abs. 1 Buchst. a und e DSGVO berechtigt.

Ihre Daten werden voraussichtlich 10 Jahre gespeichert.

Eine anderweitige Verarbeitung oder Nutzung der personenbezogenen Daten (z.B. Übermittlung an Dritte) findet nicht statt.

Diese Einwilligung ist jederzeit widerrufbar.

Ich habe die Datenschutzerklärung zur Kenntnis genommen und bin damit einverstanden.

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Ort, Datum Unterschrift des Gastes

Weiter Informationen über Ihre Rechte bezüglich der DSGVO finden Sie hier:

https://www.uni-wuerzburg.de/universitaet/datenschutzbeauftragter

Please note that the “Datenschutzerklärung und Einwilligung zur Datenerhebung” (declaration of consent to the collection and processing of data) is only available in german (official language).

**Visitors’ Residence of the University of Würzburg**

**Important Booking Information (Please read carefully)**

**1. Tenancy Agreement**

If the request for a booking can be granted, the host will be sent a copy of the tenancy agreement in duplicate. Both copies should be returned duly signed by the tenant (visitor) together with evidence that the deposit has been paid (see below) to: Julius-Maximilians-Universität Würzburg, Referat 5.3, Sanderring 2, D-97070 Würzburg. A counter-signed copy of the agreement will then be sent back to the host.

**2. Method of Payment**

**a. Deposit**

The amount of the deposit is usually one month’s rent. It can be paid in cash or by bank transfer to the **bank account of the Universität Würzburg** (account holder), **Sparkasse Mainfranken Würzburg** (bank)**, Account No. 420 189 86, Branch No. 790 500 00 (IBAN: DE81 7905 0000 0042 0189 86, SWIFT-BIC: BYLADEM1SWU)**.

The two signed copies of the tenancy agreement together with the evidence of payment of the deposit are to be sent to the University at least six weeks before the start of the tenancy. Otherwise the University regrets it cannot guarantee to provide the accommodation required and thus expressly reserves the right to let the rooms to some other party. It is not possible to move in before payment of the deposit.

**b. Rent**

The rent for the month is to be paid by the 3rd workday of the month. It can also be paid in cash or by bank transfer to the bank account of the University.

**c. Cancellation Charge:**

The booking can be cancelled free of charge up to four weeks before the start of the term of tenancy. Cancellation after this date will incur a cancellation charge of one month’s rent.

**3. Moving In**

**The apartment will be available for occupancy as from 3 p.m. on the first workday of the term of tenancy.** Please arrange a time for moving in with the department in charge: Referat 5.3 of the Central Administration, Zwinger 34, room No. 106, 97070 Würzburg, Tel. 0931/31-82052 or 31-82032 during office hours, Monday to Thursday 8.00 a.m. till 4.00 p.m., Friday 8.00 a.m. till 12.00 noon.

The inventory of the apartment should be checked to make sure it is accurate and complete when the tenant is given the keys; any objects missing or in bad repair should be reported immediately to avoid the risk of claims for compensation against the tenant by the University.

**4. Moving Out**

**The apartment must be vacated by 10 a.m. on the last workday of the term of tenancy.** Please arrange a time for checking the inventory and handing back the keys on that morning with the caretaker of the Visitors’ Residence. Any items found to be missing or damaged will be charged to the tenant at once and deducted from the deposit. If the apartment requires cleaning, a fixed cleaning charge will be made and also deducted directly from the deposit. The deposit will be returned by bank transfer by the University after notification of your bank account details.

**5. Declaration of consent to the collection and processing of data**

For legal reasons the “Datenschutzerklärung und Einwilligung zur Datenerhebung” (declaration of consent to the collection and processing of data, available only in official language) enclosed with the booking application must be signed **by the guest** and has to be sent together with the booking application to the Julius-Maximilians-Universität Würzburg, Referat 5.3, Sanderring 2, D-97070 Würzburg.

**You are kindly requested to read the information provided in every apartment.**

**If you have any queries or difficulties, please do not hesitate to contact Referat 5.3 for assistance.**

**We wish you a pleasant stay at the Visitors’ Residence of the University of Würzburg.**