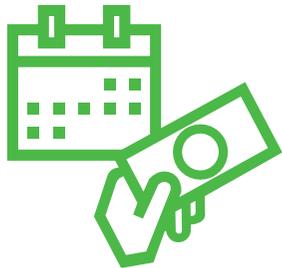


## Expiration/annulment of an agreement

- 1 Both you and the landlord have the right to terminate the lease agreement;
- 2 The notice should be made in writing, handled in appropriate date:
  - a) in case the agreement was settled for **undetermined period of time** – termination is done after the provided date. In case there is no regulation in the agreement – statutory deadlines apply,\*
  - b) in case the agreement was settled for **determined period of time** - termination is done after the provided date.

\*When you pay the rent:

1. **monthly** – at the latest 3 months forward at the end of month, e.g. if you terminate the agreement on 8<sup>th</sup> March, date of termination will expire on 30<sup>th</sup> June;
2. **in periods longer than a month** – at the latest 3 months forward at the end of quarter;
3. **in periods shorter than a month** – 3 days ahead;
4. **daily** – 1 day ahead.



## Where to find an apartment for rent?

- 1 On the internet there is a couple of websites with lease offers. Here you have a short list:
 

→ olx.pl	→ otodom.pl
→ morizon.pl	→ dom.gratka.pl
→ gumtree.pl	→ domiporta.pl
- 2 You can use a professional housing services - special agencies which are charging money for their help in finding you a new spot. It is strongly recommended to use only licensed services so to know where the money goes.

List of licensed housing agents can be found on: [www.pfrn.pl](http://www.pfrn.pl).



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# APARTMENT LEASE



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**Safe Harbour**

**Lease of an apartment is always considered with drawing up a lease agreement. It is crucial to know some basics, at least.**

**The landlord** - person responsible for signing the lease agreement with you.

**Tenant** – person who, on the basis of lease agreement, will be entitled to use the household during certain period of time.

## What are essential elements for a lease agreement?

- place and date of an agreement,
- personal data of both sides of an agreement (name, surname, date of birth, home address, mail address, PESEL number (if you have one), landlord's ID card number and number of your passport or residence card,
- precise address of leased apartment (city, street, house/apartment number),
- there is no specified form for this kind of agreements, although it has to be written clearly, both Polish and English version – you have to know what you are signing,
- “rent” – is a certain amount of money paid to a landlord and ability to live in the apartment in return. Very often it covers all the expenses eg. electricity, water, gas, central heating, which are paid by landlord to the housing association,
- attachments to the agreement eg. photographs of the apartment or hand over protocol,
- circumstances under which, the landlord is entitled to terminate the lease agreement immediately, **(see: IMPORTANT)**.

## What does “the deposit” mean?

- It is a certain amount of money you are going to be charged with in case any damage to the apartment is made or being down with utility bills. The main purpose of the deposit is to secure any landlord's additional expenses in connection with your stay.
- Normally, it equals monthly rent – according to law regulations the deposit cannot exceed twelvefold of rent, specified on the day the agreement was settled.

## Return of the deposit

The deposit will be paid back within one month after lease agreement expiry

- 1 **Full return**, if the landlord will not prove any damage or additional charges
- 2 **Partial return**, after the deduction of certain amount of money
- 3 Landlord has the right to **keep all the deposit** if there is any damage to the household and it will fully cover the expenses.



## Hand over protocol

This document is extremely important as an addition to tenancy agreement. Not only it protects the landlord, but also you as a tenant. It lists all the furnishings and its physical condition. Why is this so important? In case anything happens it helps avoiding unnecessary costs during moving out. It is recommended to take couple of photos which will be an attachment to this protocol and prove the real condition of the apartment.

## What should be mentioned in a protocol?\*

- level of water and energy meters from the day you entered the apartment,
- precise list of equipment and its technical condition,
- condition of walls, ceilings, floors, doors, windows and residential lightning,
- number of keys, gate pilots given etc.

*\* Bear in mind, that the protocol should be as detailed as possible – it helps to avoid paying for all the damage caused by previous tenants.*

### **IMPORTANT:**

Landlord has the right to terminate the agreement without sticking directly to binding dates e.g. if there are more tenants than mentioned in the agreement or if tenant's behavior is a problem to other residents.