

## Rules & Regulations visiting professors apartments

Please confirm on the application form that all involved parties have read and accepted these rules and regulations.

### General procedure

- 1.1. *Submission of the application form*  
The institute sends the application form for a visiting professors apartment to housing@ethz.ch as soon as possible.
- 1.2. *Housing offer*  
The housing office sends an offer to the institute 3-4 months resp. 4-6 weeks prior to the rental start.\*
- 1.3. *Confirmation or cancellation on part of the guest*  
The institute sends the confirmation or cancellation of the guest to the housing office within a week.
- 1.4. *Housing confirmation*  
After the guest has confirmed the offer, the housing office sends a confirmation letter to the inviting professor.
- 1.5. *Apartment handover*  
The staff of the Campus Service contacts the institute regarding the key handover and prepares the rental contract. The key and the contract (two copies including the payment slips for the rent and the end cleaning fee) can be collected at the respective ETH Campus Info.

\* See paragraph 3.

\*\* In agreement with the staff of Services the institute can pick up the key for the guest earlier.

## 2. Designations

Full professors	Foreign professors who immigrate to Switzerland to take up a permanent position at ETH Zurich.
Visiting professors	Foreign professors - The purpose of the stay is teaching and research. Guest professors are involved in ongoing research projects and teaching.
other guests/employee	Foreign professors, academic guest and post-docs etc., who visit ETH Zurich

## 3. Housing offers

Full professors	Offer immediately
Visiting professors	Offer 3 – 4 month prior to the desired rental start
other guests/employee	Offer 4 – 6 weeks prior to the desired rental start

#### 4. Rental duration

Full professors	Minimum: 1 month / Maximum: 1 year
Visiting professors	Minimum: 1 month / Maximum: according to the confirmation of the department conference***
other guests/employee	Minimum: 1 month / Maximum: 4 months

\*\*\* Maximum duration is 1 year

#### 5. Rental start / end

Our contracts always begin on the **first** or **sixteenth** day of the month at **12:00 noon**, if this is a working day - on the next working day. Agreements will always terminate on the **last** or **fifteenth** day of the month at **12:00 noon**, if this is a working day - on the preceding working day. The public holidays of the city of Zürich have to be taken in account.

#### 6. Notice of termination

The following notice period must be adhered to:

rental contracts up to 3 months	no notice period possible
rental contracts 3 - 6 months	notice period 1 month
rental contracts 6 - 12 months	notice period 3 months

#### 7. Cancellation

Once the visiting professor / organizing party confirms our offer, the reservation is binding. In the case of a change in agreement, we are obliged to charge rental payments up to the date on which a next tenant can be found - but not longer than the duration of the notice period.

Any form of subletting of the apartments/rooms is strictly prohibited

#### 8. Additional charges

Costs for water, heating, electricity and internet are included in the rent.

The fees for TV/Radio are invoiced directly to the tenant by the company SERAFE AG ([www.serafe.ch/en/](http://www.serafe.ch/en/)).

#### 9. Cleaning fee

The cleaning fee will be charged together with the first month rent.

#### 10. Key loss

If a key to the apartment gets lost, the apartment door lock and all the keys will be replaced for security reasons. the costs will be charged in the effective amount, usually CHF 400.00 (depending on the age of the closure).

#### 11. Pets

In exceptional cases, keeping a pet is allowed.