

HOW TO PAY YOUR RENT?

- **Please note:** The rent is due on the first day of the month, (see your letting agreement). Please pay your rent on time. The rent must be on our account on the first day of the month. Reminder fee for late payment: CHF 25.-.
- **IMPORTANT:** The payment slip cannot be used for payments at the post office. It is a template and must be used as explained below:

I have a Swiss bank account:

- 1) Go to your E-banking
- 2) Choose Section: *orange payment slip*
- 3) Fill in the reference number as per your payment slip
 - a. The reference number remains the same every month
 - b. A standing order can be installed with your reference number

Example of an orange payment slip:

The image shows a template for an orange payment slip. It has a header with 'Empfangsschein / Ricevuta / Einzahlung Giro' and 'Versement / Versament'. Below the header, there are two columns for 'CHF' amounts. A box labeled '609' is positioned between the columns. At the bottom, there is a field for 'De Annehmendende / Office de dépôt / Ufficio d'incasso'.

Your reference number

I don't have a Swiss bank account:

- 1) Go to Western Union
Link: <https://student.globalpay.wu.com/geo-buyer/woko>
- 2) Enter your name and your student ID
 - a. Both can be found in your letting agreement
 - b. Enter the amount you wish to pay (you are allowed to pay several rents at the same time)

Example of a letting agreement:

LETTING AGREEMENT FOR SINGLE ROOM FURNISHED

Agreement parties
 Landlord: Stiftung für Studentisches Wohnen Zürich, Sonneggstrasse 23, 8092 Zürich
 Represented by: WOKO Studentische Wohngenossenschaft, Stauffacherstrasse 101, 8004 Zürich

Tenant: Max Mustermann, César-Ritz-Strasse 7, 8046 Zürich, Student ID XXX

Object and Accommodation
 Building: César-Ritz-Strasse 7, 8046 Zürich
 Lessed object: Single room furnished, César-Ritz-Str. 7/Apt. xxx/No. xx/ Ground floor, Object No. xx 999
 Official flat number.: xx 999

Joint use: Eat in kitchen, 1shower/toilet, laundry, bicycle room, common room, bar, garden.

Begin and end of contract, break clause
 Contract start: xx, twelve o'clock (at noon)
 Contract end: xx, twelve o'clock (at noon)
 Break clause: Contract is restricted to above rental period and is non-redeemable.

Rent
 Previous rent: CHF xx
 Total rent: CHF x


Payable monthly in advance on the first day of month.

Security deposit
 Amount of deposit: CHF XXX
 Deposit to be paid to WOKO.

Reminder charges
 Fee for sending a reminder in the event of a delay in the payment of rent: CHF 25.00.
 Punitive charges in case of unauthorized subletting or illegal change of rooms: CHF 100.00.

Special agreements
 > Rent including cost for heating, electricity, gas, water, waste disposal, maintenance, administration, internet (LAN).
 > If the tenant is untraceable, the Housing Office of University and ETH Zurich supports WOKO in obtaining information about his/her whereabouts.
 > With outstanding payments or unreasonable behaviour of the tenant his/her home institution is informed by the University respectively ETH Zurich.
 > The documents "Rules of House" and "House information" are contractual parts of this letting agreement.
 > A double occupancy in the room is not allowed.
 > The use of the elevator is not included in the rent.

Zürich, XX _____ Max Mustermann
 Zürich,XXX _____ WOKO Studentische Wohngenossenschaft

 WOKO Studentische Wohngenossenschaft
 Stauffacherstrasse 101
 8004 Zürich
 www.woko.ch

Your name

Your Student ID

If, for any reason, you cannot use online banking or Western Union, please come to our office to receive payment slips for rental payment at the post office.