



# Host Family Project

## 1. Agreement between host and guest

### 1.1 Contact details of host family contact person

First name, surname:	
Address:	
Postcode, town/city:	
Telephone:	
E-mail:	

If the host lives in rented accommodation, he/she is obliged to inform the landlord about the guest(s). The landlord may refuse the tenant permission to house a guest if the tenant fails to disclose the conditions under which this shall take place or if the landlord suffers significant disadvantages due to the sublease, e.g. noise, overcrowding of the residence etc. (Art. 262 (1) point c Swiss Code of Obligations (OR)).

### 1.2 Contact details of guest / contact person for guests

First name, surname:	
Address:	
Postcode, town/city:	
Telephone:	
E-mail:	

### 1.3 Other guests (surname, first name, date of birth)

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



#### 1.4 Information on shared use of the following parts of the residence

_____ furnished room(s) (for guests only/no other use)		
Includes shared use of:		
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Bathroom/shower room	<input type="checkbox"/> Living room
<input type="checkbox"/> Telephone	<input type="checkbox"/> Internet/Wi-Fi	
<input type="checkbox"/> Laundry room/washing machine		<input type="checkbox"/> Attic space/cellar
<input type="checkbox"/> Drying room/laundry hanging area		<input type="checkbox"/> Private parking space
<input type="checkbox"/> Balcony/garden/garden seating area/terrace		<input type="checkbox"/> _____

#### 1.5 Room inventory list (instead of a handover record):

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The following keys will be given to the guest(s) for the duration of the rental period (specify quantity):

\_\_\_\_\_ House key      \_\_\_\_\_ Apartment key      \_\_\_\_\_ Room key



## 2. Duration and dissolution

Shared use of the residential space will be granted from \_\_\_\_\_ to \_\_\_\_\_.

If both parties agree, the term may be extended after this period has expired. This is done in consultation with the responsible charitable organisation or the organisation responsible for supporting the host families.

An ordinary mutual dissolution period of 14 days to the month's end applies to any termination of the accommodation relationship (Art. 266e OR). The lease or sub-lease may be terminated (by either party) at any time (subject to compliance with the dissolution period) for good cause which makes it unreasonable to continue the lease or sub-lease (Art. 266g OR). This termination must be served to each spouse in writing using the official termination form of the local homeowners' association (Art. 266n OR). The charitable organisation or the organisation responsible for supporting the host families must be informed immediately in the event that the relationship is to be dissolved.

The cantonal or municipal authority is responsible for providing accommodation after the period with the host has come to an end. The authority is supported by the charitable organisation or the organisation responsible for supporting the host families in its search for a follow-on solution.

## 3. Compensation

Accommodation is provided to refugees to show solidarity and support. As a basic principle, the host is not entitled to any compensation. However, lump-sum financial compensation may be paid to the host by the canton if the canton decides in favour of such. The amount of compensation shall be determined by the canton. The charitable organisation or the organisation responsible for providing support will inform the host family about the regulations currently in force in the canton.

## 4. Cleaning

The living space must be returned in the same condition as it was in at the time it was handed over. Weekly cleaning tasks can be agreed between the host and the guest(s). However, an entitlement to active help in this regard should not be assumed.



The guest shall help with the following activities:

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daily

weekly

## 5. Rights, duties and liability

### 5.1 For the host

- Ensuring that the necessary notifications and declarations are submitted to the tax authorities in connection with possible rental income (compensation).
- Obtaining the management's/landlord's consent for the accommodation of the guests.
- Ensuring a correct postal address has been provided for the delivery of official documents.
- Liability insurance: Whether the guest(s) is/are covered by liability insurance must be clarified with the responsible social authority. If the guest(s) is/are not covered by liability insurance, then the host can request that the guest(s) be included in their own liability insurance (many insurance companies offer this option free of charge). If neither of these options is possible, it is advisable to draw up a sublease agreement for liability reasons.
- If necessary, providing assistance and support for the guest(s) to help them settle into day-to-day life.
- Respecting privacy and providing places to which the guest(s) can retreat.
- Informing the responsible charitable organisation or organisation responsible for supporting the host families in good time if the accommodation situation changes unexpectedly or if there are problems between the host and the accommodated guest(s).

### 5.2 For the guest(s)

- The guest(s) undertakes/undertake to take care of the living space and the furniture.
- Damage to the rental property or furniture must be reported to the host family immediately.
- The guest(s) shall respect the applicable house rules agreed upon in the initial meeting and any additional agreements made between the host and the guest(s) (see section 4).
- The guest(s) is/are prohibited from making any other keys to the house. If one or more keys are lost, the landlord is entitled to replace the locks in question at the guest's expense.



- The guest(s) may not have other people staying at the property without the landlord's consent (Art. 262 OR).

### 5.3 Special regulations

- Health and accident insurance for the accommodated person/family are the responsibility of the responsible social authority.
- This Agreement covers all forms of consideration to be provided. The host family shall not be entitled to any additional benefits in the form of work or financial compensation.

In challenging situations and if you have any questions, you can contact the charitable organisation in your canton, the organisation responsible for supporting host families or the Swiss Refugee Council at any time.

This Agreement shall apply in place of a (sub)lease agreement for as long as the accommodation relationship exists between the host and the accommodated guest(s).

Where a sub-lease is concluded, the provisions of the main lease agreement, and where a lease is concluded, the mandatory statutory provisions pursuant to Art. 253 ff. OR, must be complied with.

Host:

Guest/guests:

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Place, date:

Place, date:

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