

## **Reservation & cancellation policy**

### **1. The reservation & cancellation policy set out the rules for:**

- a) booking of rooms at the YOUNIQ Gdańsk
- b) concluding a contract for renting rooms at the YOUNIQ Gdańsk
- c) payment of booking fee and deposit charges
- d) cancellation of reservation and termination of contract

### **2. Booking a room at YOUNIQ Gdańsk**

The booking is made by completing the following steps:

- 2.1. The Tenant sends a Request via the Landlord's website and provides their basic personal data specified on the website and selects, based on the offer posted, the Rental Period and the type of Room.
- 2.2. Based on the received Application, the Landlord verifies the availability of the selected Room and Rental Term and sends the Booking Form to the e-mail address indicated in the application, thus confirming the availability of the selected Offer. The availability of an Offer is not tantamount to confirming the booking.
- 2.3. In order to initiate the reservation procedure, the Tenant sends to the Landlord's indicated e-mail address, a completed Reservation Form with confirmation of payment of the Booking Fee in the amount of 300 PLN to the Landlord's bank account.

Account holder: Leonia sp. z o.o.  
Account number: 14 1140 1065 0000 2428 5600 1008  
Bank: mBank  
Swift/BIC: BREXPLPWXXX  
IBAN: PL14 1140 1065 0000 2428 5600 1008

2.4 If the Tenant does not send back the Form and/or does not pay the Booking Fee, the booking shall not take place. The Landlord may offer the Room indicated in the Form to another potential Lessee.

2.5 In the event of cancellation of a Booking, the Booking Fee shall not be refunded.

### **3. Rental agreement**

The Rental Agreement is concluded by performing the following actions:

- 3.1. The Landlord, upon receipt of the Booking Fee and on the basis of the Reservation Form, prepares the Rental Agreement, which sends to the Tenant at the e-mail address given in the Reservation Form
- 3.2. To conclude the Rental Agreement, the Tenant shall, within 7 days of receipt of the Agreement:
  - a) sign the Rental Agreement in the electronic application indicated by the Landlord
  - b) pay the Security Deposit to the Landlord's account:

Account holder: Leonia sp. z o.o.  
Account number: 7 1140 1065 0000 2428 5600 1010  
Bank: mBank  
Swift/BIC: BREXPLPWXXX  
IBAN: PL57 1140 1065 0000 2428 5600 1010

- 3.3. The payment of the deposit guarantees the reservation of the room in accordance with the terms of the contract.
- 3.4. The Landlord shall, within 3 business days of receipt of the deposit payment and the Rental Agreement signed by Tenant, sign the Rental Agreement in the electronic application, referred to in paragraph 3.2. letter.a.

#### **4. Deposit**

4.1. On signing the Rental Agreement, the Tenant undertakes to pay a Security Deposit in the amount of:

2500 PLN in the case of STUDIO rooms  
2000 PLN in the case of TWIN rooms (private rooms in shared apartments).

4.2. Payment of the Deposit guarantees the booking of a room in accordance with the terms and conditions of the Agreement.

4.3. The Deposit serves as security in the event of damage or rent arrears.

4.4. Upon termination of the Rental Agreement, the Deposit shall be returned to the account indicated by the Tenant within 30 days of the termination of the Lease.

4.5. Destruction, arrears of rent, charge for lost keys and charge for untidy room will be deducted from the Deposit.

#### **5. Cancellation before accepting Tenancy Agreement**

If the Tenant receives Tenancy Agreement, but does not accept it within 7 days, the reservation is cancelled. Booking fee is not refundable.

#### **6. Cancellation after accepting Tenancy Agreement**

If the Tenant accepts Tenancy Agreement and the Lease period has not started, the Tenant may cancel the Agreement in the event of:

6.1. When the Tenant's application at the university is rejected or the Tenant decides to study in another city

6.2. When the Tenant does not receive a visa to Poland

In the above cases, it is necessary that the Tenant provides written confirmation that the given criteria are met. In the event of cancellation caused by the rejection of the university application or choice to study in another city, the Tenant must provide a written copy of the rejection letter sent by university or written copy of acceptance letter that was sent by university. In the event of cancellation caused by not receiving a visa, the Tenant is obliged to send a written confirmation of the rejection of the visa application.

If the Tenant would like to cancel the reservation for another reason, it is possible only by finding a replacement for contracted room in a given time period. Tenant who finds replacement is released from the contract obligations and the deposit is returned.

#### **7. Cancellation after moving in**

Cancellation after the start date of the rental period is possible only by finding a replacement for the rented room.

7.1. The Tenant who finds a replacement is released from the obligation of the contract and deposit returned, minus the Administration Charge of 200 PLN.

7.2. The contract will be terminated on the date the new Tenant takes over the contract. The YOUNIQ Gdańsk team will prepare a financial settlement, any overpaid rent will be returned.

7.3. The replacement person must be over 18 years old and is required to sign a new Rental Agreement and make the payment accordingly to the Rental Agreement and the provisions of these Regulations.

7.4. Return of the overpaid rent and the deposit for the person leaving the property may only take place after new replacement Tenant signs Tenancy Agreement and once he/she has paid the payments according to the contract.

7.5. If the Tenant does not find a replacement and moves out of the Development, the Rental Agreement is not terminated and all rental obligations remain in force.

#### **8. Changes to the rental agreement**

It is not possible to shorten the rental period. It is possible to extend the Rental Agreement, only if the

rooms are available.

It is possible to change the room within the same type and to change the room type. First request for such change is realized free of charge before the start date of the agreement (only if there are rooms available). A change of room type requires an adjustment to the Deposit.

Room change after moving in is possible only after paying an administration fee in the amount of PLN 200. Room changes are subject to availability.

Each room change needs to be secured with Administration Charge for each person in the case of room change between two Tenants already living at the Development.

#### **9. Cancellation caused by no show**

The lease Agreement may be terminated if the Tenant fails to show up to move into the Room and fails to pay the first rent within 7 days after start day of the Tenancy. In such case, Landlord reserves the right to keep the Deposit paid by the Tenant and allocate it as compensation for termination of the Rental Agreement due to the fault of the Tenant. If the Tenant informs the Landlord about the inability to move in within assigned period at least 3 days in advance and at the same time have the due Rent paid for a given month – in this case, the Rental Agreement will not be terminated, and the Landlord's right to keep the Deposit is forfeited.