

# APPLICATION FOR LEAVE OF ABSENCE

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\_\_\_\_\_, dated \_\_\_\_\_

I \_\_\_\_\_ would like to apply for suspension of my tenancy agreement (leave of absence).

**Reason for leave of absence:** \_\_\_\_\_

In the period from \_\_\_\_\_ to \_\_\_\_\_, I will **not** need my room at \_\_\_\_\_/apartment \_\_\_\_\_/room no. \_\_\_\_\_.

During the period mentioned above, I will be staying in \_\_\_\_\_

and can be contacted at the following address/email address/telephone number:

\_\_\_\_\_.

By signing this application I agree to inform WIST Steiermark about any change in the duration of my absence.

In addition, I will hand over my room to the management in flawless condition, properly cleaned (including window frames and panes, blinds and shades) and painted.

Graz, dated \_\_\_\_\_  
(Date, receipt stamp)

\_\_\_\_\_  
Signature of management

\_\_\_\_\_  
Signature of student