

RESIDENCE & ACCOMMODATION

1. Moving to and within Zug.
2. Accommodation
 1. Lease / Rental contract
 2. Notice periods
 3. Housing Abnahmeprotokoll
 4. Real Estate
 5. Housing Cooperatives
 6. Housing Search

1. Moving to and within Zug

The Bureau of Foreign Affairs (Amt für Ausländerfragen) in Zug is responsible for federal legalities concerning foreigners in the Canton of Zug. Within this context extensive services are offered for both foreign and domestic clients. The Bureau of Foreign Affairs in Zug assumes responsibility as the cantonal office for foreigners (Fremdenpolizei) who want to settle or work here (Einreise / Aufenthalt) or when persons seeking asylum are allocated to Zug (Asyl).

Amt für Ausländerfragen Zug (Bureau of Foreign Affairs Zug)
Verwaltungsgebäude 2
Aabachstrasse 1
Postfach 857, 6301 Zug
Tel. +41 (0)41 728 50 50
Fax +41 (0)41 728 50 59
info.kafa@sd.zg.ch
www.zug.ch/kafa/

Registration

Persons of foreign nationality must register with the Bureau of Foreign Affairs within eight days of their first arrival in Zug or their moving here from another canton in Switzerland. At registration the following documents have to be presented:

- Passport or identity card for nationals of an EU/EFTA Country
- Assurance of residence permit if the employer is in another canton
- 2 passport photos
- Residence Permit for foreigners with confirmation of departure from the previously registered town or municipality
- Proof of medical and accident insurance

After the registration with the Bureau for Foreign Affairs in Zug the registration will be forwarded directly to the local Residents' Registry Office. It is not necessary for you to appear in person at the Residents' Registry Office.

Non-EU/EFTA nationals planning to move to Zug are advised to first make their application to the Bureau of Foreign Affairs and only to move here once the residence permit has been issued.

Moving within the Canton of Zug / Moving Abroad

If you move within the canton you must officially confirm termination of residence in your previous town at the local Residents' Registry Office. Foreign residents must present their residence permits.

Contact:
 Residents' Registration Office Zug
 Stadthaus am Kolinplatz
 Postfach 1258, 6301 Zug
 Tel. +41 (0)41 728 22 00
 Fax +41 (0)41 728 23 79
einwohnerkontrolle@zug.zg.ch

Moving to another Canton

If you move to another canton you must officially confirm termination of residence in your previous town or municipality at the local Residents' Registry Office. Non-EU/EFTA nationals planning to move to another canton are advised to first make their application to the responsible authorities in the new canton and only to move there once the residence permit has been issued.

| | |
|---|--|
| Registration Office Zug Stadthaus am Kolinplatz Postfach 1258, 6301 Zug Tel. +41 (0)41 728 22 00 Fax +41 (0)41 728 23 79 Einwohnerkontrolle@zug.zg.ch | Registration Office Baar Rathausstrasse 6, 6341 Baar Tel. 041 769 01 11 Fax. 041 769 0199 gemeindebuero@baar.zg.ch |
| Einwohnerkontrolle Cham, Mandelhof, 6330 Cham 041 784 47 10 041 784 47 74 einwohnerkontrolle@cham.zg.ch | Gemeindeverwaltung Neuheim Dorfplatz 5 Postfach 161 CH-6345 Neuheim Tel 041 757 21 30 Fax 041 757 21 40 info@neuheim.zg.ch |
| Gemeindeverwaltung Menzingen Rathaus, Postfach 99 6313 Menzingen. Tel 041 757 22 22 Fax 041 757 22 11 Info@menzingen.zg.ch | Gemeindeverwaltung Unterägeri Seestrasse 2 / Postfach 79 6314 Unterägeri Telefon 041 754 55 00 Fax 041 754 55 55 info@unteraegeri.zg.ch |
| Einwohnergemeinde Oberägeri Alosenstrasse 2 / Postfach 159 6315 Oberägeri Tel. 041 754 70 20 Fax. 041 754 70 21 einwohnergemeinde@oberaegeri.zg.ch | Gemeinde Steinhausen Bahnhofstrasse 3, Postfach 164 6312 Steinhausen Tel. 041 748 11 11 Fax 041 741 3181 info@steinhausen.ch |
| Einwohnerkontrolle Risch Zentrum Dorfmat, 6343 Rotkreuz. Tel. 041 798 18 18 Fax. 041 798 18 88 info@risch.zg.ch | Gemeinde Hünenberg Administration, Chamerstrasse 11 6331 Hünenberg Tel. +41 41 784 44 44 Fax +41 41 784 44 99 info@huenenberg.ch |
| Gemeinde Walchwil Dorfstr. 4, Postfach 93 6318 Walchwil. Tel. 041 759 80 10 Fax. 041 758 24 68 Einwohnergemeinde@walchwil.zg.ch | |

2. Accommodation

2.1. Lease / Rental Contract

The contract covers what is legally required, including provisions for common points of conflict. This document (the lease agreement for residential premises) covers the following categories, which are important to all parties:

- Parties involved: landlord, tenant
- What is to be rented: i.e: Outbuildings; Shared facilities etc.
- Tenancy and termination: rent, lease, termination provisions
- Payment conditions: Net rent, additional costs, how the rent is calculated.
- House rules: i.e., safety and security restrictions
- Special arrangements

Please note the "General conditions for the lease of residential premises" and the house rules, which are an integral part of the rental agreement form.

Any dispute arising out of a lease is within the jurisdiction of the place of rent.

When contesting a termination, extension of lease and the use of rental it is possible to involve an arbitrator. The arbitration authority will try to reach an agreement between the parties. The agreement is as legally binding as that of a judicial comparison. However, if mutual agreement cannot be met and either party disagrees with the decision of the Arbitration Authority, they have 30 days to appeal to the courts.

2.2. Notice periods

The statutory minimum notice period for both parties is 3 months (furnished rooms - 2 weeks), and the moving dates in Canton Zug are 1st April, 1st June and 1st September. However, the parties can with mutual consent agree to longer periods .

The same regulations to terminate a contract apply to both parties. Termination of contract must be sent by registered mail. A married tenant may only terminate the lease with the written consent of their spouse. The tenant can only avoid the 3 month notice period (Ausserterminliche termination) if he can find a new tenant to take over the lease on the same terms and only when this person is accepted by the landlord.

2.3. Housing Abnahmeprotokoll

An Abnahmeprotokoll is a comprehensive list of all rooms, rented items and the condition of those items. The list is presented at the inspection of a property prior to and after termination of the rental. It must be signed by both parties to confirm agreement that any listed damage, defects or missing items have been recorded correctly.

The landlord is obliged to set a time / date for any repairs etc to be made prior to commencement of the tenancy. When moving out the list will be referred to, to identify any differences which need to be compensated for. When damage exists and costs are incurred, the tenant may be able to use liability insurance, the cost may be covered by the insurance.

The rental deposit must not exceed three months' rent, and is put in a specific holding account set up in the tenant's name. This can be used to cover any costs caused to the landlord

2.4. Real Estate

The Confederation and the cantons encourage the construction and acquisition of housing and home ownership, serving private homeowners, as well as the activities of organizations that provide non-profit housing. The Canton can also provide housing support under certain conditions.

Many of the local banks can provide an English speaking service to assist with home buying. Subsidies are sometimes available to support the creation of resources and the renovation of properties within the Canton.

2.5. Housing cooperatives.

There are a number of cooperatives (listed below), which subject to certain conditions, are able to provide accommodation.

2.6. Housing Search

There are many ways to look for accommodation to rent or buy: i.e.. advertisements in local papers, internet and online property websites. Here are some useful contacts:

Offices:

Office of Housing, Industriestrasse 24, 6301 zug, Tel 041 728 37 40

Arbitration authority , Industriestrasse 24, 6301 zug, tel 041 728 29 04

Swiss tenants and tenants' association Canton Zug, Oswald Street 18, 6301 zug, tel 041 710 00 88

Hauseigentümerversand Zug, Dorfstrasse 16, Postfach 255, 6340 Baar, Tel 041 710 65 20

General housing cooperative zug 6300 zug,

Gewoba, Genossenschaft for non-residential construction, 6303 zug, gewoba@bluewin.ch

Official Journal of the Canton Zug, Poststrasse 18, 6301 zug tel 041 729 77 77

Links:

www.bwo.admin.ch

www.zug.ch / aww

www.mieterverband.ch / train

www.mietrecht.ch

www.vlb-wohnen.ch

www.wohneigentum-schaffen.ch

www.wohnbund.ch

www.awzug.ch

www.amtsblattzug.ch

www.immozug.ch

www.ImmoMarktZug.ch

www.immo.search.ch

www.immostreet.ch

www.immoclick.ch

www.homegate.ch

http://alle-immobilien.ch

www.zugerkb.ch

www.wwz.ch

Advisory Services:

Tenancy, observers Advisor, P. Zihlmann, P. Strub, ISBN 978-3-85569-371-9, www.beobachter.ch

The tenancy at a Glance, M. Brunner, P. Nideröst, ISBN 3-907955-21-8

Your own four walls, K-Tip Guide, ISBN 3-906774-22-8