

Rudolfovo - Science and Technology Center Novo mesto	<b>REGULATION ON SUBLEASING EMPLOYMENT-BASED RENTAL APARTMENT</b>	Number: SA-RUD-1023-01
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**NOTICE:**

The original Regulation is the Regulation in the Slovenian language. Translated Regulation is for informational purposes only.

On the 30th session held on 30th of January 2025 on the basis Article 13 of the Statute Rudolfovo - Science and Technology Center Novo mesto and within the provisions of Lease agreement with Public Housing Fund of the Municipality of Novo mesto, concluded on 29th of October 2024, Governing Board has adopted the following rules

**REGULATION  
ON SUBLEASING EMPLOYMENT-BASED RENTAL APARTMENT**

**I. GENERAL PROVISIONS**

**Article 1**

This rulebook specifies the conditions, criteria and procedure for subleasing employment-based rental apartment to employees.

The apartment is subleased for a determined period.

Terms that refer to persons and are written in the masculine gender grammatical form are used as neutral for the feminine and masculine genders.

**Article 2**

The apartment is in multi-apartment building no. 796, which is registered in the land register at parc. no. 1510, cadastral municipality 1456 Novo mesto, at the address Glavni trg 2, 8000 Novo mesto. It is located on the 2nd floor and is marked with no. 2N.1 and ID code 1456-796-41. A partial share of common parts and devices is part of the apartment. The total gross area of the apartment is 62,4 m<sup>2</sup>. It includes a living space measuring 58,1 m<sup>2</sup> and a basement measuring 4,3 m<sup>2</sup> with ID code 1456-796-45. The apartment has 2 rooms. The subtenant arranges with municipality the parking space.

The apartment is connected to following public utilities:

- Water supply,
- Electricity,
- Sewage system,
- Heating system (type: heat pump),
- Elevator,
- Telecommunications connection

### **Article 3**

The rights and obligations of the subtenant are determined in the sublease agreement. The sample contract is an integral part of the tender for subleasing an apartment.

## **II. CONDITIONS AND CRITERIA**

### **Article 4**

The general conditions for subleasing an apartment are:

1. The applicant must be employed at Rudolfovo.
2. Neither the applicant nor any of its close family members residing with applicant are tenants of a non-profit apartment or owners of a suitable apartment or residential house within 60 km from workplace. The applicant shall confirm prior statement with a declaration (see annex 1 of this Regulation).

A close family member is a child, adopted child, stepchild, or the child of a cohabiting partner, a person for whom there is a legal obligation of support, a spouse, or a cohabiting partner

A suitable apartment is one located in a single or multi-unit residential building constructed in accordance with the minimum technical standards for the construction of residential buildings and apartments, for which a valid occupancy permit has been issued in compliance with building regulations. The apartment must have a separate sleeping and living area (except in the case of a studio) and must meet the housing needs of the subtenant and their close family members living in the household with the subtenant. Additionally, it must comply with the size standards as defined in the Rules on the Allocation of Non-Profit Apartments for Rent.

Special conditions can be specified in each call.

### **Article 5**

The general criterion for the selection is the personnel importance of the subtenant for the employer and for the Municipality of Novo mesto.

Special criteria can be specified in each call.

## **III. PROCEDURE FOR SUBLEASING AN APARTMENT**

### **Article 6**

The process begins with the internal call for subleasing an apartment. Director starts the process when necessary. The tender shall specify special conditions, if they will be determined, special selection criteria, if they will be determined, the duration of the

sublease, reasons for extension, length of extension, rent, indicative individual, joint operating and other costs and any other information.

#### **Article 7**

If only 1 applicant applies, the director decides on the application.

If several applicants apply, the committee evaluates and ranks the applications and submits an explained proposal to the director. The director makes the decision.

If additional explanations or evidence during the procedure are needed, applicant is asked to do provide information and must submit them within the set deadline. If applicant does not submit them within the deadline, applicant is considered to have withdrawn the application.

The selected applicant is sent a contract for signature, the non-selected applicant is sent a decision of non-selection.

### **VII. FINAL PROVISIONS**

#### **Article 8**

All amendments and additions to this Regulation are accepted in the same way as the rules.

The annex is:

- Annex 1: Declaration of ownership/tenancy of the applicant

If only the annex is changed, and the content of the Regulation is not changed, the director informs the employees about the change in the usual way and publishes the changed form as new in the document system. Changes do not need to be accepted or approved by the Governing Board.

#### **Article 9**

The proposal of this Regulation was circulated to the employees for discussion through the internal newsletter on the 17 January 2025.

The Regulation come into force on the 8th day from the day they were adopted by the Governing Board.

The current version of this Regulation is available in the document system

Rudolfovo - Science and Technology Center Novo mesto  
President of Governing Board  
dr. Tomaž Savšek