

Important Housing Information for Tenants

Dear Student,

The following contains important information as well as some general guidelines. Please note that you must **read this carefully before proceeding with your application.**

Reservation Confirmation

The Reservation Confirmation is your confirmation that you have accepted the room offered to you by the on-line application system and means that you have reserved this room.

Contract

On your arrival in Denmark you will be required to sign a Danish Rental Contract. This contract is between you and the landlord/owner of the dorm (or their representative). This contract will be in Danish, but there will be an English translation available.

Please note that your contact is not with CBS.

Rent

Your rent is payable direct to your landlord. It is very important that you keep your receipts from your transfers and/or payments with your important documents. Please keep and bring all subsequent receipts from your payment transfers to Copenhagen in case of any misunderstandings.

Rent must be paid on time. If not, a late payment fee of DKK 250.00 will be deducted from your deposit. Please **ALWAYS** contact the CBS Housing Department if your payment is delayed.

You are responsible for paying rent for the whole rental period. Make sure you understand the terms and conditions regarding your accommodation and your rent as stated in the Rental Contract.

You are also responsible for all fees added to your payment due to international bank transfer. Some fees will be added late in the process and therefore will not be known to your home bank. These relatively small fees will, in most cases, be deducted from your deposit.

Cancellation

Within the 14-day cooling off period.

If you wish to cancel the accommodation with the 14 day cooling-off period you must send an email to housing.intoff@cbs.dk. If you neglect to do so, you will be responsible for paying rent for the full rental period.

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After expiration of 14 day cooling-off period

If, for any reason, you have to leave Copenhagen earlier than expected, you will be held responsible for the rent for the remaining part of the period. Any amounts already paid cannot be refunded.

Bed linen

Upon arrival, you will find a duvet, a pillow, sheets, tea towels and two towels provided in your room.

Telephone and Internet

In your room you will have access to the Internet for study-related use and for basic e-mail correspondence. The telephone number in your room (if relevant) is provided in your Reservation Confirmation. Please note that in Peder Skramsgade, Porcelænshaven and Tietgen Kollegiet there is no telephone access from your room.

Guests

It is not permitted to have friends and family staying over in your room.