

Practical information about private housing through CBS

The International Office at CBS appreciates your interest in renting out a room or an apartment to international students. We hope that the following information will answer some of the questions that you might have.

It may seem overwhelming with all this information at once, but we hope it can avert misunderstandings later on. If you have any questions, please feel free to contact our private housing coordinator (see below).

Rental periods

The rental period is usually one semester at a time starting in mid-august (this means, that you as a landlord will get half a month's rent on the first month) ending on 31. December. Unless otherwise has been agreed between the tenant and the landlord, the rental period follows the CBS semester period.

Requirements for lease

As the students do not have the opportunity to bring much with them, the rooms must be furnished, and there must be access to kitchen and bath. Furnishing is as a minimum: lamps, a wardrobe/chest of drawers for clothes, a bed with mattress and a desk with a chair. Also, there must be access to the internet.

The use of electricity, water, gas and heat is considered included in the rent, and so these expenses must be taken into account when the rent level is set. The deposit cannot be withheld to cover those expenses. In respect of this, it should be mentioned that there is a difference in the individual consumption of heating and water in particular, which is why the consumption can be higher than usual in the household. Consumption of detergent, cleaning supplies and toilet paper is also considered as included in the rent, unless the tenant is living alone on the lease. The rent is set by the landlord.

Communication

The International Office at CBS facilitates the communication between landlord and student. This is carried out on the basis of relatively little information on both the student and the landlord. We only know the student's gender, age, nationality, field of study, smoking/non-smoking, allergies, and possible the maximum level of rent that the students are able to pay.

Of course, we try priority to the landlords in the order in which they sign a housing form and from the specific requirements they may have for the next tenant. We also try to meet most of the landlord's specific wishes for a tenant, before we make a match. But the more requirements to be taken into account, the higher the rent is, and the later the room is registered at our Housing Department, the harder it is for us to match a suitable tenant. Due to cultural differences we

among other things experience that many female students prefer to stay with female landlords rather than male landlords. In order to avoid that the student terminates the tenancy in the middle of the semester, we try to accommodate both the student's and landlord's preferences.

Unfortunately we do not have the resources to preview rooms or meet landlords in advance. We therefore, as far as possible, advise that the tenant and landlord meet to review the lease – maybe prepare a list of deficiencies on arrival, and thus avoid misunderstandings later on.

Of course you are always welcome to call us with further information or perhaps attach a document with additional information, when you submit your registration form to us – for example if you have children living at home. We would also like to know whether you want much or little contact with the students, so that we can match the tenants/landlords with the same expectations. Pictures of the lease are also very welcome and highly recommended.

You should be aware that we as a starting point only refer one student at a time. The students also only get one offer from a landlord. Should it happen that the student does not contact you or that you don't get response to your inquiries, please contact us and we will try to get in contact with the student and if applicable find another student for you. Please keep in mind that the form must be completed in English and that the form will be forwarded to the student.

Cancellation

Every year at the beginning of the semester we unfortunately experience that some students withdraw their applications a few days before expected arrival. Furthermore, it also happens that some students go back home during the first few weeks because of homesickness, illness or financial problems, etc. In such cases, we can try to find another student, but we cannot offer financial compensation for loss of rent.

Termination-deadline

All contracts must according to Danish Rental Legislation, contain a mutual notice period of one month. The termination must be done by the end of the month, and the period of notice cannot be changed. This means that the International Office cannot guarantee that the student stays for full the period, as agreed and written in the contract. Please also note that any discrepancies between the tenant and the landlord in connection with the contract must be resolved directly between the tenant and the landlord. You are of course always welcome to call us and get advice.

Deposit

The tenant shall pay a month's rent as deposit, as well as the first one and a half month's rent on arrival. The deposit must be refunded immediately before departure. The landlord may keep some or all of the deposit if the tenant has caused damage or devastation, but this must be documented with an invoice or receipt for repairs. The deposit cannot be withheld to cover normal wear and

tear, coverage of heat/electricity etc. The deposit may not be used for renovation of the property, or to put the property in finer condition.

We recommend that landlord and tenant agree on a room-check immediately before departure, so you do not end up in a claim and counter-claim situation that later must be clarified by e-mail or phone. If there is a disagreement about the deposit refund, we recommend that the parties involved contact [Københavns Retshjælp](#) (Copenhagen Legal Aid).

Insurance

The International Office has no financial means to cover any damage or economic losses in connection with the dissemination. Technical conditions are to be agreed between the landlord and the tenant.

Tax and National Civil Register (CPR)

The International Office does not report rental income to the tax authorities. We therefore advise our landlords to inform themselves of the detailed procedures of reporting rental income to the [tax authorities](#) (the Danish Customs and Tax Administration). In this context, we can say that virtually all students get a social security number during their stay in Denmark and therefore will be registered at the Central Office of Civil Registration at the landlord's address. Students must register at the landlord's address in order to be able to live and study in Denmark. Students must unregister themselves at the individual municipality before departure. It is not possible for CBS Housing Department to unsubscribe on the student's behalf.

House Rules

If you have specific house rules, such as no noise after 11 pm, or no access to certain areas, we encourage you to write down the rules in English and review them with the tenant on arrival. A good idea is to get tenants to sign that they have read and understood the rules.

If there are very special rules, then we would like to be informed about them by the submission of the registration form.

It is recommendable that you discuss both these rules and mutual expectations, when the student has arrived.

There can easily be misunderstandings, when two different cultures meet. That is why it is important to have an ongoing open dialogue and respect for each other's differences and ways of living.

Contact

Should you have any further questions, please feel free to contact us at: +45 3815 3054 or email: privatehousing.intoff@cbs.dk.