

## Important Information about Private Housing

CBS Housing Department helps facilitate contact between exchange students and private landlords during the fall semester. In order to make your stay as pleasant and problem free as possible we ask you to read the following information carefully; this document contains some very important information as well as some general guidelines.

Please bear in mind that there will almost always be challenges when two cultures meet. You will improve your experience in Denmark considerably if you keep an open mind and show tolerance towards opinions and ways of living that are different from what you are used to.

### Rent in private housing

Upon arrival you must pay rent for the first 1½ to 2 months along with your deposit, which is equivalent to one month's rent, unless an alternative arrangement has been agreed with the landlord/lady.

You are responsible for paying rent for the whole semester. Make sure you understand the terms and conditions regarding your accommodation and your rent. You must always sign a sublease agreement or a Rental Contract. It will help you later if problems should occur. If you have any questions about the Rental Contract or sublease agreement you should contact the free legal aid service Copenhagen Legal Aid: [Københavns Retshjælp](#)

In private housing you pay rent at the beginning of every month, directly to your landlord/lady.

### Cancellation

#### *Before arrival*

If you wish to cancel your assigned private accommodation before arrival, please contact both your landlord and CBS Housing Department immediately. If you cancel a housing offer, CBS Housing Department will not be able to offer you any other form of accommodation for your stay.

#### *After arrival*

If for any reason, you have to leave Copenhagen earlier than expected, you must still adhere to the Sublease or Rental Agreement and all of its conditions.

### Refund of Deposit

In private housing, your deposit will be returned before your departure. Your landlord/lady reserves the right, if necessary, to charge you for bringing the premises back to the state in which they were when you moved in and for cleaning common areas.

Please make sure to go through the apartment, if at all possible, with your landlord upon arrival. It is also advisable to make an inventory list of missing or damaged items together with the landlord. It is very important to arrange a "check out" inspection with your landlord/landlady prior to your departure and make sure you receive your deposit BEFORE you leave the room.

## Photographs

To avoid confusion, we recommend that you take photographs both on arrival and on departure.

**Please note that the CBS Housing Department will not be able to help you to recover your deposit if you do not receive it on departure. Nor will CBS be able to compensate you for the loss of your deposit. CBS can only facilitate contact between landlords/landladies and students. We regret that we are not able to arbitrate or assist in any disputes.**

If you experience problems of a legal nature [Københavns Retshjælp](#) provides free legal advice.

## Your arrival and your “Buddy”

You and your landlord/lady are responsible for arranging your arrival and the handover of keys. If you have a Buddy, your Buddy may be able to assist you to get to your private housing. If you do not have a Buddy, you will need to make your own arrangements for transport to your private accommodation.

## Telephone

Use of the telephone is normally not included when you rent a private room. However, some landlords/ladies have agreed to accept important calls from your family, home university, CBS, etc. Your landlord/lady might agree to let you use the telephone with a pre-paid calling card, but it is not a requirement.

When you arrive you and your landlord/lady should settle the rules for the use of the telephone and discuss house rules in general right away.

## Check your email!

Make sure to check your CBS email often, preferably every day. Sometimes changes occur which we will notify you about via email, and we often need a quick reply. Remember to check your ‘junk folder’ often, as sometimes that is where e-mails from CBS will end up.

## Questions to the Housing Department

It is important to us that you understand that inexpensive and perfectly located accommodation is very hard to find in Copenhagen. It is also a recurring problem to find enough student housing.

We do our utmost to comply with both your and the landlords wishes and preferences. However, it is not always possible to fulfil these completely.

When we have an offer for you we will write to both you and the landlord with information. Please respond to this offer by contacting the landlord directly but also by sending CBS Housing Department an e-mail confirming that you have contacted the landlord.

Please note that if you turn down an accommodation offer, CBS Housing Department will not be able to help you further. You will receive only one offer from us.

If you decide to look for accommodation yourself, please read the information we have posted on our website about scams.

Once you have agreed to stay in the housing arranged for you, it is your own responsibility if you decide to change accommodation..

Further information can be found at our accommodation [website](#).

If you have any further questions, feel free to contact the Housing Department at the International Office.

We hope you will have a wonderful time in Copenhagen!

Sincerely,

Private Housing,

CBS Housing Department

Finsensvej 6D

2000 Frederiksberg

**Private Housing opening hours: Monday – Thursday 9.30-12.00 and 13:00-15:00.**