

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 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; it will help you later if problems should occur. If you have any questions about the sublease agreement you are welcome to contact CBS Housing Department at the International Office.

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 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.

It is a very good idea 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” with your landlord/lady prior to your departure to avoid any misunderstandings in regards to refund of the deposit.

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

Your arrival and your “Buddy”

The Buddy Coordinators will arrange for you to be picked up at the airport or train station and accompany you to your new Danish home. In order to make these arrangements the Buddy Coordinators (buddy.intoff@cbs.dk) need to know your exact time of arrival and your flight/train number. So, please make sure you have sent your exact arrival information at least two weeks before your arrival or the Buddies cannot guarantee pick-up. Please note that your Buddy will not necessarily be picking you up by car, he or she may help you get to your accommodation by public transportation.

Be aware that you and your landlord/lady are responsible for making arrangements for your arrival and the handover of keys etc.

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. In an emergency situation, you are always welcome to contact the International Office on phone +45 38 15 30 06 or email privatehousing.intoff@cbs.dk.

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

**Private Housing opening hours: Monday, Tuesday, Thursday – 10:00-12:00 and 13:00-15:00.
Wednesday and Friday - Closed**