



THE TENANT CHARTER

I - Moving in formalities

Regarding the Euraxess Services Centre, the researcher agrees:

- to fill in the housing request form with true and exact information;
- not to pass on to another person the list of offered accommodations without prior approval by the Euraxess Services Centre;
- to mention calling on behalf of the Euraxess Services Centre when contacting the owners of the chosen accommodation;
- to notify the Euraxess Services when suitable accommodation has been found, even if it was not from the Centre's list.

Regarding the landlord, the researcher agrees:

- to show up for appointments made with the landlord to visit the premises and to warn the landlord if he/she is unable;
- to provide all [requested documents](#)²⁶ necessary to draw up the lease (identification, pay slips, work contract, other document justifying the scientific stay in the host institution such as an "ordre de mission", letter from the employer, thesis contract, etc.). You cannot be required to provide an ID photo, a social security card, a bank statement nor a statement from your bank certifying credit worthiness;
- to sign the lease and inventory only if the latter is true and correct. A furniture inventory must be signed if the accommodation is furnished; the tenant must keep a copy of all documents (lease and entry inventory);
- to pay the first month's rent on the day the keys are given to the researcher, as well as the security deposit if requested (usually, the deposit amounts to one month rent without charges);
- to pay the subsequent rent on or before the 5th day of the month (rent is due and payable each month, one month in advance) ;
- to obtain home insurance policy that will cover all damages as soon as the researcher moves in, and forward a copy of its renewal to the landlord every year.

²⁶ <http://www.anil.org/profil/vous-etes-locataire/se-loger/dans-le-privé/justificatifs-et-caution/>

II - Courtesy to the landlord

The researcher agrees:

- to pay the rent on time and regularly, including the last month's rent. The security deposit cannot be considered as rent. It will be refunded by the landlord within 2 months of the tenant's departure;
- to pay all charges and taxes not included in the rent, such as the *taxe d'habitation* (local taxes), utility bills (water, electricity, gas) if these are included in the charges, and accept to pay additional amounts in case of overconsumption;
- not to abuse of the hospitality of the landlord or host, especially if you are renting a room in a private home;
- to give the landlord or agency access to the premises in the event of needed repairs that are the landlord's responsibility and to allow potential renters or buyers to visit the accommodation before your leave (upon appointment, at the times and dates agreed upon with you);
- to notify the landlord of your departure date, usually at least one month before the end of the lease of a furnished accommodation and 3 months before departure in case you wish to terminate the contract before the end of the lease term;
- to hand over the keys on the day the premises are inspected and the exit inventory is drawn up.

III - Care for the rental accommodation

The researcher agrees to occupy the premises and take good care of them within reasonable limits, in particular he/she agrees:

- to act as a good neighbour and avoid making excessive noise, no matter the time of day, especially after 10 pm;
- to clean regularly and undertake small repairs;
- to respect communal areas and keep them clean;
- not to make any changes to the premises, and if renting a furnished accommodation, not to remove furniture or appliances without prior approval by the landlord;
- to take care of any damages to the premises and communal areas and undertake all [repairs that come under a tenant's responsibility](#)²⁷ and, if necessary, contact the insurance company;
- when moving out, the tenant should leave the premises in the same state as when he/she moved in, clean and without any damage.

**Document written by the Housing Working Group of the association EURAXESS France
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²⁷ <http://www.anil.org/profil/vous-etes-locataire/location-vide/decence-entretien-et-charges/entretien-du-logement/>