

Accommodation Office's guide for subletting for SDU students

Please read the entire document carefully before filling out the subletting-form, as the document contains important information about the subletting procedure.

At the SDU Accommodation Office we help SDU students find a tenant for their sublet if they are going on a semester abroad. We will try to find a tenant among the international exchange students coming to SDU for a semester.

We must emphasize that the Accommodation Office merely facilitates contact between you and the international student. The Accommodation Office does not function as tenant, landlord or janitor. A tenancy contract agreed upon by you and the international student is thereby a legal matter between the international student (subtenant) and you (subletter).

If you want us to help finding a tenant to sublet your accommodation, the procedure is as follows:

1. Make sure that you are allowed to sublet your accommodation. Your landlord must give permission. Many housing organizations use a special contract for subletting and can quickly guide you. Note that some do not allow subletting (The Campus House in Odense for example).
2. Fill out the form on the last page of this document and return it to the Accommodation Office via email to bolig@sdu.dk.
3. We will register your accommodation in our system and look for a potential tenant.
Important: Please note that we will begin this process at the end of April/start of May for the autumn semester and at the end of October/start of November for the spring semester. Therefore, it may take some time from the date you send us the form until we find a potential tenant. You should not start looking for a subtenant yourself, even if it takes some time before you hear from us. If, contrary to expectations, you find a subtenant yourself, it is very important that you inform us immediately so that we do not offer your accommodation to one of our international students.
4. When we have found a potential tenant, we will send an offer for your accommodation to the student.
5. If the student accepts, you will both receive each other's contact information, and from hereon, it is your responsibility to finalize all the practicalities such as payment, contract, arrival and handing over the keys. Please note that the rent, etc., in the contract must not exceed the rent you specify in the form below. If you are unable to hand over the keys on the arrival date, please ask someone else to do it on your behalf, like a friend or family member.

Deadline: We ask that we receive your subletting form no later than May 15th (fall semester) and October 15th (spring semester). If you can't meet these deadlines, we will of course still try to help you, but the chances of us finding a tenant are much smaller.

Rent and deposit

The rent, including utilities, internet and the like, should preferably not exceed 3500 DKK per month. If your rent does exceed 3500 DKK, we might still be able to find a tenant. Perhaps there is room for a couple? There are also PhD students, who can sometimes afford to pay a little more. If the cost of renting your home exceeds 3500 DKK per month, write to us, and we can look at the possibilities.

The deposit is typically equivalent to 2-3 months' rent. This is your assurance that the student pays the rent, and if the unlikely situation arises where there is damage done to the property.

You must continue to pay your rent and the student (sub-tenant) pays rent to you. **NOTE: You must remember to withdraw from housing benefit while you sublet.**

Payment

It is very important that you along with the contract also forward your bank account information to the international student, so he/she can pay the deposit and rent directly to you.

You should give them your: IBAN, SWIFT, name of your bank and the bank's address, as the student will have to make an international transfer. You are also welcome to include Danish account information (if you have it) in case the international student gets a Danish account after arrival.

You can usually find the IBAN and SWIFT through your online bank or get the information from your bank.

The rental period

For the fall semester, the rental period must start between August 1st and September 1st, and end on January 31st. For the spring semester, the rental period must start between January 1st and February 1st, and end on June 30th.

It is not possible to choose another period. However, it is completely okay if the two of you both agree on a different rental period after the student has accepted the offer. We will however always inform the student of the rental period stated above when sending the offer.

Contract

You must prepare a contract in Danish. We can send you a blank standard contract, if you want. Please note that some housing organizations have specific contracts that must be used for subletting. So, check with them before you get a standard contract from us. In the contract you can write for example, that there is a fixed-term lease, the tenant is liable for damages, and make note of any house rules (if there are house rules, be sure to include a copy).

We hope you find it easy to sublet your accommodation through us. If you have questions or concerns, please do not hesitate to contact us!

Kind regards,

The Accommodation Office

University of Southern Denmark

E-mail: bolig@sdu.dk

Phone: +45 6550 2053



Subletting Form			
About you			
Name			
E-mail			
Phone number			
In which country are you going to study?			
What is the name of the university?			
About the accommodation			
Must the tenant be a student, or can it be a SDU guest scientist as well?	Yes, the tenant must be a student <input type="checkbox"/>	No, the tenant could also be a SDU guest scientist <input type="checkbox"/>	
The number of people you would like to sublet to You can choose both, if you want	One person <input type="checkbox"/>	Two people (a couple) <input type="checkbox"/>	
The address of the accommodation			
Rental period	From		
	To		
Accommodation type	Apartment <input type="checkbox"/>	Number of rooms	
	Single room <input type="checkbox"/>		
The size of the accommodation If single room, only the size of the room	M ²		
Monthly rent, utilities etc. If spaces are left blank, we assume that utilities etc. is included in the rent	Rent	kr.	
	Water on account	kr.	
	Heat on account	kr.	
	Electricity on account	kr.	
	Internet	kr.	
	Dormitory contribution etc.	kr.	
	Other	kr.	
Deposit Can at a maximum be equivalent to 3 months' rent	kr.		
Furnishing	Fully furnished <input type="checkbox"/>		
	Partly furnished <input type="checkbox"/>		
	Unfurnished <input type="checkbox"/>		
Size of the bed	90*200 cm <input type="checkbox"/>		
	140*200 cm <input type="checkbox"/>		
	Other:		
Internet	Wi-Fi <input type="checkbox"/>	With cable <input type="checkbox"/>	
Laundry facilities	Washing machine <input type="checkbox"/>	Tumble dryer <input type="checkbox"/>	
	Price: <input type="checkbox"/>	Free <input type="checkbox"/>	Price: <input type="checkbox"/>
	Placed in: Accommodation <input type="checkbox"/> Basement <input type="checkbox"/> Other:		
Kitchen	<input type="checkbox"/> Private	<input type="checkbox"/> Shared with: pers.	
Kitchen equipment (plates, cutlery, pots, pans, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other equipment			
Bathroom	<input type="checkbox"/> Private	<input type="checkbox"/> Shared with: pers.	
Number of	Showers:	Toilet(s):	
If shared accommodation, gender of roommate			
Other, e.g. preferences for gender etc. of your future tenant. We will only offer your accommodation to a student that matches your preferences for gender etc.			

Please send pictures of the accommodation in a separate Word- or PDF file.