

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.

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 are using special contract for subletting and can quickly guide you. And some do not allow subletting (The Campus House in Odense for example).
2. Fill out the form in the last page of this document and return it to the Accommodation Office, either in paper or via email.
3. We will register your accommodation in our system and look for a potential tenant.
4. We will inform you when we have found a potential tenant, and we will await a final acceptance from you before sending on offer for your accommodation to the student.
5. If you accept the student, we will send an offer for your accommodation, and the student will have 7 days to answer the offer.
6. 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.
7. You send a copy of the signed contract to the Accommodation Office and at the same time inform us whether you will hand over the keys to the student yourself. Please read more under "Contract and keys".

Deadline: We ask that we receive your subletting form no later than June 1st (fall semester) and November 1st (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 monthly bills must include rent, water, heating, electricity and the internet. Use of laundry facilities are typically not included in the amount. The rent should preferably not exceed 3500 DKK per month. That's the limit we tell the international students, but this does not mean that your overall rent cannot be more. Perhaps there is room for a couple? There are also PhD students for example, who can 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 are the sub-landlord during this rental period. 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 with the contract also forward banking 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 the 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. But we will always inform the student of the rental period stated above when sending the offer.

Contract and keys

You must prepare a contract - we advise you to use a standard contract form which we can provide you with. Please note that some housing organizations have specific contracts to be used for subleasing. 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).

You must send one copy of the signed contract to the Accommodation Office before the rental starts – preferable sooner.

You must also inform the Accommodation Office whether you want to hand over the keys to the student yourself, or if we should do it for you. If we should do it for you, you must deliver the keys to our office at least a few days before the student arrives.

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

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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	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	M ²		
Monthly rent (incl. electricity, water, heat, internet and furniture)	Kr.		
Deposit (can at a maximum be 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:		
Bedding/Linen included in the lease, if any	Duvet <input type="checkbox"/>	Pillow <input type="checkbox"/>	
	Sheet <input type="checkbox"/>	Cover for duvet/pillow <input type="checkbox"/>	
	Towels <input type="checkbox"/>	Dish towel/cloth <input type="checkbox"/>	
Internet	Wi-Fi <input type="checkbox"/>	With cable <input type="checkbox"/>	
Laundry facilities	Washing machine <input type="checkbox"/>	Tumble dryer <input type="checkbox"/>	
	Price: Free <input type="checkbox"/>	Price: Free <input type="checkbox"/>	
	Placed in: Accommodation <input type="checkbox"/> Basement <input type="checkbox"/> Other: <input type="checkbox"/>		
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 regarding nationality, gender etc. of your future tenant).			

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