

A STEP-BY-STEP GUIDE TO GUEST/EXCHANGE STUDENT ACCOMMODATIONS

1. You are accepted as an exchange student at the Aarhus School of Architecture and you tick off the box saying that you will apply for accommodations through the school.
2. If we have sufficient accommodations, we will contact you and make you an offer. If we are unable to provide you with an accommodation, your deposit will naturally be returned to you.
3. If you accept the offer, the school signs a contract on behalf of you.
4. You transfer DKK 10.000 (deposit and first month's rent) to the school before the relevant deadline.
5. You pick up your contract at the school and other papers necessary for moving in.
6. You bring the necessary papers to the dorm caretaker where you receive your key.
7. You make sure that your name is on your letterbox.
8. One month after the date your lease commences (stated in the contract) you receive a bill for your second month's rent (the first month is included in your deposit) – you, of course, pay the bill and subsequent bills.
9. We contact you in order to settle the difference between the DKK 10.000 (which was an approximate deposit) and the actual deposit at your specific dorm. So, you either receive money or have to pay money.
10. We contact you in order to check the date we can terminate your lease.
11. You arrange with the caretaker at your dorm a date for inspection and cleaning your accommodation. The caretaker draws up a report containing possible expenses for cleaning, repairs, etc.
12. You leave your apartment.
13. We return your deposit to you (excluding the first month's rent) and deducting possible expenses for cleaning and repairs based on the caretaker's report. **We also adjust the amount returned to you so that you will have paid six months' rent for one semester/12 months' rent for two semesters - regardless how long you have made use of your apartment. We do so because we have to cover the schools expenses for rent.**