Student accommodation Guide:

Last updated: May 2025







Welcome!

Congratulations on joining us at emlyon business school.

We trust that you have already read our **Welcome Guide** in which you will have found some crucial aspects to consider before arriving and commencing your program.

As you know, one of the first things you'll need to do as a new student is to secure accommodation. The shortage of student accommodation is a growing issue in large cities.

At **emlyon** business school, we consider that it is unacceptable that any student would be left without accommodation when classes have already started.

We work hard to ensure that our students find an adequate accommodation.

That's why **emlyon** business school is working to partner with key student housing providers to ensure that no student is left without a roof over their head.

In this ultimate guide to finding student accommodation, you will find tips on how to make sure that you are ahead in the race to get the best place to live!

We hope you will find this guide useful, and we look forward to meeting you soon.

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Here are things you absolutely need to know before renting!



A lease agreement is a **legally binding contract** and you will be forced to comply with the terms and conditions you sign to. We recommend reading through your tenancy agreement, and perhaps getting someone with experience of renting to check it over too, to make sure everything is clear and reasonable.

Make sure the accommodation contract includes:

- \Rightarrow The name of all people involved
- \Rightarrow The rental price and service charge
- ⇒ The deposit amount
- The start date of the contract and its length
- ⇒ The address of the rented property and a short description
- \Rightarrow The size of the property

Our advice: take dated photographs!

You might need to prove that the inventory and the photographs you provide are an accurate representation of the property at a certain point in time. If you take a photo with a mobile phone it will usually place a date stamp on the file. This will help to prove when the photo was taken if there are any disputes.



It is now common to be asked to provide a guarantor when renting any type of student property.

This is because most students do not have a credit history that can be easily checked and the majority of landlords want to make sure the people they are ... renting to can afford the rent.

Also, as your landlord, or agent will want the

guarantor to be France-based and have minimum levels of income, not everyone is eligible to be a guarantor.

In such circumstances, the alternative is to use a guarantor company

(see our solutions Smartgarant and Garantme later in the guide).



Complete and sign a check-in report "état des lieux"

Upon moving into a property, whether that be a hall of residence or a private property, you will be given a check-in report to complete and sign. It should list each room or area of the property as well as all the fixtures, furniture and appliances within each room. It should also record the condition of everything such as whether the rooms are clean and if there is any damage.

It is the student's responsibility to list any damage in the room.

The information listed on the form is the basis for determining if damages are to be charged to the student at check-out.

If the report is missing or incomplete, the landlord or agent will assume the property was in perfect condition at the time of check-in.

Please note that you have only 10 days to add things to your check-in report.



A security deposit is money that the landlord or agent usually holds during the tenancy.

The amount is generally equivalent to a month's rent (2 months' rent for a furnished property).

To know if the accommodation is in the same condition as when you leave, there will be a check-out report. The landlord or agent will take the check-in report and look if everything is as it was before you arrive.

At the end of the tenancy, the security deposit is returned to you **if you leave the accommodation in the same condition in which you found it** when you moved in. If you do not pay your rent, make major damages, or if you leave without any notice, the landlord has the right to keep your deposit.



When considering housing, there are many **associated costs**, not just the rent!

A - your monthly rental payment

The rent is most often paid by direct debit from your bank account.

With a private landlord, payments can be made by cheque, bank transfer, or less frequently by cash.

It should be noted that the landlord has no right to impose a means of payment on you. If your landlord insists that the payment be made in cash, it probably means that he does not declare his activity as a landlord nor your rental.

B - service charges

Service charges usually cover things like repairs, maintenance and improvements to communal areas or the building structure, but also lighting, heating and cleaning of common areas.

C - home insurance

Home insurance is mandatory in France, for any type of accommodation, furnished or unfurnished. All tenants must take out home insurance that must be presented to the landlord when handing over the keys and/or signing the lease.



A home insurance covers your house and belongings against life's unexpected events (flood, fire, theft...)

It usually includes third party liabity.

D- Utility bills



If you are staying in a hall of residence, it's more than likely that your energy bills are all included within your rent.



The majority of utility bills are paid in regular monthly instalments, however, this can vary depending on the service.



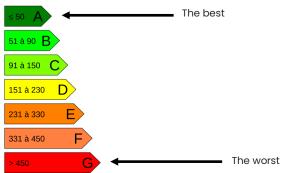
Our partner **Livinfrance*** can help you find utility suppliers, so no need to hunt for the best deals through online comparison websites!

*More information about **Livinfrance** in the following pages

The charges for an average apartment are composed of : cold water, hot water, electricity, and garbage fees. Note that cold water and garbage fees are in most cases included in the rent, and hot water can be provided by electricity.

The cost will vary depending on your location, if you're using gas or electricity, or even your Energy performance diagnostic (DPE). As an example, the lower your rank, the more you will have to heat you apartment during the winter.

Energy consomption in kWh/m2/year







Wherever you choose to live, take a look at our top tips for finding accommodation.



Don't wait until you are in France to start looking for housing and submit your applications before you leave your home country

Start looking as early as you can and bear in mind that you are competing with thousands of other eligible students in your area for the perfect spot.

Submit as many applications as possible to increase your chances of securing accommodation.

2

Work out your accommodation budget

When choosing your accommodation, keep in mind how much you will realistically be able to spend.

You will need to find a property that fits your budget and with bills that you can afford to pay every month.

A budget calculator can help you get an idea of all costs, from accommodation and bills to clothing, interests and hobbies.

3

Try to find student rental accommodation that is furnished

You will save money on purchasing expensive items.

Buying your own furniture, organizing, delivery... can be time-consuming.



Be wary of housing scams

These aren't common, but affect a few students each year.

If something seems too good to be true, it usually is!

On the next page, you will find a little prevention guide about scamming.



Be wary of housing scams

With the evolution of digital technology and the dematerialization of most procedures, **scams** of all kinds are becoming increasingly common. Housing is no exception. To prevent a **scam**, there are a few rules you need to know. They may seem very basic, but forgetting one of them can lead to being scammed. First, here is a list of documents that a private individual should **never** ask you for:

If you are asked to pay something, always ask for an invoice!

Þ Banking documents:

Copy of bank or postal account statement, bank or postal account maintenance certificate, direct debit authorization.



Personal documents:

Passport photograph (except on identity document), social security card, police record, marriage contract or cohabitation certificate, divorce decree, medical records.



P Documents proving financial situation:
Certificate of no outstanding credit, information contained in
the national file of personal credit repayment incidents, certificate from previous landlord stating that tenant is up to
date with rent and service charges, production of more than 2
balance sheets for the self-employed.



How to spot a scam?

A scam, no matter how well done, can be unmasked if you know what to look out for. Here is a **non-exhaustive** list of ways to spot a scam:

- Ad **price** well below market price
- **Spelling** mistakes in the description of the accommodation
- Photo of home **blurred** and/or of poor quality
- **Communication** excluding SMS, phone call, messaging system, e-mail
- Request for **payment** to reserve accommodation
- Payment is made on a fully **digital bank** (it is easier to get the money back if there is no existing physical bank).

Be aware that even if the ad looks honest and nothing from this list appears, it is still possible to get scammed.

If, despite all our advice and all your research, you are not sure about the veracity of an ad, you have still got a trick: the deed of ownership.

The deed of ownership is a document proving that a person is the owner of a property. It is difficult, if not impossible, to obtain a fake copy, and just as complicated to forge. If you still have doubts before paying anything, ask to see a deed from the owner. If the landlord refuses, or tries to buy time, you should give up and carry on looking.

The following is a list of mandatory contents of the deed of ownership:

- **Designation of the owner** (full civil status with surname, first name, date and place of birth, nationality, address).
- Detailed description of the plot.
- Purchase **price** of the plot, in case of sale.
- Cadastral **references** of the plot.
- The existence of any **servitudes** (these are the rights of a third party over a piece of real estate. For a plot of land, the most common servitude is the right of way from one plot to another).
- History and **contact** details of previous owners.
- **Ownership** of the land (by purchase, donation, or inheritance).
- The name and contact details of the **notary** who drew up the deed.
- The date.
- **Signatures** of the parties involved.
- **Appendices** (diagnostics, planning documents, mortgage documents, maintenance invoices, etc.).



I got scammed, what should I do?

If you have been scammed, do not panic. It happens way more often than you think. To deal with this problem, the French police have set up a special system enabling you to lodge a complaint to try and recover what has been stolen from you.

To find out all you need to know about the procedure, here is a link to the police website, where all the details are explained. Everything can be done online, no need to travel to the closest police station, although you may be asked to do so later in the procedure.

https://www.service-public.fr/particuliers/vosdroits/R47816



What types of student accommodation are there?

Halls of residence

Halls of residence allow you to get great accommodation for a lot cheaper than average. You must be a student to book a room or an appartement in it.

Halls of residence are located everywhere in Lyon and Paris. All rooms and appartements are located in a unique building owned by one group. Depending on the residence, the services will not be the same.



- Range of prices
- Fully furnished
- Students
- Cultural diversity

- No additionals cost

- Activities



- Small
- Might be noisy
- Standard room
- Lots of people

Partners page **here**.

House or flatshare

A flatshare is when two or more people live in the same property together. Everyone has their own bedroom but the other rooms in the house such as the living room, kitchen, dining room, bathroom, etc. are shared.

You can find flatshares everywhere, from particular owners or professionals. Some websites are even specialized in flatsharing.



- Cheaper
- Cultural Diversity
- Activities
- Spacious living space



- Privacy
- Could be messy, dirty
- Need to get on with your flatmate

Partners page **here**.

Private accommodation

You decide where and with whom you live. You may find yourself more familiar with the local area than if you lived on campus during your first year, something that can help when choosing where to live (and where to avoid) in subsequent years.

You've got more choice on the area and type of accommodation you'd like. However, you will have more to organize: you'll be dealing directly with the landlord or the letting agent.



- Diversity of location
- Security if agency
- Your own flat



- Scams
- More bills (electricity, internet, etc.)
- More expensive
- Guarantuor and insurance

Partners page **here**.

What types of student accommodation are there?

Intergenerational housing

The aim of this scheme is to address the specific housing needs of low-income elderly and lonely persons and young people by providing affordable intergenerational housing.

It doesn't have as many locations as private accommodation or halls of residence. The elderly people that need someone will usually have housing in the city center.



- Cheap rent
- Spacious accommodation
- Not living alone
- A good deed



- Assistance could be required
- Few choices

Partners page <u>here</u>.

Mutual exchange or property swap

If you are going to study far from home, it may be quicker to exchange your home rather than finding a new one.

The concept of home swapping is becoming hugely popular, as this method offers multiple benefits. It is a simple way to save money, especially for students who are struggling to manage their finances.



- Win-win situation
- Accommodation perfect for studies
- Allows you to keep your accommodation
- Rent from you accommodation is guaranteed



- Hard to find
- Few opportunities

Partners page **here**.

Short term rental

It can be a good way to discover a new city, and doing short-term stays in various neighborhoods allows you to determine whether the area is suitable for you before signing a longer-term lease.

You've got more choice on the area and type of accommodation you'd like. However, you will have more to organize: you'll be dealing directly with the landlord or the letting agent.



- Perfect for short-term
- Look for another accommodation easily
- Interesting rent price



- More expensive longterm
- Few choices
- Less privacy

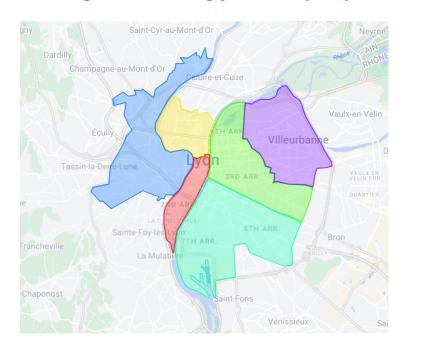
Partners page here.

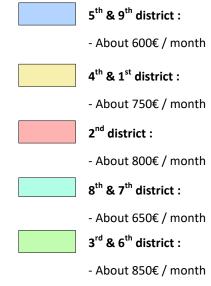


Rent prices will range according to the <u>location</u>, the <u>standing</u>, and the <u>environment</u>.

Those estimations can vary depending on the <u>time</u> of the year and fluctuation of the market.

Average flat renting price in Lyon per month

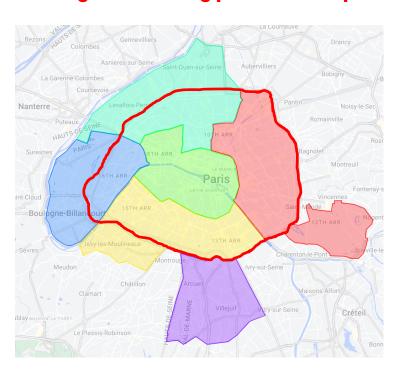


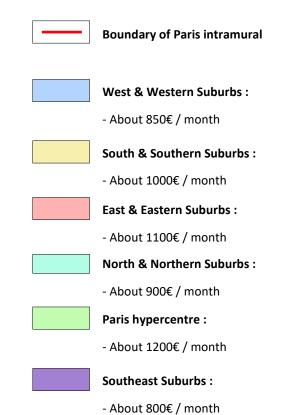


Villeurbanne :

- About 700€ / month

Average flat renting price in Paris per month







Discover which benefits you are entitled to claim

The Caisse d'Allocations Familiales also known as CAF provides financial support intended to reduce rent burden.

There are 2 types of housing benefits you can be eligible for:

- APL: Aide Personnalisée au Logement (personalized housing aid)
- ALS: Allocation de logement social (low-income housing allowance)

Most of the eligibility requirements are the same for these benefits.

They are awarded according to the following order of priority: APL, ALS. ALS can be awarded to those who are not eligible for APL.

These 2 benefits cannot be combined!

You can make a claim online to get either of these benefits.

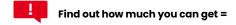
Here is some information for you in order to understand how to get these benefits:

Conditions for receiving the APL / ALS:

- You are a tenant.
- You are a sub-tenant (declared to the owner) of fully or partially rented accommodation, provided that you are under 30 years old
 or are staying with a family host.
- No minimum age requirement is required. Consequently, you can be a minor and receive APL, but the lease must be signed by
 your parents. The rent receipt can be issued in your name.
- You can benefit from the APL if you are French or a foreigner, national or not of a member state of the European Union or the European Economic Area (EEA) with a valid residence permit.
- Accommodation must be approved. (eligible for APL / ALS) Your landlord must tell you this.
- You need a French bank account to apply for CAF housing benefits.

Needed documents for APL / ALS:

- Copy of both sides of your national identity card, your passport, or your birth certificate if you are of French nationality or copy of your valid residence permit in other cases.
- Bank (Rib), postal (Rip) or savings (Rice) identity statement in your name.
- Rent certificate completed, dated and signed by your landlord.
- For ALS = Proof and/or explanation why you are not eligible to APL.



Use CAF <u>benefits calculator</u> to check if you can get housing benefits before you apply!

It is crucial that you should **notify CAF of any changes in your personal circumstances.** The easiest way to do this is via your CAF online account.

Туре	Furnished/	What
of housing	unfurnished	you'll get
Flat	furnished	€130 to €195/month
Flat	unfurnished	€120 to €150/month
CROUS residence hall	furnished	€140 to €150/month
Flatshare	furnished	€100 to €120/month

*These are estimates, for exact figures please use the

If you move to a new address in France, you must change the address on your CAF online account and submit a new application for housing allowance for this new address, if you still wish to receive it.

If you move abroad, you must notify CAF via your online account. Do this well in advance, so that the CAF can inform you about any other procedures to be completed before you leave.

Housing assistance is granted from the month following your entry into the property. The first payment is generally made **two months after the application** is submitted.

Other housing benefits

For some students, housing assistance will not necessarily be sufficient to cover accommodation costs.

There are **3 other solutions** that can accompany you to your new home:



- Visal Guarantee

If you are unable to provide a guarantee, Action Logement can act as guarantor for you through its VISALE guarantee scheme.

Visale guarantee is totally free!

It aims at facilitating your search for accommodation by reassuring the landlord.

Application is done online, from your home country, even if you do not have accommodation yet!

First, check your eligibility here

<u>Good to know</u>: Students can benefit from <u>Visale guarantee</u> without providing proof of income under the condition their monthly rent does not exceed €800 in Paris region or €600 elsewhere in France.

You will find here a step-by-step tutorial in English.



- Avance LOCA PASS

It makes it possible to immediately pay the security deposit requested by the landlord/agency and to repay it gradually, without interest, for a maximum period of 25 months. Its amount is € 1,200 maximum.

You can check your eligibility here.



- The **MOBILI Jeune** allowance is granted by **Action Logement** to young people under 30, under apprenticeship or professionalization contract (contract de professionalisation) in order to partially cover rent.

The amount of the benefit is between €10 and €100 maximum each month. The allowance is paid half-yearly.

Check your eligibility here.

Good to know: MOBILI Jeune can be combined with CAF housing benefit, Visale Guarantee and Avance LOCAPASS

Finally, if your financial needs go beyond housing, you can also apply for a scholarship or a student loan.

Please refer to our funding guide.





We are thrilled to announce

that emlyon business school offers guaranteed bed spaces

to a limited number of international students **ONLY**.

Priority will go to 1st year international students.

Crous is a major player in the student accommodation sector.

That's the reason why **emlyon** has signed a strategic partnership with **Crous de Lyon**, allowing us to offer a number of accommodation to students in **Lyon**.

Gestetud is a major partner of emlyon offering numerous student accommodation.

This is why, thanks to our partnership, we can offer you accommodation specifically for **emlyon** students in **Lyon**.

>>> Studapart is a major partner of emlyon offering numerous student accommodation.

This is why, thanks to our partnership, we can offer you accommodation specifically for **emlyon** students both for the **Lyon** and **Paris** campus.



For more information, please email housing-lyon@em-lyon.com

A first room allocation round occurs in June and a second allocation round occurs in July.

Be aware that applications for accommodation are done for the current academic year.

Students with disabilities, health needs or other special supported requirements will be prioritized and considered on a case-by-case basis.

Livinfrance: Our partner for international students





General informations

You can book your accommodation **directly** on the platform. **Livinfrance** manages the booking process from start to finish, providing preand post-booking monitoring. They offer almost exclusively **shared accommodation**, because they want international students to have an exchange within the shared apartment. These are often shared flats where the bathroom is private, it's just like an appartement.

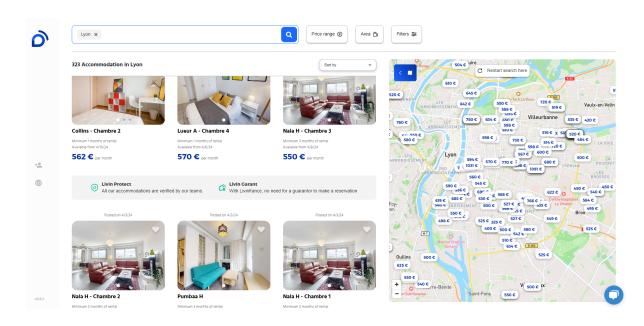
What's more

With **Livinfrance** you won't have to pay anything extra when booking your accommodation. Even better, you won't even need a **guarantor** - Livinfrance takes care of everything.

Questions

Thanks to our partnership, **Livinfrance** will be able to offer you support throughout your **arrival** in France, your **stay** in France, and even your **departure** from France. Whether it's a question of residence permits, housing, insurance or health, a Livinfrance team is **exclusively** dedicated to emlyon. The aim of this partnership is to be able to offer you even more services and facilitate your integration.

Accommodation



Other services

Livinfrance offers a free all-in-one platform to help you settle in France. They can help you out on different levels, such as:

- Additional lessons
- Scholarships
- Housing certificate and VISA support
- Accommodation in Lyon and Paris
- Help to get bus, train, or plane tickets
- Telephony
- Bank

Link to Livinfrance platform here.

Studapart: Our partner for housing





General information

Log in to **Studapart housing portal** and access thousands of student properties.

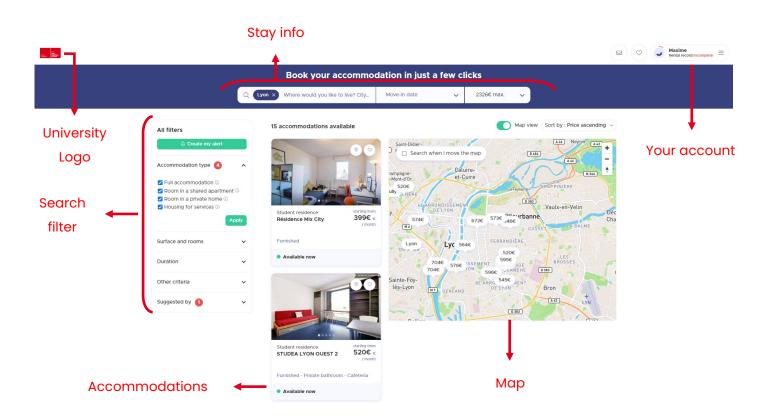
Use your emlyon business school email address, or your personal email address with the activation code HOUSINGEMLYON.

You can filter the results depending on what you are looking for, such as:

- Hall of residence
- Private accommodation
- House/Flatshare
- Coliving
- In Lyon
- In Paris
- Short term
- Long term

Thanks to our partnership, you will find reserved offers for you on the Studapart platform for emlyon students!

With our partnership, **Studapart** will provide **fast** support in case of any problems. Don't hesitate to contact them if you any questions about your accommodation. Their **support** service will be ready to **answer** to all of your questions.



Hall of residence



Crous accommodation is very popular and hard to get as average rent is low, and rooms are eligible for housing benefits. Demand for a Crous place far exceeds supply!

Students eligible for a Crous grant can apply online for Crous accommodation between mid-January and mid-May each year, by completing a <u>D.S.E—Dossier Social Etudiant</u>- and ticking the box « *je demande un logement* ».

Other students including international students cannot apply



Gestetud offers a wide range of furnished accommodation, also develops **services** and **guarantees** monitoring to facilitate students' daily lives.

At **Gestetud**, you will be welcomed by a manager who listens to his residents. Each residence offers a space d**edicated** to students.

At **Gestetud**, all employees, accountants, sales, technical and administrative staff **work together** to make the daily lives of tenants and our partners easier. This daily presence ensures great responsiveness of services and allows rigorous maintenance.



With **6,800** apartments in 43 buildings, 12,000 students, researchers and artists of 150 nationalities to its 43 houses, the **Cité internationale universitaire de Paris** is the largest accommodation facility for French and international students in the Paris region.

There accommodations are **tailored** to the needs and expectations of our different target groups. On-site services include libraries, sports and

cultural facilities, food and beverage outlets, and more.

Who can candidate:

- Master or Phd students and athletes
- Artists

If you are an **international** student you must **contact** the house that suits you and they will then tell you if you are eligible for housing and what the procedure is.

Take a look at their website here. You can directly apply through this link. If you are looking for housing from September on, you need to apply before the end of June.

Other student residence options

- YouFirst Campus
- ARPEJ
- Résidences artemisia
- Nemea residence etudiante
- <u>kley</u>
- <u>studilodge</u>
- <u>espacil-habitat</u>

Private accommodation



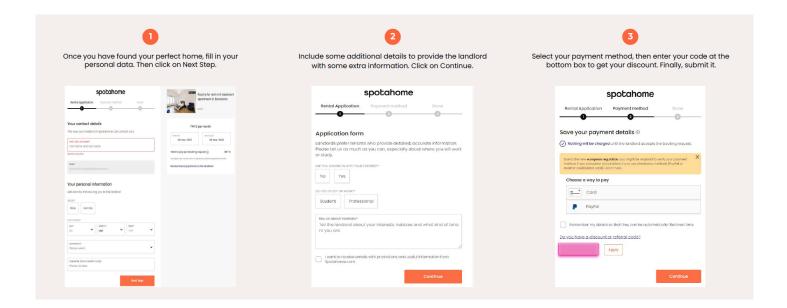


SPOTAHOME was founded by 4 Erasmus students. It is one of Europe's leading online platforms specializing in mid to long-term furnished accommodation. With 150 000 properties in more than 100 European cities, as well as Dubai and Istanbul, **SPOTAHOME** properties are personally visited by SPOTAHOME home checkers.

Enjoy 25% discount on service fees using EMLYON25 promo code.

How it works

- 1-Choose the city, move-in and move out dates
- 2-Find the home that suits you best and click on "Book now"
- 3-Complete all details in the booking form and enter the promo code EMLYON25.



For any question, feel free to contact: partners@spotahome.com

Link to their platform here.

Non-partner accommodation solutions:

- seloger - campusvert
- leboncoin - paruvendu
- pap - immobilier.lefigaro
- entreparticuliers - locatme
- fnaim - heberjeunes

House / flatshare





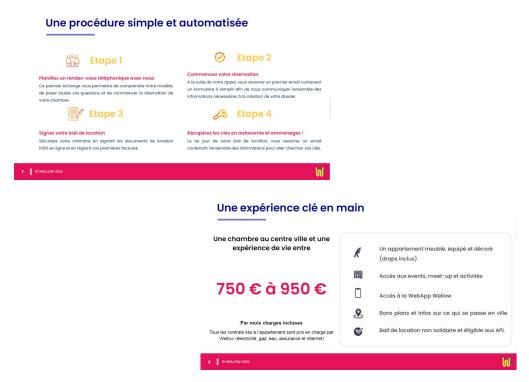
With more than 450 rooms, **WELLOW**'s mission is to provide <u>safe and cosy shared apartments and rooms</u> in the heart of Paris.

Rent starts from €750/month (water, gas, electricity, internet and insurance are included).

In addition to its coliving spaces, **WELLOW** is also a vibrant international community that connects through dynamic events and activities across the city.

Secure your room in 4 simple steps:

- 1. Fill in the application form
- 2. Schedule a call to validate your application
- 3. Sign your lease agreement
- 4. Collect your keys and move in!



Get a discount on the reservation fees with our partner code: EMLYON2024

Here is Wellow's website!

Non-partner accommodation solutions:

- lacartedescolocs
 locservice
 appartager
 locetcoloc
 immo.soliha
 toitchezmoo
- recherche-colocation

Intergenerational housing





ColembAge is another co-living model.

ColombAge gives young people the opportunity to live with a senior in a meaningful, intergenerational shared home. They carefully match compatible profiles, connect you with welcoming seniors, and support the co-living experience every step of the way.

How to apply:

- Register on their website by: :
- Creating your account
- Adding a profile picture tell a little about yourself and record a short 30 second video presentation
- Applying for the perfect place to stay!

Non-partner accommodation solutions:

- Camarage
- ensemble2générations
- Cohabilis
- colibree
- Colocation 40+
- toitchezmoi
- hihostels

- alter-hostel
- leflaneur-guesthouse
- cis-lyon
- escale-lyonnaise
- morningcroissant
- airbnb

Mutual exchange or property swap



L'agence pour garder son logement étudiant.



Swwitch offers a simple, free and legal way to sublease your flat. Swwitch is a real estate agency specialising in subletting student accommodation in France. They manage your apartment during your absence (internships, Erasmus, holidays...) and pay you **100%** of the rent each month. As a specialised agency, they will help you to obtain the authorisation to sublet from your landlord.

- Subletting is **legal** with the permission of your landlord
- There service is **free** of charge. They earn their income from the subletting
- The flat is **insured** against any possible damage or material deterioration

An easy, legal and free service in 4 easy steps:

Offer your apartment in 2 minutes

Fill in the online questionnaire with information about your mobility dates and your apartment. Swwitch will call you back within 24 hours.

Get permission from your landlord

Thanks to there real estate agency status, they work together to obtain sublease authorization from your landlord (individual or agency).

Leave them the keys and they'll take care of everything else.

While you're away, they'll take care of everything for you: check-in and check-out, housekeeping, insurance, deposits and inventory of fixtures.

Find your apartment as you left it.

When you return, they'll organize your arrival and you'll get your apartment back. While you were away, you received your monthly rent refund.



Contacts:



09.81.83.02.52



hello@switch.eu



www.swwitch.fr



@Swwitch.fr

Rent guarantor companies

emlyon business school has 2 partners who offer to act as your guarantor.



SmartGarant is a private guarantor company created by two former emlyon students

SmartGarant covers your rent for the duration of the tenancy and provides landlords with extra security.

Test your eligibility online!

Submit requested documents and *get your SmartGarant certificate* in less than 2 hours!

Benefit from a special discount by using the discount code:

EMLYON

With SmartGarant SmartAlerte, receive accommodation offers!
SmartAlerte is free and scans more than 2 million property adverts.
Just specify your criteria and receive relevant ads in your mailbox!

Good to know:



Visale has more restrictive eligibility criteria than **SmartGarant** as students must be less than 30 years old.



Processing time is longer for **Visale** - several days or weeks versus 2 hours for **SmartGarant!**



In addition, unlike **Visale**, the **SmartGarant** website is available in English!

Garant me

If you are unable to provide an eligible French rental guarantor, **Garantme** can help you!

Garantme is the most widely used solution by landlords, agencies and residences. All you need to do is fill in the online form, upload supporting documents and receive your *Certificate of Eligibility* on the same day!

Benefit from a special discount by using the discount code:

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Garantme search is a platform provided by Garantme that will help you find accommodation. Submit your application with one click using your Garantme certificate number.

Follow the instructions **here!**





When it is time to move out of your accommodation, sometimes you do not know where to start.

It can be a challenge, but it doesn't have to be a stressful experience.

To help you out, we've put together a few handy tips and reminders for leaving your student accommodation.

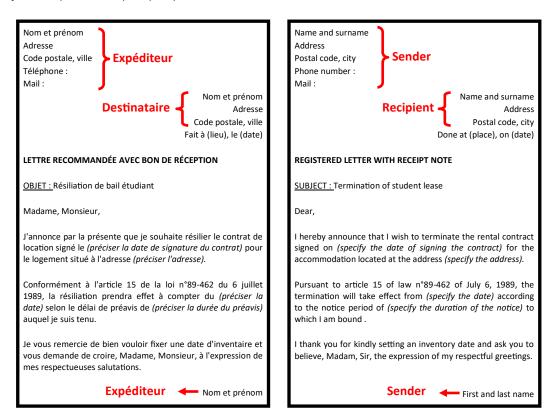


Step 1: Notify your landlord or letting agent

You must notify your landlord of your moving out date by registered mail.

- 1 month before departing if your accommodation is furnished
- 1 to 3 months if your accommodation is unfurnished, depending on the region.

Here is a sample letter you can adapt to your personal circumstances



In this letter, we suggest that you propose to book a date for the check-out inventory.



Step 2: Notify CAF if you receive housing benefits

Change your address in the "Déclarer un changement" section on your personal CAF account. It only takes 3 minutes!

If you fail to do so, and continue receiving **CAF** allowance, you will have to pay back any overpaid amount.



Step 3: Close your accounts - Utility bills and other bills such as broadband, television licence, etc.

A few weeks before you move out, contact the utilities companies, broadband provider, etc. and let them know that you are moving out of the property.



Step 4: Redirect mail

As you will no longer be living at that address, any mail and deliveries you currently receive to your accommodation will need to be redirected to your new address. The **French postal service La Poste** offers a redirection service for mail that can be found <a href="https://example.com/here-en



Step 5: Pack in advance

To get cardboard boxes, ask supermarkets or retail shops.



Step 6: Clean your room to avoid any cleaning fees being taken out of your deposit.

It's your responsibility to leave your accommodation in the same clean and tidy condition it was in when you arrived.

If you are renting a shared property, you are all jointly responsible for its condition when you move out.



Step 7: Attend the check-out inventory

The check-out at the end of a tenancy is one of the most important parts of the moving out process.

It should go smoothly, provided you've carried out any necessary repairs and left the property in the same condition as when you first moved in. So, it is important to keep your check-in inventory and use it at check-out, to make sure you do not forget anything.



Step 8 : Return your keys

It can be easy to forget to hand your keys back. But if you don't return them, you could incur additional charges for replacements keys.

So, make sure you leave them out and don't pack them away.



Step 9: Get your deposit back

If after your check-out inventory, some things were lost, broken or the room was somehow damaged, you might not get your full deposit back. In fact, the landlord is supposed to use an amount of your deposit to restore the property to its original condition. Only then you will get your deposit back. You can ask for justification on why you did not get the full deposit back.

Your deposit must be returned to you within two months after the tenancy ends if there are disputes, or one month if there are no issues.

If you don't receive your deposit after this time, you can submit a complaint with any evidence you have to the **Commission départementale de Conciliation** (CDC) of your region:

	La Direction Départementale de la Cohésion Sociale (DDCS)
Lyon	- Service du Droit au Logement, CDC, 33, rue Moncey, 69 421 LYON CEDEX 03
Paris	Direction régionale et interdépartementale de l'héberge- ment et du logement
	- 5, rue Leblanc, 75015 Paris

After these steps, we wish you a safe journey back home!

Student Services Center contacts

The **Student Services Center** aims to welcome, guide, advise and support students throughout their entire journey. The objective is to **facilitate** the smooth running of the education of each student. It will be the main entry point for **French** and **international** students for the two French campuses (Paris and Lyon).

The **Student Service Center** brings together 4 associated centers:

- The Student Information Desk
- Student support
- The International Student Support
- The Financing & Scholarships assistance center

International Student Support:

Gerland Campus

Mail: international office@em-lyon.com

Phone: +33 (0)4 78 33 78 00

Paris Campus

Mail: international office 75@em-lyon.com

Phone: +33 (0)1 53 34 16 40

Housing questions & information:

Mail: housing-lyon@em-lyon.com



We hope that you will find your ideal student accommodation and be perfectly set up for the year ahead!

Whilst every effort has been made to ensure that the information presented in this brochure is correct at the time of publication (May 2025), there may be changes that occur during the academic year which will not be captured in this handbook. emlyon cannot be held responsible for any errors and/or omissions.

The Student Services Center team



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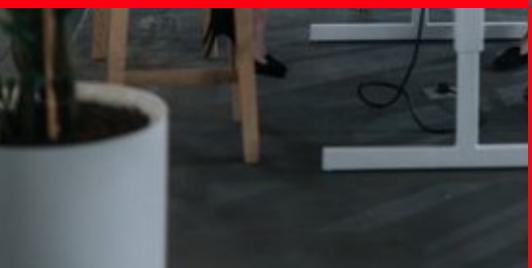
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Visitez nos campus sur google street view







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