



Accommodation office :

1 cours du général de Gaulle - CS 40201

33175 GRADIGNAN Cedex

☎ 05.57.35.07.00 - ✉ hebergement@agro-bordeaux.fr

Request accommodation form: STUDENT RESIDENCIES AT BORDEAUX SCIENCES AGRO

You would like to benefit from accommodation in one of the résidences of Bordeaux Sciences Agro. Please find enclosed the general conditions to apply.

Our School has 329 rooms, spread over 5 résidences (Mauriac, Montesquieu, Montaigne, Olivier de Serres, Village Sciences Agro) :

- 52 rooms 12 m²
- 216 studettes 18 m²
- 60 studettes 22 m²

With a limited number of rooms, our school gives priority to applicants who already have confirmed their choice to come and study in our school, and to the formes fully filled in.

Please send, as soon as possible, the following documents to accommodation services:

1. Information request form (filled in, signed and dated)
2. Accommodation contract (2 x copies signed and dated)
3. Rules of procedures of our residences (signed and dated)
4. Payment method (signed and dated)
5. Your bank details (a personal French bank account will be needed, foreign students have 8 days to provide it)

The day of arrival, you **must** provide the following documents to accommodation services :

6. A cheque as a deposit signed to l'Agent Comptable de Bordeaux Sciences Agro (amount corresponding to a monthly rent) It will be cashed.
7. Deposit committment (signed and dated)
8. A civil liability contract covering the rental risks (robbery, fire, explosion, water damage)) and from any claims by neighbours, and third parties.
9. A copy of your ID or passport.

During the 1st month of rent, and for students not registered as students in our school :

10. A copy of your student card for the current school year.

After examination of your application, you'll receive an email confirming the allocation of accommodation. In case of withdrawal, you must mention it to accommodation services at Bordeaux Sciences Agro as soon as possible via email hebergement@agro-bordeaux.fr.

Attribution logement	Date EM		Pièces	RIB	
	Résidence			Attestation ass.	
	N°			Dépôt de garantie	
	Type			Cautionnement	

INFORMATION REQUEST FORM :

School year : Statut : (MBS, Master, Erasmus...)

Family name :

First name :

Born in : City : Country :

Nationality :

Permanent postal address :
(Not in Bordeaux Sciences Agro)

.....

Mobile phone number : Email address :

Parents information : Mobile number Home number :

Postal address:.....

.....

• **You already benefit from accommodation at Bordeaux Sciences Agro, and you wish to keep it**

Résidency : ----- Room N° : -----

Period or leaving date : (if known) : -----

• **You're a student coming from another school**

Name of diploma/ studies :

School name :

Phone number of your school :

Licence plate number (if you have a car) :

.....

Mandatory information

Arrival date :

Date and tenant signature

Leaving date :



Agence comptable

PAYMENT METHOD

I, the undersigned :

Living at Bordeaux Sciences Agro

.....

Course followed :

➤ ***Chose the following method of payment :***

- Online payment via Bordeaux Sciences Agro web site.

- Payment by cheque or credit card at the accounting services.

IMPORTANT

☞ The payment has to be before the 10th of each month.

On :

Signature :

Accommodation contract

Between

Bordeaux Sciences Agro represented by its Director,

And

M.....(the tenant)

Student at.....

It has been agreed that :

SECTION 1 : Description of the rented accommodation

BORDEAUX SCIENCES AGRO provides the tenant, as a student and for his personal use only, the following accommodation :

The number of rooms/ studios being limited, you'll be granted with an accommodation according to both availabilities and the list of your choices.

**Please classify the list below according to your choices (from 1 to 3)*

Type of accommodation	Monthly price			
	Bdx Sces Agro student	Choice*	Outside students	Choice*
⇒ Room type B 12 m2, private bathroom, bed, closet, desk, network socket, TV socket, Mattress available (except bed sheets, blankets, bedspreads) Cold water included	250,00		300,00	
⇒ Studette type C About 18 m2, private bathroom, bed, closet, desk, kitchenette, fridge, network socket, TV socket Mattress available (except bed sheets, blankets, bedspreads) Cold water included	350,00		400,00	
⇒ Studette type D About 22 m2, private bathroom, bed, closet, desk, kitchenette, fridge, network socket, TV socket Mattress available (except bed sheets, blankets, bedspreads) Cold water included	360,00		410,00	

As soon as you get an email confirming the allocation of accommodation, you must get in touch with EDF 09 69 39 33 05, or at least 10 days before your arrival (bank details required to start the contract).

All residents of Bordeaux Sciences Agro can have access to Internet by subscribing to a contract with the company WIFIRST. Thanks to the agreements between our school and this company you'll benefit from special fees, contracts with no time obligation, wifi access in all residencies (See provided document)

The amount of our fees is voted each year by the Board of Directors of Bordeaux Sciences Agro.
The current contract is valid for the current school year only (from 1st September to 31st August of the next year)

Any tenant who would like to keep their accommodation, will have to write a document to the Accommodation services, at least 1 month before the end of the contract.

SECTION 2 : Security deposit :

A security deposit corresponding to a monthly rent will be paid by the tenant. This deposit will be cashed by the school but reimbursed to the tenant within a maximum of two months after they stop the contract, or in case the contract finishes, **provided that no damages have been caused, the accommodation is clean and doesn't require private cleaning services, the tenant has paid all his bills, and has respected one month notice in case they decided to put an end to the contract.**

In case there are damages, not related to a normal use, the price for restoring the accommodaion will be deducted from the deposit or the price will be billed in case it exceeds the amount of the deposit. This will apply also in case cleaning services are required (See annex II)

In case the tenant hasn't respected 1 month notice, the deposit will not be reimbursed by Bordeaux Sciences Agro, and the possible maintenance work will be billed.

SECTION 3 : The payment of the rent

In case the tenant checks in or out before the end of the month, the amount of the rent will be calculated in accordance with the prorata temporis principle.

The amount of the rent has to be paid each month in advance, and **before the 10th of each month:**

- by cheque or crédit card at the accounting services.
- online via Bordeaux Sciences Agro web site

In case the rent has not been paid to Bordeaux Sciences Agro, this contract will be stopped by the school.

SECTION 4 : Maintenance

BORDEAUX SCIENCES AGRO can repair its infrastructure with neither compensation nor decreasing the rent. Residents will be informed in case this has consequences on the use of the services provided during the rent.

SECTION 5 : Insurances

The tenant has to subscribe to a civil liability contract, and to a contract covering the rental riskses (robbery, fire, explosion, water damage)) and from any claims by neighbours, and third parties.

SECTION 6 : End of contract

The tenant wishing to withdraw/ move must send a mail to the accommodation services or mention it orally **at least 1 month before the leaving date.** The tenant **must book an appointment** for the check out inventory of fixture.

The tenant will have to pay all personal contributions, taxes, including electricity and will have to proof it before leaving. Bordeaux Sciences Agro will check in advance that the student moving has paid all his rents. In case of non payment, The Accounting Services can use all required means in order to get the payments.

The only services able to transfer its postal mails are La banque Postale, and the tenant must provide them with their new address.

SECTION 7 : Rules of procedure

Rules of procedure have to be read, approved and signed by the tenant. In case these rules of procedure are not respected (cf. annec I) this may lead to the exclusion of the tenant from our residencies by the end of the month.

SECTION 8 : Cold season

During Winter, and espacially during holidays, the tenant has to provide freeze protection to its equipment. In case of damage, due to negligence.

In two copies at On

The Director of Bordeaux Sciences Agro,

The tenant,

Electrical supply

Objet : contract regarding the electrical supply

For the electrical supply of your accommodation, we recommend that you get in touch with the provider Electricité de France, and chose the regulated tariffs.

Right upon the arrival to your accommodation, you'll have to get in touch with ERDF (09 69 39 33 05), in order to make the contract and start having electricity. (A French bank account will be required)

In case this is not done, the electricity might not be provided in your room.

In case your can't be in your accommodation during the appointment booked with ERDF services, you'll have to tell them that there will be a staff member of Bordeaux Sciences Agro expecting them at the reception service.

Courtesy Translation of the Guarantor Form (“ENGAGEMENT DE CAUTION”)

This English translation of the Guarantor’s Commitment is provided for information purposes only.

The original French version (page 8) of this form must be filled out, signed, and turned in at the joint inspection and inventory on check-in.

Please also note that, in the event of disputes regarding this Guarantor’s Commitment or the related tenancy contract, French law shall prevail.

THE GUARANTOR’S COMMITMENT

I, the undersigned, [Family name]

[First name]

Born on:..... at:

Address.....

.....

Phone N° (mandatory):

Email:

Acting as declare being the personal and joint guarantor of

....., renounce all recourse to benefit of division and

discussion regarding the tenancy contract with Bordeaux Sciences Agro, 1, cours du Général de Gaulle – 33170

Gradignan, for a duration of one year, renewable, starting from.....

I hereby confirm that I have read and understood the information noted in this tenancy contract (of which I have been given a copy); I further guarantee the payment of any and all rent, utility and maintenance fees, repairs, taxes and levies, and any other possible procedural costs owed under the terms of this tenancy contract. This commitment is valid for the whole duration of the contract and any possible amendments.

Handwritten note (both paragraphs below must be copied by hand in full by the guarantor)

“Approved for joint and several liability [add if necessary: until the [date]] for the payment of the lease which is: [write out the amount in both numbers and words] euros, that is voted annually as stipulated in Section 1 of the contract. I confirm that I am aware of the nature and extent of the contract.

I hereby confirm that I have read and understood the conditions of Article 22-1, Sub-paragraph 1 of the Law of 6 July 1989: ‘When the cosigner’s agreement arising from a tenancy contract signed in application of the present agreement contains no indication of duration, or when the duration of the cosigner’s agreement is stipulated to be of indeterminate length, the guarantor may terminate the agreement unilaterally. Such termination shall take effect at the end of the tenancy contract, whether it be the initial contract or a renewed or tacitly renewed contract, during which the landlord has received notice of termination.’”

.....
.....
.....
.....
.....
.....
.....

Signed at On

Signature of the Guarantor

ENGAGEMENT DE CAUTION

Je soussigné(e) NOM – Prénom.....

Né-e le : à :

Adresse.....

N° téléphone (**obligatoire**) :

Adresse mail :

Agissant en qualité de déclare me porter caution personnelle et solidaire de avec renonciation au bénéfice de discussion et de division pour les obligations résultant du bail qui lui a été consenti par Bordeaux Sciences Agro, 1, cours du Général de Gaulle – 33170 Gradignan, pour une durée de un an renouvelable, à compter du

Je reconnais avoir pris connaissance des différentes clauses et conditions de ce bail dont un exemplaire m'a été remis et m'engage à garantir le paiement des loyers, charges, réparations locatives, impôts et taxes et tous frais éventuels de procédure dus en vertu de ce bail.

Cet engagement est donné pour la durée du bail et ses éventuels avenants.

Mention manuscrite (cette mention composée des 2 paragraphes ci-dessous doit être écrite de la main même de la caution)

« Bon pour caution solidaire (ajouter le cas échéant : jusqu'à la date du ...) pour le paiement du loyer dont le montant mensuel actuel est de : (en chiffres et en lettres) euros et de sa révision annuelle, comme indiqué à l'article 1 du contrat de bail. Je confirme avoir une parfaite connaissance de la nature et de l'étendue de mon engagement.

Je reconnais, par ailleurs, avoir connaissance des termes de l'article 22-1 alinéa 1 de la loi du 6 juillet 1989, ci-dessous reproduit : "Lorsque le cautionnement d'obligations résultant d'un contrat de location conclu en application du présent titre ne comporte aucune indication de durée ou lorsque la durée du cautionnement est stipulée indéterminée, la caution peut le résilier unilatéralement. La résiliation prend effet au terme du contrat de location, qu'il s'agisse du contrat initial ou d'un contrat reconduit ou renouvelé, au cours duquel le bailleur reçoit notification de la résiliation. »

Fait à le,

Signature de la caution



Renter's Copy

APPENDIX I STUDENT HOUSING BY-LAWS

ADMISSION

BORDEAUX SCIENCES AGRO's student housing facilities are offered in priority to attending students. Students attending other institutions may be admitted, subject to availability.

Housing units are assigned every year prior to the start of the school year by School Management; if necessary, School Management may alter the distribution of housing units during the year. Multiple occupancy in any unit is not allowed under any circumstances.

INSURANCE

Tenants may only move into their assigned housing units once they have provided a copy of their renter's insurance contract.

RENTAL FEES

The release of the housing unit by the last day of the one-month advance notice period determines the payment of the last rental fee. In the event of failure to comply with this rule, payment in full is owed for any month of occupancy begun.

VISITS – ENTRY – EXIT – ABSENCES

Residents and their guests may enter and exit freely provided that they do not in any way disturb the peace and general safety of other residents. Residents and guests must be correctly attired at all times and must behave appropriately towards staff and other residents. Noisy parties or any gatherings in the halls causing disturbances are forbidden.

MAIL

Each resident must have his or her mail sent to the residence where his or her housing unit is located at the following address:

Mr. or Ms. X

Résidence Montaigne OR Résidence Mauriac OR Résidence Montesquieu OR Résidence Olivier de Serres OR Résidence "Village Sciences Agro Bordeaux"

Apartment No. X

1, cours du Général de Gaulle

33170 GRADIGNAN

You may not under any circumstances use Bordeaux Sciences Agro and/or the school's PO Box as part of your address.

Mail and other packages will not be accepted there.

To facilitate mail distribution, please write the following on your individual mailbox: **your name and apartment number.**

JOINT INSPECTIONS (walk-throughs)

Formal joint inspections (walk-throughs) and inventories will be performed on residents' arrival and departure.

Note that taking possession of rooms, and releasing possession of them, is done after making an appointment to do so with the housing office at the following email address: hebergement@agro-bordeaux.fr, during one of the time periods listed below:

Between 8:30 a.m. and 11:30 a.m. on Tuesdays and Thursdays

Between 1:30 p.m. and 3:30 p.m. on Mondays and Fridays

RESIDENTS' RESPONSIBILITIES

Each resident must personally occupy the unit and may not sub-let the unit in whole or in part.

Replacing the light bulbs in the housing unit is the responsibility of the occupant. Maintenance staff may install the replacement light bulbs on request.

Any damages, removals or destruction occurring in a housing unit will be charged to its occupant.

Residents are not authorized to keep pets in their units.

No renovations or refurbishments of any kind are allowed.

The use of radios, televisions and musical instruments must not cause any nuisance to neighbors, particularly in evenings.

In the performance of his duties and responsibilities, the Director of Bordeaux Sciences Agro or any agent mandated by the Director may enter a housing unit in the presence of its occupant.

Exceptionally, the establishment's maintenance staff may enter the units when the occupants are not present.

Bordeaux Sciences Agro shall not be held responsible for the residents' belongings kept in their housing units or in shared spaces (theft, deterioration, etc.).

Posting of fliers or notices outside the designated notice boards is not allowed.

SAFETY AND BEHAVIOR RULES

For obvious security reasons, the following are strictly forbidden, and may lead to eviction:

- setting off alarms without a valid reason,
- obstructing mechanical air vents,
- having gas cylinders in the rooms,
- placing bottles or other objects on window sills or ledges,
- lighting open fires on campus,
- unnecessarily manipulating or moving fire protection equipment,
- parking bicycles or other two-wheeled vehicles in buildings or on outside landings,
- parking automobiles outside of designated parking spots,
- interfering with the operations of safety barriers,
- blocking fire doors in hallways,
- storing any objects or trash bins in the hallways,
- failing to follow traffic regulations, which also apply on-campus (speed limits),
- using the computer network plug with an unapproved network card and/or one that has not been declared to the school, and
- using electric heating plates or ovens in apartments that are not specifically equipped for their use (electrical circuits not intended for this use, risks of short circuits and fire).

Generally speaking, residents are not allowed to do anything likely to endanger the safety of people and/or goods or disturb the well-being of all.

Each resident is responsible for the keys provided to him or her as well as the school campus access card for vehicles.

In the event of loss of keys or access cards, the resident will be billed at the rates stipulated by the School's Board of Directors.

HYGIENE RULES

All residents are responsible for cleaning and regular maintenance in their assigned housing units. They shall frequently verify that mechanical air vents are working properly and ensure that they are not clogged. They shall comply with departmental health regulations regarding the declaration of contagious diseases, pest control, and cleaning and disinfection.

IMPORTANT!

COMMUNITY LIFE

In the event of any serious issue involving the safety of people or premises, you must imperatively contact the following simultaneously:

- On-duty staff living on site: +33(0)6 86 00 77 77
- Emergency services: SAMU (emergency medical assistance): 15 / FIRE BRIGADE: 18

(Evening and weekend duty schedules are posted on the Bordeaux Sciences Agro Intranet, at reception and in the residence halls; they contain the names of the people on-duty, and their campus and cell phone numbers.)

Remember that someone will need to be at the school entrance to direct the emergency services and open gates.

1. Waste collection: Bring all trash down in the containers provided for this purpose, complying with the selective sorting system:
 - **gray** or **black** bins for non-recyclable waste,
 - **special glass** container behind student housing, and
 - **green** bins for plastic bottles, paper, cardboard and metal cans.
2. Residence hall entry doors: Do not prevent the doors from closing so as to avoid issues with unauthorized entry into the residence halls by outsiders.
3. Collective life: The residence halls are places of community life. The school provides premises for festivities ("foyer k'fêt") so as to ensure that the residence halls are quiet and peaceful living quarters for all occupants. Organizing parties in the units or hallways is not allowed. Noise must be kept to a minimum after 10:30 p.m., and rules of good conduct demand that neighbors must be consulted and informed before any collective meals are held in units.

**ANY OCCUPANT THAT DISOBEYS THESE RULES ON COLLECTIVE LIFE AND/OR
DISTURBS THE PEACE MAY FACE IMMEDIATE EVICTION FROM THE RESIDENCE HALL.**

APPENDIX II

AMOUNTS CHARGED AGAINST THE SECURITY DEPOSIT IN THE EVENT OF DAMAGE OCCURRING WHILE THE HOUSING UNIT IS OCCUPIED AND RECORDED DURING THE JOINT INSPECTION ON DEPARTURE.

(Rate scale applicable from 1 September 2017)

This rate scale is deliberated and set by the Board of Directors based on an estimate of the cost price of repair or replacement. It is used to calculate the sums retained from the security deposit on signature of the joint inspection report, and therefore enables more rapid repayment of partial security deposits.

In the event of damages exceeding the total security deposit, a detailed estimate for repairs will be presented to the resident.

REMINDER: *Departing residents are not responsible for repairs made necessary by normal wear and tear arising from normal use.*

The following list contains the most frequent types of damages All other damages, not listed, will be invoiced based on an estimate for the repairs.

Nature of the Damages	Sum Retained (€)
- Room Cleaning by Cleaning Service	
- Studio Flat / Mini Studio Flat	50
- Room	30
- Paint (deterioration of walls requiring new paint)	1200
- Holes in Walls (from hanging objects) – per hole	5
- Stripping Flooring	30
- Floor Covering	1000
- Mattress Cover	30
- Box Spring	100
- Refrigerator	200
- Closet Door	150
- Entry Door	600
- Interior Door	300
- Housing Unit Key	50
- Mailbox Key	10
- Access Card or Security Key	15
- Shelving Unit	20
- Workspace / Desk	200
- Chair	60