1. The Immigration Office requires an official document signed by the landlord or an authorized person (e.g. lease contract, friendship agreement)

2. When you sign a contract you are in a legal relationship with a lessor. CEU takes no responsibility for the content of and/or any eventual claim arising from this relationship between you and the landlord.

3. Use the Lease Contract provided by CEU if possible. If you sign another contract, please compare it with the CEU one.

4. Keep an original, signed copy of the lease contract to avoid misunderstandings in the future.

5. Only rent an apartment where the owner or an authorized person (agency, 3rd person) is the lessor. Always make a copy of the authorization because the Immigration Office will ask you to show this document.

6. If the apartment has two owners both of them have to sign the lease contract.

7. If there are several tenants the safest solution is if each tenant signs a separate contract.

8. Make an inventory of the number and state/defects of all appliances, equipment and furniture in the apartment before you move in. Get it signed by the lessor.

9. Make a record of the electricity-, gas and water meters before you move in. Get it signed by the lessor.

10. Try to find an English-speaking lessor, if possible.

11. If the lessor does not speak English, ask a Hungarian speaking friend or a classmate to accompany you when you look at the apartment and sign the contract.

12. Never sign a contract you do not understand.

13. If you are from a country outside the EEA, please ask the owner to obtain for you the Certificate of Property Ownership (issued within 30 days) from the Land Registry Office (1149 Budapest, Bosnyak ter 5. or 1111 Budapest, Budafoki ut 59.). This document costs HUF 6250 and will be required when you apply for a residence permit at the Immigration Office. (You can also get this certificate yourself: the forms and instructions are available in the Student Life Office.)

14. Make sure that the apartment you rent is properly insured. If not, you can purchase insurance for your personal belongings.

15. When you have found an apartment through the CEU database, you should report this to the Apartment search assistant so that the posting can be deleted.

16. During the SLO Orientation Session, you will receive detailed information and instructions on the residence permit process. If you have further questions or you couldn’t attend the session you can always contact the Student Life Office in person or via e-mail.

17. If you have to pay the utility in cash to your landlord, don’t forget to sign an acknowledgement of payment receipt.

18. If you rent a room in an apartment, the fee of the utilities should be paid proportionally.

19. You should only sign a contract after viewing the property. CEU cannot take any responsibility for problems arising from signing a contract without having seen the apartment.

20. In order to get your deposit back from the lessor, make sure your responsibilities upon leaving (cleaning) are clarified in the contract.

21. Before renting an apartment, consider the pros and cons of the heating system, window isolation and the location. Keep in mind that winters can get very cold in Hungary.