HOW TO FIND AN APARTMENT FOR RENT?

The CEU Student Life Office provides limited assistance to students seeking apartments. You have to begin your search using the Apartment database and other search tools listed below. Although we can assist you with questions related to leases, where to look, neighborhoods and districts preferred by students and language assistance, we cannot select or recommend apartments. If you face any difficulties our assistant at the apartment search office can help you.

► **Use the DATABASE** of available apartments and contact the owners directly.
   Accessible through a web browser:
   - type in the following location: [https://infosys.ceu.hu](https://infosys.ceu.hu)
   - choose “guest” category
   - finally press the “Apartment database” button

You will find computers in the four computer labs located in the Basement of Faculty Tower, Nador u. 9. Also, there is wireless Internet access in Monument Building and the Faculty Tower. Laptops of any type and any configuration can be used here.

► **Use independent online DATABASES** where owners as well as agencies upload their advertisements.
   - [http://roommatesbudapest.com/](http://roommatesbudapest.com/)
   - [www.alberlet.hu](http://www.alberlet.hu) (This is a Hungarian database, but some of the ads are available in English. Look for the English flag)

► **Use RENTAL AGENCIES** to find accommodation, e.g.:
   - Otthon Centrum at horvath.boglarka@oc.hu. (only for long term rent), www.oc.hu
   - www.city-lets.hu : Zsofia Tarnai +3620 592 7716,  zsofit@city-lets.hu;

► **Visit the APARTMENT SEARCH OFFICE** in Room B104 (Basement of Faculty Tower). Our assistant, Andras Terfy will hold extra office hours. You may see him if you need some help (i.e. translating between you and a landlord).

   Office hours: From Monday, August 10 until Friday, October 9 (weekdays only)
   Assistant: Andras Terfy
   Email: apartment@ceu.edu
   Location: in Nador u. 9 Bldg., Basement B104
   Opening hours: 2.00 p.m. – 7.00 p.m.

► **Use our standard RENTAL CONTRACTS** in English and Hungarian are available in the Apartment Search Office. Note: Do not sign a rental contract if you do not understand it (i.e.: if it's only in Hungarian, etc).

► **A LANDLINE PHONE** is available (free-of-charge) for apartment hunt in the Apartment Search Office.

**Important:**
- Please use the above-mentioned computer labs for searching in the apartment database. Computers in the Apartment Search Office have no capacity for doing the search there.
- You may enter into a separate legal relationship with a lessor independent from CEU. Please be aware that CEU takes no responsibility for the content of and/or any eventual claim arising from such relationship between you and your landlord.
- When you have found an apartment to rent: if it was through the CEU database, please report back to Andras so that he will delete the posting. After that please contact us in the Student Life Office for further steps (you have to register the apartment in the Immigration Office, etc.)

Good luck!

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

2. You may enter independently into a separate legal relationship with a lessor. CEU takes no responsibility for the content of and/or any eventual claim arising from such 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. 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 you have to bring the copy to the Immigration Office with you.

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

6. If you rent an apartment with someone make sure all of your names are stated in the contract and each of the tenant have an original contract. You will need it in the Immigration Office.

7. Make an inventory about the appliances, equipment and furniture in the apartment before you move in. Get it signed by the lessor.

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

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

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

11. Never sign a contract you do not understand.

12. If you are from a non EEA country, 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 residence permit at the Immigration Office.

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

14. When you have found an apartment to rent: if it was through the CEU database. You have to report back to the Apartment search assistant so that the posting will be deleted. After that please contact us in the Student Life Office for further steps (you have to register the apartment in the Immigration Office, etc.)

15. If you have questions on residence documents, please come to the Student Life Office.

16. If you have to pay the utility in cash to your landlord, do not forget to sign an acknowledgement of payment receipt.

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

18. 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.

19. Your responsibilities upon leaving (cleaning) should be clarified in the contract in order to get your deposit back from the lessor.

20. 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.