



**Dear Madam, Sir,**

**To book a studio in our residence, registration form is necessary. It has to be send directly to the residence you choose, with all the documents we ask you below.**

**It is possible to benefit financial help from CAF. For further information, please contact directly the institution at [www.caf.fr](http://www.caf.fr)**

**For pratical and hygiene reasons, you can book the “Easy Kosy Pack” for 55€.  
It includes new : duvet, new pillow, new mattress protector, new shower curtain,  
and new toilet brush for your arrival.**

**We welcome you and wish you a nice time at Kosy Appart'hôtels !**

**If you want to stay during summer time,  
ask information for special rates at the front desk.**

**You parents, family come to visit you for some days.  
Book at Front Desk for a special price.**

## **CONSTITUTION – STUDENT LOCATION**

- Any incomplete file will not be taken into account and no keys will be given.
- The acceptance of the file will be kept to Habitat Gestion's discretion.
- Accommodations will be attributed in chronological order of receipt of complete files and of beginning of the rent.
- Reminder : any started month is due in its totality, as defined on the renting contract.
- Payment of agency fees is required in order to confirm the booking. They are not refundable. They can be paid by bank transfer or credit card.
- For an arrival outside of opening hours, please ask the residence so we can explain how to proceed.

### **DOCUMENTS NEEDED :**

#### **Tenant :**

- Check-in form complete. \*
- Passport. \*
- Renting contract with initials on each page and signed in 2 copies (sent after the confirmation of the booking)
- Internal rules of the residence with initials on each page and signed

#### **Guarantor (living in France):**

- Passport. \*
- 3 last payslips and last tax assesment \*
- Guarantee contract filled and signed (sent after the confirmation of the booking)

*\*Documents needed before the payment of the booking agencies, or the file will not be taken into account.*

### **OTHER DOCUMENTS NEEDED:**

- Certificate of insurance « multirisques habitation » for the accommodation in the residence
- Security deposit equivalent to 1 month of rent if french guarantor or 3 months if no guarantor, by bank transfer
- Payment of the first month of rent
- Security deposit of 60€ if parking space has been booked
- Certificate of inscription to the school or student's ID
- IBAN for the refund of the security deposit

### **THE DAY OF YOUR ARRIVAL :**

- Missing documents
- Inventory of fixtures (a pre-inventory of fixtures will be done before your arrival. It will have to be checked by the tenant and given back in the 4 days following the arrival)
- Handover of the keys

# Check in Form

RESIDENCE \_\_\_\_\_

Name \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Town \_\_\_\_\_

Country \_\_\_\_\_ Nationality \_\_\_\_\_

Parent's phone number \_\_\_\_\_

Parent's mail \_\_\_\_\_

Student's phone number \_\_\_\_\_

E-mail's student \_\_\_\_\_

Number of people \_\_\_\_\_

Type of accommodation :                      Studio \_\_\_\_\_ m<sup>2</sup>  
\_\_\_\_\_

Rate \_\_\_\_\_

Arrival date : \_\_\_\_\_

Departure date : \_\_\_\_\_

Extra services : (depending on availability, residences and type of studio – refer to prices list)

- |                                       |                                     |                                               |
|---------------------------------------|-------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Television   | <input type="checkbox"/> Double bed | <input type="checkbox"/> Outside parking spot |
| <input type="checkbox"/> Coffee maker | <input type="checkbox"/> Towels     | <input type="checkbox"/> Easy Kosy Pack       |

In which school will you study : \_\_\_\_\_  
\_\_\_\_\_

How did you know about the residence : \_\_\_\_\_  
\_\_\_\_\_

Reasons of stay : \_\_\_\_\_  
\_\_\_\_\_

