

# TENANCY AGREEMENT STUDENT ACCOMMODATION INSA STUDENT 2025/2026

## I. Signing Parties

This contract has been concluded between:

L'Institut National des Sciences Appliquées

20 avenue des Buttes de Coësmes, 35708 Rennes

represented by its Director

And the student: Surname..... First name.....

Address:

Student's mobile number:

Student's personal email address:

### Year of study in 2025/2026 :

☐ 1<sup>st</sup> STPI    ☐ 2<sup>nd</sup> STPI    ☐ 3<sup>rd</sup> year    ☐ 4<sup>th</sup> year    ☐ 5<sup>th</sup> year    ☐ Master    ☐ PhD

### Personal circumstances:

- ☐ student beginning an international exchange programme / international double degree
- ☐ high-level sportsperson
- ☐ apprenticeship / work-study programme

Type of accommodation allocated (studio only for 2<sup>nd</sup> and 3<sup>rd</sup> year students – see allocation criteria in article 1 of the accommodation code of conduct)

- ☐ room ☐ studio with shared kitchen ☐ studio

## II. Subject of the contract

The right to occupy the room is strictly personal and non-transferable. Subletting or hosting of a third party is prohibited.

### III. Contents of the student accommodation

INSA offers students accommodation in 4 residences:

- **ARZ / BREHAT / CEZEMBRE:** Single room (9 m<sup>2</sup>) equipped with 1 bed, 1 study desk, 1 chair OR 1 stool, 1 storage shelf, 1 storage cupboard and 1 washbasin. The room has 2 reading lights and 1 light above the washbasin. A self-contained smoke detection device is installed on the ceiling. **Occupants are expected to provide their own sheets, pillows, quilts, blankets, towels and dishcloths, as well as their own kitchen equipment and utensils.**
- **GLENAN:** Small studio (15 m<sup>2</sup>) with private shower and toilet and shared kitchen (1 for 2 small studios) or an independent studio (18 m<sup>2</sup>) with private shower, toilet and kitchen, equipped with 1 bed, 1 study desk, 1 chair OR 1 stool, 1 storage shelf, 1 storage cupboard. A self-contained smoke detection device is installed on the ceiling. **Occupants are expected to provide their own sheets, pillows, quilts, blankets, towels and dishcloths, as well as their own kitchen equipment and utensils.**

#### b. Description of the building's communal rooms, spaces, equipment and accessories

The communal areas accessible to occupants are:

- ARZ / BREHAT / CEZEMBRE: Common room on each floor equipped with ceramic hobs, fridge, worktop, table and chairs
- GLENAN: The communal areas are shared between 2 small studios and are equipped with ceramic hobs, fridge, storage cupboard, table and chairs

There are 2 laundry rooms (in the basements of the CEZEMBRE (south wing) and GLENAN residences).

3 bike rooms are accessible (in the Glenan basement, Arz basement and Brehat basement)

#### c. Equipment to access information and communication technologies

Every room can subscribe to an individual Internet offer (QUANTIC TELECOM). The terms and conditions will be specified at the start of the academic year and/or when the keys are handed over to the resident.

For more information: [www.quantec-telecom.net](http://www.quantec-telecom.net)

## III. Effective date and duration of the contract

### a. Effective

The contract takes effect on the day the keys are collected. Keys can be picked up at the Campus Life Office (Building 14 lobby – Bréhat Residence) from Monday to Friday (closed Wednesday afternoons except on 09/03/25) – open from 8:00 A to 12:00 PM and from 1:00 PM to 4:30 PM.

**PLEASE NOTE: By signing this contract, you are making a firm commitment. In the case of**



**cancellation, even if you do not occupy the accommodation, you will be liable for one month's rent.**

#### b. Duration of the contract

The contract is established, in principle, until the end of the academic year (01/07/2026).

The conditions of release are specified in article IV.b.

INSA reserves the right to modify the conditions under which students can leave their accommodation on a case-by-case basis, depending on the context (individual health, security or social situation).

In the case of force majeure, INSA reserves the right to demand the departure of all or part of the public accommodated. In such cases, the notice period would not apply. All rents due would be recalculated proportionately to the actual occupancy period.

### IV. Financial conditions

#### a. Rent

The rental rates are detailed in the annex to this contract.

Tenants wishing to continue to benefit from rented accommodation in July and/or August can make a request to the accommodation service. Depending on the student's behaviour throughout the year, INSA reserves the right to either grant or deny this request. For security reasons, and in view of the fact that the establishment is closed during the summer, students whose requests have been granted are grouped together in the GLENAN building over the summer period.

#### b. Vacating the accommodation

The rental automatically ends on 07/01/2026 without you having to do anything.

For an early departure (before 07/01/2026), a termination letter (model on the INSA website) must be sent by email to the address generic of the service ([serv-vac@insa-rennes.fr](mailto:serv-vac@insa-rennes.fr)) at least one month before the desired departure date (example: departure scheduled for 03/15/2026, post or mail before 02/15/2026). This one-month notice must be respected in all circumstances.

### V. Guarantees – Security Deposit - Insurance

**Keys will not be handed over before the required security deposits detailed below have been paid AND the insurance certificate provided (at least a provisional certificate). The address which should appear on the certificate is:**

**20, avenue des buttes de Coësmes 35 708 Rennes Cedex**

#### a. Security deposit

The €450 security deposit should be paid in one lump sum on the day the keys are handed over. The accepted means of payment are credit card, cash and cheques. The security deposit is cashed by INSA's accounting officer and is valid for the full duration of your studies at INSA. On moving out of the residence, students must send an email with a bank account details document (RIB) in the student's name to [serv-vac@insa-rennes.fr](mailto:serv-vac@insa-rennes.fr) requesting a refund of the security deposit. The bank transfer will be carried out within a maximum period of two months.



The amount paid can be used, in order of priority, to :

- cover the non-payment of rent up to the full amount of the security deposit;
- restore the accommodation to its original state up to the full amount of the security deposit pursuant to the provisions of the Accommodation Code of Conduct

#### b. Insurance

The keys will only be handed over if a house insurance certificate covering the risks incurred by the tenant, including third-party liability, is produced. **If this certificate is not provided on the day the keys are handed over, INSA reserves the right to refuse to accommodate the student (a one-week grace period is granted to students in the FIRE program and ERASMUS students).**

Proof of Accommodation, which is required to obtain housing benefits, will not be issued if the tenant does not provide an insurance certificate.

In the event of damage, INSA will make a claim against the leaseholder's insurance company.

## VI. Cancellation clauses

Cancellation terms: the lease will be automatically terminated in the event of the tenant failing to fulfil his/her contractual obligations, namely, the non-payment of rents and rental charges by the agreed term, the non-payment of the security deposit and/or lack of guarantor, lack of house insurance covering rental risks, neighbourhood disturbances and/or inappropriate behaviour, damage to property, or non-compliance with health and safety rules.

The renewal of the contract from one year to the next may also be refused for the same reasons.

INSA reserves the right to note any breaches of the contract by any means deemed useful or appropriate. Reasons need not be given for the finding and the decision can be taken unilaterally.

## VII. Invoicing and Payment terms

### Students accommodated at INSA Rennes

Invoices are issued in arrears (at the end of the month) and is prorated based on the departure date (key handover during the check-out inspection). Payment should be made online within 15 working days of receiving the invoice by email. After this deadline, INSA reserves the right to take appropriate coercive measures, which may go as far as to exclude the student from the residences.

A reduction in the amount invoiced can only be granted if the keys are handed over for a temporary period due to urgent circumstances. INSA has the discretion to determine which circumstances should be qualified as urgent.

On behalf of INSA:

Tenant:

Mr. BRUNIE

Director of the Institute

Item	Unit	Cost in £ incl. VAT
Common areas - place of passage		450.00
Repair of kitchen cupboard or including paint job		180.00
Sink tap	U	180.00
Replacement window pane		410.00
Replacement mattress	U	150.00
Replacement of boxspring	U	150.00
Replacement of bed, excluding mattress	U	340.00
Replacement of study desk	U	340.00
Repairing of damaged flooring	m <sup>2</sup>	60.00
Complete painting of door and window	CP	1,400.00
Paint job door one side		100.00
Paint job one wall		400.00
Studio cleaning fee	U	100.00
Room cleaning	U	100.00
Check-in or check-out inspection not carried out	U	100.00
Cost of metal key	U	25.00
Loss or damaged key	U	100.00
Loss of key	U	20.00
Bedroom		
Replacement table	U	130.00
Replacement of table	U	200.00
Replacement of ceramic hob	U	320.00
Door replacement (including paint job)	U	200.00
Replacement of window pane	U	210.00
Replacement of kitchen window	U	400.00
Replacement of kitchen worktop	lm	240.00
Complete paint job with		2,500.00



## Rates according to type of accomodation

	Rent	Charges	Total
<b>Room</b>	272	49	321
<b>Studio with shared kitchen</b>	377	69	446
<b>Studio</b>	429	84	513

## Cost charged per item

Description	Unit	Cost in € incl. VAT
<b>Common rooms</b>		
Complete paint job with odour neutralisation	Ens	2 500.00
Kitchen tap	U	180.00
Replacement of kitchen worktop	lm	240.00
Replacement of entire window	U	600.00
Replacement of window pane	U	210.00
Door replacement including paint job	U	792.00
Replacement of ceramic hob	U	350.00
Replacement of radiator	U	500.00
Replacement table	U	130.00
Common room cleaning fee	U	10.00 per tenant
<b>Bedroom</b>		
Loss of badge	U	10.00
Loss or damaged key	U	100.00
Loss of mailbox key	U	25.00
Check-in or check-out inspection not carried out	U	100.00
Room cleaning fee	U	60.00
Studio cleaning fee	U	100.00
Paint job one wall	Ens	480.00
Paint job door one side		100.00
Complete paint job with odour neutralisation	Ens	1 300.00
Repairing of damaged flooring	m <sup>2</sup>	60.00
Replacement of study desk	U	240.00
Replacement of bed, excluding mattress	U	340.00
Replacement of bookcase	U	250.00
Replacement mattress	U	150.00
Replacement of window pane	U	210.00
Sink tap	U	180.00
Replacement of bedroom door including paint job	U	450.00
<b>Common areas – places of passage</b>		

Painting of plain door 1 side	U	100.00
Replacement heater	U	750.00
Replacement of suspended ceiling tiles	U	35.00
Replacement of landing fire door with paint job	U	780.00
Bleaching of suspended ceiling	m <sup>2</sup>	41.04

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00.00	U	Replacement of landing fire door with paint job
750.00	U	Replacement of landing fire door with paint job
00.00	U	Replacement of landing fire door with paint job
00.00	U	Replacement of landing fire door with paint job

Accommodation Code of Conduct



## I. Monitoring the proper use of spaces – Access to the residences

### Means of access

All residents have a room key. It is strictly forbidden to have a copy made of the key. It gives access to:

- The allocated room;
- The common areas located in the corridor;
- The on-site laundry facilities;
- The bicycle sheds (ARZ/ BREHAT and GLENAN).

The badge issued to students to allow them to access the INSA premises also gives them access to the residences. This badge is non-transferable. Only the badge holder will be held responsible for problems related to the use of their badge.

These two means of access prove that the student is registered at INSA. The wardens and security agents are therefore authorised to demand that they be shown in order to check whether individuals should be in the residences. Residents are therefore obliged to present them upon request. Any refusal to comply will be considered as a breach of the health and safety rules.

Students who lose one or both of these means of access will be charged for the cost of replacing the equipment, in accordance with the tariffs mentioned in the annex-rental rates.

### Selection criteria for the allocation of accommodation

The principle adopted by INSA remains that of considering the applications of all students who request accommodation, with priority being given to newcomers (regardless of their level of studies).

Requests are processed on a first-come, first-served basis.

The buildings are filled according to the following rules:

- A mixture of different years of study (priority continues to be given to newcomers) and different courses. Only high-level sportspeople (SHN Section) will be able to benefit from being grouped together in 1 or 2 corridors.

Students already housed in a residence in 2024-2025 can request, on the housing request interface, to benefit from the same room if it is available at the time of room allocation or to change lanes (assigned randomly).

### Mobility during the term of the contract

Accommodation is allocated for the full duration of the contract. Only cases of force majeure will be studied by INSA. **Requests to be grouped together on the grounds of belonging to the same class and/or the same working group do not constitute a case of force majeure.**

### The particular case of the GLENAN building

Only 2nd and 3rd year students already enrolled at INSA Rennes in 2022-2023 will be eligible for the allocation of a studio or a studio in Glénan residence.

Requests are processed in the order in which they are received.

The other students (1st year, 4th year, 5th year, master, doctoral student, apprenticeship, work-study, etc.) must request a room.

Depending on student mobility (leaving to do an internship, leaving the residence, giving up studies...), INSA reserves the right to offer residents access to this building during the course of the year.

In order to qualify, the following criteria must be met:



- Candidates must not have been reprimanded by wardens or security agents;
- Candidates must have demonstrated exemplary behaviour towards the maintenance and cleaning staff and must have scrupulously respected the hygiene and security rules.

If a room is allocated, the occupant undertakes to respect all these criteria for the full duration of the occupancy. In the event of non-compliance with one of the allocation criteria, occupants of a studio or small studio will be forced to return to their rooms (ARZ, BREHAT, CEZEMBRE). The allocation of a new room is at INSA's discretion.

## Parking private véhicules

Occupants are authorised to park their private vehicles on site, subject to the number of on-site parking spaces available. Parking spaces are neither numbered nor reserved for a particular room. The general road safety regulations in force must also be respected within the grounds of INSA (any vehicles parked beside the halls of residence, spaces which are reserved for emergency vehicles, will be fitted with a wheel clamp or be impounded).

## II. Hygiene and safety rules

### a. Residence rules

Students are jointly responsible for the quality of collective life in all INSA buildings (offices, teaching facilities, research buildings, accommodation). They are required to behave in accordance with the following rules:

- Behave courteously towards other tenants, students and staff
- **Smoking and/or vaping is strictly forbidden, as is possessing illicit substances on INSA premises** (whatever the nature of the products consumed or their modes of consumption);
- Abstain from causing noise pollution between 10 p.m. and 7 a.m.;
- Regularly clean and air the accommodation;
- Respect the furniture within the accommodation;
- Respect the communal areas ;
- Respect the safety rules and safety equipment;
- Waste collection points are clearly indicated around the campus – dispose of waste only in the bins provided for this purpose;
- Adopt an eco-friendly attitude; in particular make wise use of the available resources
- Respect INSA personnel and the cleaning and maintenance staff;

### b. Safety regulations

Access to student accommodation is reserved for its occupants and their guests. However, as part of the regular maintenance of INSA's buildings (maintenance of the MVS, repairs...) a visit by an INSA officer may be necessary; in such cases, the tenant will be given prior warning. If exceptional circumstances so require, this access may take place without the prior authorisation of the residents and/or in their absence.

Endangering the safety of others or using the safety equipment (fire extinguisher, alarms, traps, emergency exits or fire doors, etc.) in an improper or inappropriate manner can result in a referral to the Disciplinary Unit by the Director of INSA Rennes once the perpetrator is identified.

In particular, it is strictly forbidden to:

- deliberately block the residence entrance doors and leave bulky items in the corridors;
- have additional locks fitted at access points;
- modify or install electrical connections;
- possess explosive, inflammable or harmful products or drugs;
- install an aerial or satellite dish;
- store food in the common room and/or on the windowsill;
- hang washing out the windows or in the common areas;
- use rollerblades or skateboards in the common areas;



- store material or bicycles in the common areas;
- access the buildings' flat roofs;
- keep pets;
- add furniture (sofas and armchairs) for hygiene, fire safety and cleaning reasons since it clutters the room.
- put "decorative" elements in the corridors (garlands, Christmas trees, posters, stickers...).
- plug in heating devices (electrical heater) or cooling equipment (fridge). The only electrical devices tolerated, provided they are under constant supervision while being used, are coffee machines, kettles and hairdryers.

### c. Maintenance of private areas

Residents are responsible for keeping their rooms clean and tidy. To this end, they must:

- Separate their waste according to the arrangements put in place;
- Take their waste down to the containers located to the right of each residence;
- Air their room every day for at least 15 minutes;
- Use and keep clean mattress covers;

### d. Maintenance of common areas

The maintenance of these areas is shared between INSA (in-house staff or external service provider) and the resident.

INSA is responsible for:

- The upkeep of the corridors, toilets and shower rooms, and the common room floor.

The resident is responsible for:

- Managing and cleaning (once every three months) the fridge provided;
- Cleaning the cooking hob;
- Cleaning the kitchen worktop and table after use;
- Collecting and sorting waste (paper, cardboard, plastic, glass, compostable waste, tin cans, etc.) which is to be taken down to the containers available to the right of each locality;
- Maintaining, washing and tidying away their kitchen equipment and utensils in their rooms.

In this context, any breach of the rules resulting in INSA having to clean up will be invoiced to all the tenants of the corridor concerned.

Any damages observed in the common areas of the residences will result in all of the tenants of the corridor concerned being invoiced; this can take the form of an invoice for the cost of the damage, an increase in the exceptional costs, or the cost of the damages being recovered from the security deposit.

### e. Pets

No pets are allowed on INSA premises, except in the case of medical necessity (guide dogs for the blind).

If a pet is found in the site's accommodation sector, both the animal and the person accompanying it (whether they own the pet or not) will be immediately removed from the premises.

### f. Fire safety

The accommodation buildings are equipped with fire detection and safety devices (smoke detector, fire alarm, smoke extraction system, fire extinguishers...)

Any damage to all or part of this equipment can lead to all or part of the security chain malfunctioning and constitute a criminal offence subject to criminal investigation. In the case of unjustified use, INSA reserves the right to:

- File a complaint for endangering the lives of others;
- Permanently bar those who caused the damage from the residences;
- Have the damaged safety devices repaired at the expense of the occupant(s) identified as responsible



for the damage.

In the event of a fire, the time it takes to evacuate the premises depends on how empty the corridors are. It is therefore strictly forbidden, in the interests of fire safety, to store any objects, waste, bags, or sports equipment in the corridor. Warnings will be issued to residents who do not respect this rule; in the case of repeat offenders, or a fire, INSA reserves the right to implement the coercive measures indicated above.

#### g. On-site safety

It is in everyone's interest that each resident is responsible for the safety of the premises. Consequently, they must:

- Make sure that people entering the building behind them are authorised to do so;
- Make sure the doors and emergency exits are closed properly;
- Be kind to the other students housed in student accommodation.

It is recommended that residents:

- Always lock their room door, even if they are only absent for a short space of time;
- Always lock the common room door after use;
- Don't let anyone without an access badge into the building.

**If in doubt, residents can contact the security officers and staff (n° 02 23 23 82 01 – 7/7 - 24h/24).**

### III. Inventory of fixtures

The check-in inventory of fixtures remains the responsibility of the occupant upon taking possession of the keys. To carry out a check-in inventory, occupants must make an appointment with the floor maintenance staff on the day of their arrival. Occupants have 8 days to report any issues which were not noted during the check-in inventory. In the absence of an entry inventory, a flat rate of €100 will be systematically applied.

The check-out inspection is carried out jointly by the occupant and a representative of INSA. It is used, in particular, to determine the use of the security deposit for repairs and to invoice additional charges for more significant damages. In the absence of a check-out inspection, a flat fee of €100 will also be systematically applied.

A cleaning fee will be applied if the cleanliness of the accommodation is unsatisfactory upon the tenant's departure (room: €60 – studio/studette: €100). The fees for the absence of an inspection and for insufficient cleanliness may be combined.

In addition to the use of the security deposit, evidence of damage may result in the tenant being denied access to the residences during the year (grounds for exclusion) or from one year to the next.

#### a. Inventory of furnishings

Each room is equipped with the furniture described in the Tenancy Agreement.

Occupants are informed that the room furnishings remain INSA's property. Occupants undertake to leave the premises in the same condition as they found them in (including the layout) when they return the keys at the end of the contract.

Any damage done to the furniture will lead to money being deducted from the security deposit. If the cost of the damage is higher than the amount of the security deposit, an invoice to cover the difference will be issued to the occupant. If the fixtures in the common areas are damaged, all the occupants who use those areas will be invoiced.

Occupants are not authorised to add furniture to their accommodation or to the common rooms. The cost of removing cumbersome items and excess furniture will be invoiced to the users concerned (the individual



occupant in the case of a room, and the occupants of a corridor in the case of the common rooms).

#### b. Technical fittings

Each room is equipped with various technical fittings (a water supply, lighting, electricity, computer network, fire detectors)

Occupants are informed that these facilities are under their responsibility. They undertake to leave the facilities in good working condition when they return the keys at the end of the contract.

In this regard, a maintenance service has been put in place by INSA; it includes replacing consumables (light bulbs) and carrying out technical repairs as a result of normal household use of the fixtures and fittings (**send a ticket to the STI – Technical and Property Department**).

Abnormal use of the fixtures and fittings leading to them breaking will systematically result in an invoice being issued. The technical service provided by INSA reserves the right to define what "normal use" is.

Any damage caused to fixtures and fittings will give rise to money being deducted from the security deposit. If the cost of the damage is higher than the amount of the security deposit, an invoice to cover the difference will be issued to the occupant.

#### c. Storage facilities

There are no storage facilities. Occupants are required to remove all their belongings when they vacate the room (when they return the keys).

#### d. Restoring the property (withholding of the security deposit)

Failure to respect the building, or any of its various elements, or the private or collective technical fixtures and fittings will lead to money being deducted from the security deposit without notice. Any deductions made from the security deposit will systematically call into question the occupant's right to have access to accommodation.

If the amount of the security deposit does not cover the cost or extent of the damage, INSA will invoice the occupants concerned for the costs incurred to return the property to its former condition, in accordance with the tariffs annexed to the contract.

INSA will, on request, provide occupants with an itemized breakdown of any sums withheld from the security deposit.

### IV. Mail / parcels

The mail is delivered by INSA.

Only letters bearing the exact name and address of the occupant **AND** their room number will be processed. All other letters will be systematically returned to the sender with a note advising that the recipient "does not live at the address indicated".

**Parcels sent to students will be systematically rejected. Occupants must have their parcels deposited in nearby collection/delivery points.**

### V. Conditions for obtaining financial support from the Family Benefits Agency (Caisse d'allocation familiale - CAF)

The CAF provides housing benefits (ALS or APL allowances) from September until June, provided that the room is occupied for the entire month. **Students arriving or leaving midmonth will not receive housing benefits for that month. The entitlement start date is considered to be the date of the first login**



on the CAF website.

Tenants can compile a dossier for housing benefits on the CAF website [www.caf.fr](http://www.caf.fr) (the CAF is responsible for managing these benefits) and request a rent certificate from the Campus Life Services from 15/09 in order to complete the CAF dossier. The CAF determines the amount of the benefits according to specific rules and sends the students a notification of what they are entitled to. If students wish to challenge the CAF's decision, they must take the necessary action directly with the CAF.

## VI. Miscellaneous provisions

### a. Health

Students housed in residences must undergo the medical checks in force. As soon as a resident fears that he/she is suffering from a contagious illness, they must immediately inform the establishment's nurse and the Campus Life Services. Similarly, in the event of serious illness or an accident, a declaration must immediately be made to the Campus Life Services. All patients have the possibility of consulting a doctor of their choice.

Otherwise, the resident undertakes to accept any measures taken by the nurse or the INSA administration to respond to an emergency situation. If the resident has a serious or contagious illness or one requiring special care, they may only return to the residence if they can produce a medical certificate specifying that there is no contraindication to life in community.

### b. Sanctions – Termination of the lease

Any occupant who breaches their obligations (such as the non-payment of rent, the non-payment of the security deposit by the due date, or failure to take out Renters insurance) or the residence safety rules will, in addition to the automatic termination of their rental contract, be subject to disciplinary proceedings which may result in sanctions (e.g., temporary or permanent exclusion from the establishment).

Termination of the contract also excludes any readmission to the residences the following academic year.

## VII. ANNEX

Guide on requesting intervention

Letter of notification: departure from the residences

On behalf of INSA:

Tenant:

Mr. Vincent BRUNIE

Director of the Institute