

Housing - addresses and guidelines to help you find a place!

Since we know how difficult it is to search for a place from abroad, we have summarized items to keep in mind while searching.

1. Finding a place in Cergy area
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3. Housing in Paris
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1. Finding a place in Cergy area

In order to find an apartment in the Cergy area outside Alegessec student residences, you may contact the following:

- CROUS (university housing office)
Tel. (+33) (0)1 30 30 38 53 / (+33) (0)1 30 32 72 90
<http://www.crous-versailles.fr>
- Real estate agencies at Cergy-Préfecture
CPH Immobilier – 18 place des Cerclades – Tel. (+33) (0)1 30 38 44 44 – www.cph.fr
Agence Sedaf – 32 avenue du Parc – Tel.: (+33) (0)1 30 38 81 66 – www.sedaf.fr
Century 21 – Osmose – 16 rue Traversière – Tel.: (+33) (0)1 34 35 36 50
Agence des Colonnes Blanches – 7 rue Traversière – Tel.: (+33) (0)1 34 25 90 12
Laforêt – 8 mail des Cerclades – Tel.: (+33) (0)1 30 32 73 73 – www.laforet-cergy.com
- For more information on housing in Cergy (95) here some useful links :

www.pagesjaunes.fr

www.seloger.com

www.pap.fr

www.adele.org

www.esseclive.com (click on the left handside → “Pratique / “Annonces Logement”)

www.anil.org

www.adil95.org

www.cij95.asso.fr



2. Couples and family housing

ESSEC's accommodation office, **Alegessec**, can **provide housing for couples** only in the student residence located in Port Cergy. Students accompanied by their partner and/or family have to look for private housing for their time of stay.

3. Housing in Paris

Finding a place in Paris is not easy, especially on a “student” budget. If you are staying at least two years at ESSEC, you are advised to stay at a student’s apartment building in Cergy during the first year. It is easier to move to Paris later on.

You also have the possibility of sharing an apartment with other students or ask for a place at the “Cité Universitaire Internationale”, South of Paris in the “XIV arrondissement”. The “Cité Universitaire Internationale” houses about 5 000 students from different countries in lodgings built in a similar fashion as that of their home country. Take note that there is a big rush to get in and that you will spend 3 hours per day in public transports to come to, and go back from, ESSEC.

Cité Internationale Universitaire de Paris

17 boulevard Jourdan – 75014 Paris

Tel.: (+33) (0)1 44 16 64 00

Website : www.ciup.fr



Classified advertisements

You can take a look at classified ads in the paper “*De particulier à Particulier*” www.pap.fr which comes out every **Thursday morning**. You must buy a copy (or consult ads on internet) and call early in the morning to be among the first people to see the place. At mid-morning time, the waiting queues are already long. Make sure you take along all necessary documents so as not to miss out on a “good location” for not having the required document.

You can also find classified ads from private individuals who rent rooms to students at the following institutions:

Eglise Américaine

65, quai d’Orsay
75007 Paris
Tel : 01 47 05 07 99
Metro : Pont de l’Alma

Eglise Allemande

25, rue Blanche
75009 Paris
Metro : Trinité

Goetheinstitut

17, avenue Iéna
75016 Paris
Tel : 01 44 43 92 30
Metro : Iéna
(Ads available 9:00-21:00)

Institut Catholique de Paris

2, rue d’Assas
75006 Paris
Tel : 01 45 48 31 70
Every day 9:00-12:00 and 14:00-17:30

L'Eglise suédoise

9, rue Médéric
75017 Paris
Tel : 01 47 63 70 33
(Ads available 9:00-21:00)

Collège Irlandais

5, rue des Irlandais
75005 Paris
Tel : 01 45 35 59 79

Useful Web sites

- www.pap.fr
- www.fusac.fr
- www.explorimmo.com
- www.seloger.com

4. What you need to know when looking for housing

Operating costs

Enquire if your rent includes the operating costs (heating, hot water, elevator, waste). You should budget for electricity and phone bills separately.

If you do not have central heating, you should include that in your electricity bill as well.

Caution! If you choose to find housing with a real estate agency, bear in mind that they ask for an **agency fee**.

How to read an advertisement

“Studette”: small room about 10 to 12 m²; sometimes it is a maid’s room, an attic room with a washbasin, a bed, a closet and sometimes with a table. These rooms are not very expensive, but they are not luxurious either.

Cost: between 250 and 400 €

Studio: room from 18 to 30 m² with a “kitchen corner” and bathroom.

Cost : between 400 and 600 €.

F2: apartment with two rooms, bathroom and kitchen

Cost: 520 to 1000 € depending on the area

Cc (“Charges comprises” i.e. operating costs included): hot water + common expenditures are included in the rent.

You must always enquire what is included in the operating costs.



Abbreviations

CC or Cc : “charges comprises” (operating costs included)

TCC : “toutes charges comprises” (all costs included)

Hono/H+Frs : “honoraires de location payables à l’intermédiaire” (rental fees payable to an intermediary)

T1 or F1 : the number after the T or F indicates the number of rooms

m2 : the surface area in square meters

PK/GAR : parking or garage

ET : “étage” (floor)

RDC : “rez de chaussée” (ground floor)

ASC : “ascenseur” (elevator)

INT/DIG : interphone/digicode

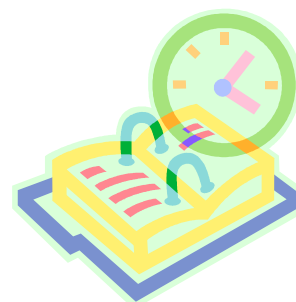
SDB : “salle de bains” (bathrooms - sometimes it is a shower)

DCH : “douche” (shower)

KITCH : kitchenette with sink, hot plates and a mini-fridge all located in the room

When to pay the rent

The rent may be paid in advance, at the beginning of the month or at the end of the month (“à terme échu”). It is an important issue for you to consider when managing your finances. You can pay your rent either by monthly automatic debit or by check if you have a French bank account. Most of the time you’ll be asked to fill out an authorization form for automatic debit from your French bank account.



Security deposit - "Dépôt de garantie"



In addition to the first month's rent, you will have to deposit **2 months of rent** as a security deposit. This deposit will be returned to you when you leave, provided that you hand over the apartment in good condition. In the event that repairs are required, the cost of repairs will be deducted from your deposit.

Caution! The amount of the security deposit will be **debited** from your account. You must therefore ensure that there are enough funds in your account.

Guarantee - "Caution"

If you do not have any income, you will need to have a person acting as **guarantor** for the payment of your rent. Exceptionally, some owners will accept a bank guarantee. In that case, the guarantee is not debited from your account.

Rental agreement - "Contrat de location"

The owner or the lessor and the tenant (that's you) sign **two** copies of the **rental or lease agreement** and **two** copies of the **inventory of fixtures**.



The inventory of fixtures - "Etat des lieux"

An inventory of the fixtures is done both at your arrival and departure. Pay attention to all the details (broken furniture, damaged walls, stains, etc.). Otherwise, there will be a deduction from the security deposit at your departure.

5. Furniture



Another hassle: most apartments are rented **unfurnished!** Of course, furnished apartments ("appartement meublé") are more expensive and harder to find. Make sure you take all that into account before you give up on the convenience of staying in student residences.

To furnish your new apartment, you can find second hand furniture in the "*Fusac*" (Free magazines available from pubs) www.fusac.fr.

In Cergy, check out the papers such as "*Paru vendu*" or "*Bonjour*" (www.paruvendu.fr) that are freely distributed in mailboxes. At the end of the schooling year students put up classified advertisements along the corridors of many student associations. You can also find some good offers in ads put up in other graduate schools around Cergy such as "l'Université de Cergy-Pontoise" or "l'Institut Polytechnique Saint Louis".

Around Cergy, there are inexpensive stores such as BUT or CONFORAMA where you can find some good bargains. In Franconville (follow the highway A15 direction Paris) there is an IKEA store that delivers at home or rents you a delivery van to carry your shopping. There are other IKEA stores in the Parisian region.

For Parisians, do not forget about BHV ("Bazar de l'Hôtel de Ville", Hôtel de Ville Metro station) which also delivers at home and offers interesting payment terms as well as value for money. Then, everything depends on your budget!

Very often, these stores offer 3 or 4 instalment payment plans without any additional charges.

6. Electricity - "Electricité de France- EDF"

Once you have signed your rental agreement, you can contact the local EDF office to open your EDF account (www.edf.fr). EDF website now offers pages in English and for foreign residents.

The monthly subscription cost will depend on the power of electricity in your specific apartment, whether you have a washing machine, a dishwasher, etc. Your personal consumption comes in addition to this monthly subscription.



The EDF contract is drawn for a **minimum period of one year**. Thereafter, it is automatically renewed for an unlimited period of time.

If you leave your apartment, you should ask for a termination of the subscription with a 7-day notice.

Keep your **EDF receipts** carefully because in France, they serve as **documentary proof of residence**.

Foreign students who renew their French residence permit are required to provide a less than 3-month old electricity bill.

7. Telephone

If you wish to have a phone connection, you will need to visit your **local Orange office** (www.boutique.orange.fr).



You should take with you the following documents:

- your passport, identity card or residence permit
- some kind of documentary proof of residence (lease contract or accommodation agreement)
- exact address of installation of your telephone line (floor, door number, or any other detail...)
- date on which you want the telephone line to be put in service
- name and telephone number (mobile) of the person to be contacted by France Telecom for any further information needed
- if possible, family name and first name of the person living at that address before.

In the event that there has not been any telephone line installation at your place, you must make an appointment for a technician to drop by and make the necessary installation in your place. Check the website for the installation and connection costs and [Special offers for students](#). In addition to the above-mentioned documents, you need to bring: a proof of your student status, student card or certificate of enrolment.

If the line already exists, the connection will be made directly from the telephone exchange within 48 hours. There is no need for any appointment. The costs are the same.

Then, the bill that is sent out every 2 months, is made up of the following:

- Monthly subscription fee
- Communication costs depend on distance and duration

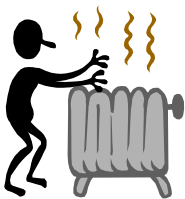
Find out about all possible Orange price discounts on:

<http://www.boutique.orange.fr>

→ *Fixe*, click on → *Ouvrir une ligne fixe*

The Orange contract is drawn for a **minimum period of one year**. Thereafter, it is automatically renewed for an unspecified period of time. If you leave your apartment, you should **ask for a termination of the subscription with a 7- day notice**.

9. Heating



If you are renting an apartment, find out if you have “*chauffage central*” (**central heating**) or “*chauffage urbain*” (**urban heating**). In fact, it is the **least expensive** type of heating; it is included in the operating costs.

By contrast, if you have electric heating, your electricity bill will vary depending on how much heating you use.

Heating starts in mid-October and stops in March. Sometimes, this rule is not in accordance with the actual weather. Make sure you have blankets!

10. Housing Subsidy - “APL” (Aide pour le logement)

Who can apply for “APL”

The APL is subject to some **income conditions**. The income taken into account is that of the preceding year of your application till the month of May of the year of application.

The amount of the “APL”

The CAF (“*Caisse d’Allocations Familiales*”) calculates the amount of the APL by taking into account different factors:

- the address of the place (depending on the neighbourhood; in general, Paris is more expensive than Cergy)
- the amount of the rent
- the fixtures in place
- the number of children and dependent persons, etc.

That is why **the amount of APL varies** from one person to another.

You can calculate the amount of assistance that you should be entitled on www.caf.fr.

Caution! You will **not receive APL for your first rental payment**.

You will also not benefit from the first month of APL if there is more than one month’s break in your rental agreement (for example when you return from an internship after your first year).

Who receives the “APL”

Most of the time, the APL is not credited to you directly. It is the owner (lessor) who receives and deducts it from your rent.

When receiving the “APL”

The housing aid starts about 3 to 6 weeks **after filing a complete application**. It is retroactive for a **period of 3 months only**. Therefore, you should start filing your application as soon as possible.

How to obtain the “APL”

International students can also apply for APL. They have to fill in an application

- from their **local CAF** (“*Caisse d’Allocations Familiales*”) office



→ you will find the address on www.caf.fr → click on “Votre CAF”, → then type your postal code (e.g. 75003)

- or fill in an application form **online** www.caf.fr → click on “Aide au logement étudiant”, → then type the postal code of your address (e.g. 75009) and click on “ok”, → then click on “POURSUIVRE” twice.

How to apply online ?

You have to provide information regarding your residence and your situation. Once you have validated your application, a personal file is being created and you will get an individual internet number.

You then need to print this file, sign it, and send it by post to the CAF you depend on **along with all the required documents.**

This pre-registration accelerates the whole process.

Required documents

If there is a document missing, the CAF will notify you by post, which can take some time, thus delaying the processing of your application.

Check carefully the list of required documents because this varies from one CAF to another.

In general, you are required to provide:

- a photocopy of your identity card or your passport
- a photocopy of your residence permit or renewal receipt (“récépissé”)
- a statement of income for the year preceding the application till May of the year of the application (if you are married, this statement must include your spouse’s resources)
- the lease or rental agreement
- a receipt of your rent (the one for the first month of stay)
- certificate of residence if you are staying in a student apartment building (+ if you are staying with a private individual, a photocopy of his/her identity card)
- the photocopy of your student card or “*certificat de scolarité*” (enrolment certificate).
- an identification from a bank (“*Relevé d’Identité Bancaire-RIB*”), post office, or savings bank (so that the APL money is deposited directly to your account, should this be the case)

Caution! If you file your application by mail do not send the originals, make sure that **the photocopies especially that of the lease are certified copies (“certifiées conformes”)**. Otherwise, your application will be returned and, therefore delayed.

We therefore recommend that you “invest” 1 or 2 hours to wait in line, deposit your application, bring your original documents along with photocopies, and ensure that it is complete rather than simply sending it by mail.

For the “Agglomération Nouvelle” (i.e. Cergy-Pontoise)

C.A.F du Val d’Oise – 2, place de la Pergola – 95000 CERGY Préfecture

Tel : 0 820 25 95 10 (0,118 €/ min)

Opening hours: Monday to Friday from 9:00 to 16:00



For Paris: the office depends on your address of residence

→ see on www.caf.fr → click on "Votre CAF", then type your postal code (ex. 75003)

Procedures to follow at the "CAF" (Caisse d'Allocations Familiales)

First piece of advice: be patient! In fact, the CAF offices deal with all forms of social assistances and there are many requests.

However, you can shorten your waiting time by **scrupulously following the rules** of the process.

As soon as you arrive, take a **number ticket** from the machine (at Cergy just after the entrance door). This number will allow you to queue up to get to the **reception ("Accueil")**. The number currently being served is displayed on a central monitor. Be ready when your turn is about to come. The officers at the reception desk carry on with the next number if nobody shows up. Once at the reception desk, you should explain your request. Depending on the type of application, the reception officer will give you a **second number ticket**.

This second waiting period is shorter. This time, your number will be displayed on top of the counter (A, B, C, D, etc) specialising in the type of request you are making.

Once you are in front of the CAF officer, you can show your documents and make your request.

This procedure offers an advantage in that you will know **straight-away** if your application is accepted. However, if you send your application by mail, it might take several weeks to receive a reply informing that your application is incomplete or erroneous.

Note that if you just want to drop your application file, the process is shorter: take a number ticket when you arrive at the CAF and wait for your turn. When your turn comes, the officer in charge at the reception desk will check if your application file is complete.

IMPORTANT NOTICE: This information has been collated by the Office of Student Affairs in order to help arriving students find appropriate housing, should they choose not to live in an ESSEC residence. The Office of Student Affairs cannot be held responsible for inaccuracies on the web sites of external firms and organizations.



Nor can it be responsible for questionable policies in terms of deposit reimbursement by a minority of disreputable agencies.



Students are warned to **be very careful** in their dealings with housing agencies and to inform the Office of Student Affairs of difficulties they may encounter so that our lists can be kept up to date.