ERASMUS IN ISTANBUL
SEMESTER ACCOMMODATION CONTRACT · ROOM RENTAL AGREEMENT AND HOUSE RULES

FURNISHED STUDENT ROOMS · BEŞİKTAŞ & KADIKÖY

Date of signing: _____

Room no.: _____

Flat address (neighbourhood, street, building no., flat no.): _____

This room rental agreement is made and signed on the date stated above between the parties named below, under the following terms. Both parties declare that they have read, understood and accepted this agreement and its annexes in full.

KEY TERMS AT A GLANCE

The full terms are set out in the articles below.

Rental period	_____ to _____
Monthly rent	_____ €
Security deposit	_____ €
Rent due	1st to 3rd of each month
Utilities included	2,500 TL per month, whole flat
Check-in & check-out	Mon to Sat 10:00 to 19:00
Check-out notice	14 days
Early departure notice	30 days
Quiet hours	23:00 to 08:00

PARTIES

LANDLORD

Full name: ÖMER BAŞBUĞ

Turkish ID number: _____

Phone / WhatsApp: +90 533 442 88 55

TENANT

Full name: _____

Passport / ID number: _____

Phone / WhatsApp in Turkey: _____

The details filled in on this page apply throughout this agreement and its annexes. Wherever an article refers to "page 1", it means these details.

1. THE ROOM AND INVENTORY

1.1 **Address:** The flat at the flat address stated on page 1, Istanbul, Türkiye. Room: The room with the room number stated on page 1.

1.2 The Tenant uses only the room stated on page 1, as a single occupant. The kitchen, living room, bathrooms, hallway and balcony are shared with the other tenants of the flat.

1.3 **Room inventory:** Bed, bed base, duvet, wardrobe, desk, desk chair, rug, bed linen set, pillow, bedspread, mattress protector, room door key and flat door key.

1.4 **Shared area inventory:** Heaters, refrigerator, washing machine, vacuum cleaner, internet modem, dining table and chairs, mirrors, decorative items, cooker, kettle, rubbish bins, pans, plates, cutlery, tea glasses and mop set (Vileda).

1.5 Tenants buy their own consumables such as sponges, cloths, dishwashing liquid, toilet paper and rubbish bags.

1.6 **Check-in report:** On the check-in day the room and inventory are photographed and recorded in the check-in report in Annex 2. The Tenant reports any missing item or defect found in the room via WhatsApp, with photos, within 7 days of the check-in day. Any missing item or damage not reported within this period is deemed to have occurred during the Tenant's stay.

2. RENTAL PERIOD

2.1 The rental period starts and ends on the dates stated under Key Terms on page 1.

2.2 This agreement ends automatically on the end date, and no further notice is required. The Tenant hereby agrees and undertakes to vacate the room and return the keys on the end date.

2.3 The rental period can be extended only with the Landlord's written approval and at the rent in force on that date. The Landlord is not obliged to accept a request for extension.

3. BOOKING AND CANCELLATION BEFORE ARRIVAL

3.1 **Booking:** Within 48 hours of sending a booking request in the Erasmus in Istanbul app, the Tenant pays an advance of 100 € (or the deposit amount, if the deposit is lower) by bank transfer to the account shown in the app, held by Akıllıevim Ltd. Şti., the company that manages the flats, writing the booking code in the payment reference. The amount of the advance must be received net; any bank charges are paid by the sender. Together with the transfer receipt, the Tenant uploads in the app this agreement filled in and signed in their own name, and a copy of their passport. The room is reserved for the Tenant only after the advance reaches that account and the Landlord confirms the booking in writing. If the advance is not paid within 48 hours, the booking request is cancelled automatically.

3.2 The advance is non-refundable. If the Tenant cancels the booking at any time, for any reason, the advance is not refunded. If the Landlord cancels the booking, the advance is refunded to the Tenant in full.

3.3 Clause 3.2 also applies if the cancellation is due to a visa refusal, the cancellation of the exchange by the university, or any other reason.

3.4 If the Tenant does not arrive within 3 days of the start date without giving notice, the Tenant is deemed to have withdrawn from this agreement. In that case the advance and any other amount paid are not refunded, and the Landlord may rent the room to someone else.

4. RENT AND PAYMENTS

4.1 The monthly room rent is the amount stated under Key Terms on page 1.

4.2 The first month's rent is paid on the check-in day, before the keys are handed over. If the rental period starts after the 1st day of a month, the first month's rent is calculated by the number of days and rounded up to the nearest multiple of 5 €. In the following months, rent is paid in advance between the 1st and 3rd day of each month.

4.3 Rent is paid in euros, either in cash against a receipt or by bank transfer to the account the Landlord provides. For bank transfers, the payment reference must include the Tenant's name, room number and month.

4.4 The Landlord visits the flat on the 1st day of each month to collect rent. A Tenant who cannot pay on that day pays the rent no later than the 3rd day of the month, in cash to the Landlord or by bank transfer as set out in clause 4.3.

4.5 **Late payment:** A late payment fee of 5 € per day, from the 4th day of the month, is added to rent not paid by the 3rd. If rent is 10 days late, the Landlord may terminate this agreement. In that case the Tenant vacates the room within 7 days, the deposit is not refunded, and any unpaid rent remains due.

4.6 The Tenant pays the full rent even if they stay in the room less, are away from the city for a period, or do not use the room at all.

4.7 **Deposit:** The deposit is the amount stated under Key Terms on page 1 (one month's rent for a term rental; half of the check-in month's rent, rounded up to the nearest multiple of 5 € and not more than the total price of the stay, for a summer rental). The advance paid at booking is part of the deposit. The rest of the deposit is paid on the check-in day together with the first month's rent, before the keys are handed over. The deposit cannot be used as rent for the last month or any other month. Rent for the last month is paid as normal.

4.8 **Utility bills:** The Landlord pays the electricity, water, gas or central heating share, and internet bills up to a total of 2,500 TL per month for the whole flat. Any amount above this is divided equally among the tenants living in the flat that month. The Landlord sends photos of the bills to the WhatsApp group, and each Tenant pays their share within 7 days. Any unpaid share is deducted from the deposit.

4.9 **Air conditioning:** If the room has an air conditioner and it is used, 25 € per month is paid on top of the rent.

4.10 **Check-out charges:** At the end of the rental period, the following amounts are deducted from the deposit:

- Service fee: 25 €
- Check-out cleaning: 25 €

5. CHECK-IN AND CHECK-OUT

5.1 Check-in and check-out take place Monday to Saturday between 10:00 and 19:00.

5.2 The Tenant gives their arrival day and time at least 7 days in advance. A check-in outside these hours or on a Sunday costs an extra 15 €, and a check-in after 23:00 costs an extra 30 €.

5.3 The Tenant notifies the Landlord of their check-out date and time at least 14 days in advance.

5.4 **Check-out inspection:** On the check-out day the room is inspected together with the Landlord against the check-in report in Annex 2, and the result is recorded in the check-out report in Annex 3. If the Tenant does not attend the inspection, the report and photos made by the Landlord alone are final.

5.5 At check-out the Tenant empties the room, removes all their belongings, leaves the room clean and returns both keys.

5.6 After any deductions, the remaining deposit is refunded to the Tenant in cash on the check-out day, once the inspection is complete.

5.7 **Late check-out:** If the Tenant does not vacate the room on the end date, they pay 20 € for each extra day. This amount is deducted from the deposit; if the deposit is not enough, it is collected from the Tenant separately.

5.8 **Items left behind:** Items left in the room or shared areas after check-out are deemed abandoned after 7 days. The Landlord may throw them away or donate them.

6. EARLY DEPARTURE

6.1 If the Tenant wishes to leave before this agreement ends, they give at least 30 days' written notice via WhatsApp. Rent for these 30 days is payable in all cases.

6.2 The deposit of a Tenant who leaves early is not refunded.

6.3 If the Tenant leaves without giving 30 days' notice, one month's rent after the departure date remains due, in addition to the deposit.

6.4 If the Tenant finds a replacement tenant approved by the Landlord who signs an agreement on the same terms, the Landlord may decide not to apply clauses 6.2 and 6.3.

7. RIGHTS AND OBLIGATIONS OF THE LANDLORD

7.1 The Landlord provides water, electricity, heating and internet. The Landlord is not responsible for outages or faults caused by the municipality, utility companies, the internet provider or the building management, and such outages are not grounds for a rent reduction.

7.2 **Central heating:** The flat is heated by the building's central heating system. The system is switched on and off on the dates set by the authorities and the building management. The Landlord is not responsible if the heating does not work outside these dates.

7.3 **Weekly inspection:** Every Wednesday the Landlord visits the flat to inspect the cleanliness and order of the shared areas. When necessary, the Landlord also checks the rooms after notifying the tenants in advance.

7.4 **Entry to the room:** The Landlord enters the room after giving notice. The Landlord may enter without notice in emergencies such as a water leak, fire, gas smell or electrical fault, and when the Tenant cannot be reached and a serious breach of the rules is suspected.

7.5 The Landlord carries out necessary repairs and maintenance after giving notice. Urgent repairs need no notice.

7.6 During the last 30 days of this agreement, the Landlord may show the room to prospective tenants after giving notice.

7.7 The Landlord is not responsible for the loss, theft or damage of the Tenant's personal belongings.

8. OBLIGATIONS OF THE TENANT

8.1 The Tenant uses the room and flat only as their own home, and keeps them clean, quiet and tidy.

8.2 **No subletting:** The Tenant may not rent out, transfer or list their room on Airbnb or any similar platform, and may not have a second person living in the room on a regular basis.

8.3 **Damage:** The Tenant is responsible for all damage and loss caused by themselves, their guests or anyone under their control. Normal wear and tear is excluded.

8.4 **Damage in shared areas:** Damage and loss in shared areas that cannot be attributed to a specific person are divided equally among all tenants of the flat and deducted from their deposits.

8.5 **Reporting faults:** The Tenant reports any fault, leak or blockage they notice on the same day, with a photo or video, to the Landlord. The Tenant may not call a repairman or have repairs done on their own. The Tenant is responsible for damage that grows because of late reporting.

8.6 **Light bulbs and small items:** The Tenant replaces light bulbs and similar small items that burn out, break or run out during their use. Faults in the electrical installation are the Landlord's responsibility.

8.7 **Minor repairs:** The cost of clearing blocked sinks, toilets and drains, and of minor faults caused by misuse, is paid by the tenant who caused them. If that tenant cannot be identified, the cost is divided equally among all tenants.

8.8 **Keys:** The Tenant may not give their keys to anyone or have copies made. If a key is lost or broken, 30 € is deducted for replacing the lock.

8.9 **Long absence:** The Tenant informs the Landlord in advance if they will be away from the flat for more than 7 days.

8.10 **WhatsApp group:** The Tenant joins the flat WhatsApp group set up by the Landlord, follows the announcements and complies with the instructions. Messages sent to the group or from the Landlord's number count as written notice to the Tenant.

8.11 The Tenant agrees to comply with the house rules in Annex 1. The house rules are part of this agreement.

9. GUESTS

9.1 Daytime visitors leave the flat by 23:00 at the latest.

9.2 **Overnight guests:** A tenant's guest may stay a maximum of 4 nights per month and a maximum of 3 nights in a row. The Tenant gives the guest's name and the nights of the stay to the Landlord and the WhatsApp group at least 24 hours in advance.

9.3 A tenant may have no more than one overnight guest at a time. Guests may not sleep in the shared areas, including the living room.

9.4 For each night a guest stays beyond these limits or without notice, the Tenant pays 15 €.

9.5 These rules apply equally to all tenants. An exception granted to one tenant does not give rights to other tenants.

10. WARNINGS AND TERMINATION

10.1 A tenant who breaches this agreement or the house rules receives a written warning via WhatsApp.

10.2 The Landlord may terminate the agreement of a tenant who receives a third written warning within the same rental period.

10.3 **Termination without warning:** The Landlord may terminate this agreement without prior warning in the following cases:

- Keeping or using drugs in the flat,
- Violence, threats or harassment,
- Renting the room to someone else or letting unauthorised people stay,
- Repeatedly holding parties,
- Causing damage on purpose.

10.4 In case of termination, the Tenant vacates the room within 7 days. The deposit is not refunded, and any unpaid rent, utility shares and damage costs are collected from the Tenant separately.

10.5 If any illegal activity takes place in the flat, the Landlord has the right to report it to the police and start legal proceedings.

11. TABLE OF ADDITIONAL CHARGES

Situation	Amount
Late rent (from the 4th day)	5 € per day
Check-in outside hours or on a Sunday	15 €
Check-in after 23:00	30 €
Unannounced guest or guest over the limit	15 € per night
Insufficient cleaning (from the 2nd inspection)	20 € per person
Smoking, candles or incense indoors	50 € plus odour removal cost
Party	100 € plus damage and cleaning costs
Lost or broken key	30 €
Air conditioning use	25 € per month
Late check-out	20 € per day
Check-out service fee	25 €
Check-out cleaning	25 €
Damage and loss	actual repair or replacement cost

These amounts are collected from the Tenant. If they are not paid, they are deducted from the deposit.

12. FINAL PROVISIONS

12.1 The Istanbul Anatolian Courts and Enforcement Offices have jurisdiction over any dispute arising from this agreement.

12.2 The Tenant accepts the phone number in Turkey given in this agreement as their address for notices, and reports any change immediately.

12.3 Annex 1 (House Rules), Annex 2 (Check-in Report) and Annex 3 (Check-out Report) form an integral part of this agreement.

12.4 This agreement consists of 12 articles and 3 annexes. It is drawn up in English in two copies, and each page is initialled and signed by the parties.

Landlord

Full name: ÖMER BAŞBUĞ

Signature: _____

Tenant

Full name: _____

Date: _____

Signature: _____

ANNEX 1: HOUSE RULES

Cleaning

1. Each tenant is responsible for cleaning their own room.
2. Shared areas are left clean and tidy immediately after use.
3. Shared areas are cleaned in turn, according to the cleaning rota posted in the WhatsApp group.
4. If cleaning is found insufficient at the Wednesday inspection, a warning is given the first time. After each later insufficient inspection, the Landlord brings in a cleaning service and charges the cost to the responsible tenants.
5. Dishes are washed on the same day. Dishes and items left out may be removed after 2 days.
6. Rubbish is taken out every day; bins are not left full.

Kitchen

7. No deep frying. When cooking food with a strong smell, the extractor fan is switched on and a window is opened.
8. The cooker, worktops and any appliances used are cleaned after use.
9. All food except dry goods is kept in the refrigerator. Food in the refrigerator is labelled with the owner's name; spoiled food is thrown away.

Bathroom

10. No water is left on the bathroom floor or around the sink. Water in the mop bucket is emptied after use and the mop is put back.
11. Wet wipes, sanitary pads, cotton pads and similar items are not flushed down the toilet.
12. Dirty laundry is not left in the bathroom or shared areas.

Order in the flat

13. Shoes are not worn inside the flat. They are taken off at the entrance and put in the shoe cabinet.
14. Suitcases, bicycles and personal belongings are not left in the shared areas.
15. The last person to use a shared area switches off the lights. When leaving the flat, windows are closed and heaters and air conditioners are switched off.
16. No nails are driven into the walls and no tape or adhesives are stuck on them; furniture is not moved without the Landlord's permission.

Safety

17. No smoking or vaping inside the flat, including with the balcony door open.
18. No candles, incense or oil lamps; no bar-type or oil-filled heaters.
19. The front door is always kept closed and locked; the building door is not opened to strangers.

Quiet hours and guests

20. Quiet hours are from 23:00 to 08:00. No loud music, loud talking or noise during these hours.
21. No parties in the flat.
22. Tenants are responsible for the behaviour of their guests and for their compliance with the house rules.
23. Daytime visitors leave by 23:00 at the latest. The rules for overnight guests are in Article 9 of the agreement.

General

24. No pets may be kept in or brought into the flat.
25. No illegal behaviour of any kind is tolerated in the flat.
26. All tenants respect the rights of each other and of the neighbours.
27. All tenants cooperate with the Landlord during the inspections held every Wednesday.

ANNEX 2: CHECK-IN REPORT

Completed together with the Landlord on the check-in day. See Article 1.6.

Tenant: as stated on page 1 · Room: page 1 · Check-in date: start date, page 1

Item	Condition at check-in	Notes
Bed and bed base	☐ Good ☐ Fair ☐ Damaged	
Duvet, pillow, bed linen set	☐ Good ☐ Fair ☐ Damaged	
Bedspread and mattress protector	☐ Good ☐ Fair ☐ Damaged	
Wardrobe	☐ Good ☐ Fair ☐ Damaged	
Desk and chair	☐ Good ☐ Fair ☐ Damaged	
Rug	☐ Good ☐ Fair ☐ Damaged	
Walls, door, window, curtains	☐ Good ☐ Fair ☐ Damaged	
Room door key	☐ Handed over	
Flat door key	☐ Handed over	

Photos taken at check-in: _____

Remarks: _____

At check-in: Landlord signature _____ Tenant signature _____

ANNEX 3: CHECK-OUT REPORT

Completed together with the Landlord on the check-out day. See Articles 5.4 and 5.6.

Tenant: as stated on page 1 · Room: page 1 · Check-out date: end date, page 1

Item	Condition at check-out	Notes
Bed and bed base	☐ Good ☐ Fair ☐ Damaged	
Duvet, pillow, bed linen set	☐ Good ☐ Fair ☐ Damaged	
Bedspread and mattress protector	☐ Good ☐ Fair ☐ Damaged	
Wardrobe	☐ Good ☐ Fair ☐ Damaged	
Desk and chair	☐ Good ☐ Fair ☐ Damaged	
Rug	☐ Good ☐ Fair ☐ Damaged	
Walls, door, window, curtains	☐ Good ☐ Fair ☐ Damaged	
Room door key	☐ Returned	
Flat door key	☐ Returned	

Photos taken at check-out: _____

Remarks: _____

Deposit paid (page 1): _____ €

Check-out fee and cleaning (4.10): 50 €

Other deductions (Articles 4.8, 5.7, 11): _____ €

Deposit refunded: _____ €

At check-out: Landlord signature _____ Tenant signature _____