

In view of art. 1 of the Internal regulations for tenants (hereafter IRFT), the management committee has edited the following guidelines.

Application guidelines to the internal regulations for tenants

Applicable to the houses owned by the FMEL as well as the properties managed by the FMEL



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Foreword

These application guidelines to the internal regulations for tenants have been edited according to the first article of the Internal regulations for tenants (hereafter IRFT).

Art. 1. Full list of Specialised High Schools (art. 4 of IRFT)

The full list of Specialised High Schools has been edited by the Canton of Vaud at the following internet address:

<https://www.vd.ch/themes/formation/enseignement-superieur/liste-des-institutions/>

Art. 2. Procedure for manual bookings (art. 11 of the IRFT)

Should there be technical problems with the electronic booking platform, the FMEL will proceed as follows:

- Register the housing applicants on a waiting list managed by the person in charge of the relevant department.
- This waiting list includes the following information:
 - Surname
 - First name
 - Date of birth
 - Maximum rent
 - Lease start date
- The FMEL will make a proposal to applicants according to their wishes, depending on housing availability;
- Applicants have 24 hours to accept or refuse the offer of housing. If the offer is refused, the applicant will go to the bottom of the waiting list;
- All applicants will be informed as soon as the booking platform is available again.

Art. 3. Booking procedure (art. 12 of the IRFT)

Housing applicants must register on the FMEL booking platform via the following website:

<https://www.fmel.ch/book>

The applicant must present an official ID when booking and is solely responsible for the veracity of information provided to the FMEL:

- Incomplete information will lead to a delay in the booking procedure.
- False information will be sanctioned by a ban on access to FMEL accommodation.

As the selection, allocation and monitoring of accommodation is carried out by the tenant and automatically processed by the « StarRez » system, the FMEL can in no way be held responsible for any problems arising from input errors.

Any communication or document sent by the FMEL will be initiated from e-mail addresses ending in *@fmel.ch*. It is up to the tenant to verify this in order to prevent scams.

Art. 4. Administrative costs related to the reactivation of an account (art. 13 of the IRFT)

The administrative costs of early account reactivation are CHF 100.

Art. 5. Cancellation by the tenant (art. 13 of the IRFT)

If the reservation is cancelled by the tenant (before the check-in), the following financial sanctions are applicable:

Cancellation term	Amounts owed (tax inclusive)
+ 30 days from lease start date	Half the security deposit
30 days or less from lease start date	The full security deposit
After lease start date	The rent owed and the security deposit

Art. 6. Visitor tax (art. 15 and 30 of the IRFT)

Visitor tax is dependent on the municipal policy that applies at the address of the accommodation. Visitor tax is suspended until further notice.

If one or more municipalities decide to reinstate visitor tax, the tenants will be informed by the municipality or the FMEL.

For information purposes, the communal regulations on visitor tax are as follows:

For Lausanne, Chavannes-près-Renens, Ecublens, St-Sulpice and Crissier:

<https://www.lausanne.ch/apps/actualites/Next/serve.php?id=60&kind=recueil>

For Echandens:

https://arcam-vd.ch/wp-content/uploads/2023/02/Reglement-Intercommunal-sur-la-taxe-de-sejour_new.pdf

For Yverdon-les-Bains:

<https://www.yverdon-les-bains.ch/fileadmin/documents/y/b/Securite-Police/pdf/Reglement-sur-les-taxes-de-sejour.pdf>

Art. 7. Costs incurred when changing accommodation (art. 16 of the IRFT)

The administrative costs incurred when changing accommodation are CHF 400.

If the internal procedure of the bank or the guarantee institution authorises a transfer of the security deposit when upgrading, the tenant does not need to open a new security deposit.

If the internal procedure of the bank or guarantee institution does not authorise the transfer of the security deposit when upgrading, the tenant is obliged to open a new security deposit before the first security deposit is released.

Art. 8. Security deposit (art. 16 of the IRFT)

The rent security deposit must be opened before arriving in person at the FMEL and can be done by the majority of Swiss banks.

The FMEL does not accept security deposits from banking institutions that demand that the FMEL must sign the document in order to open the security deposit account.

The *Banque Cantonale de Fribourg* has an agreement with the FMEL offering a simplified procedure for the opening of a security deposit account for rent.

In order to open the rent security deposit account, a bank transfer can be made to the following account:

Banque Cantonale de Fribourg

Boulevard de Pérolles 1

CH-1701 FRIBOURG

Beneficiary: Fondation Maisons pour Etudiants - Lausanne (FMEL)

SWIFT/BIC: BEFRCH22

IBAN: CH8800 76800 99181 06001 Clearing: 768

Indicate: 004066 GLO FMEL as well surname and first name of lease holder.

The exact payment must be made in CHF – Swiss francs and the full bank charges are at the cost of the tenant (including those debited by the correspondent Swiss bank for forwarding the transfer).

Once the bank transfer has been carried out, an e-mail must be sent to the administration of the relevant house ([\[house\]-administration@fmel.ch](mailto:[house]-administration@fmel.ch)) containing the following details:

- The form « opening a security deposit » created during registration, signed and scanned;
- A copy of ID.

10 working days are required for the BCF bank to receive the payment, open the security deposit account and send the certified document to the FMEL.

The BCF bank will deduct a CHF 30 fee for this service (which will be deducted from the deposit upon release).

If the reservation is made less than 21 days before arriving in the accommodation, the applicant can transfer the amount of the security deposit directly to the FMEL's account stipulating "security deposit and ID number".

In adherence with lease law, the FMEL will transfer the amount of the security deposit into a deposit account with the BCF, in the name of the tenant.

The applicant must also sign and return the "security deposit transfer to the BCF" form (sent by the FMEL by e-mail) to finance@fmel.ch

Once the security deposit amount and the form have been received, the applicant will receive confirmation from the FMEL and arrangements for arrival can then be made. The applicant will also receive confirmation from the BCF that the account has been opened, once the transfer has been carried out.

When, exceptionally, payment of the security deposit is made to the FMEL instead of a bank, the payment must be made as follows:

- Either via the platform [Convera GlobalPay](#)
- Or by bank transfer to the following account:

BCV Banque Cantonale Vaudoise Place St-François 14 CH-1001 Lausanne
Beneficiary : Fondation Maisons pour Etudiants - Lausanne (FMEL)
Rte de Praz-Véguey 29 – 1022 Chavannes-près-Renens
SWIFT/BIC: BCVLCH2LXXX
IBAN: CH11 0076 7000 T038 1150 0
Account #: T0381.15.00

In this case, the payment must be made in CHF – Swiss francs and costs incurred must be borne entirely by the tenant. This account must not be used for rent payment.

As from 1 January 2023, the security deposit is uniform, as in CHF 1'200 whatever the type of accommodation.

If the bank is unable to answer any questions, please contact the FMEL administration. To do this, an e-mail should be addressed to the administration of the relevant house ([\[house\]-administration@fmel.ch](mailto:[house]-administration@fmel.ch)) indicating "transfer of rental guarantee" in the subject line.

Art. 9. Instructions for rental payment (art. 18 of the IRFT)

Rent payment can be made via a Swiss bank account (e-banking) with the QR code or via the [Convera GlobalPay](#) platform or at a post office counter in Switzerland (payment in cash or by debit card from a Swiss account).

For questions regarding e-banking, please contact the bank concerned.

The QR code is linked to your customer account. The IBAN indicated on the QR code is specific to the QR code payment and does not correspond to an IBAN that can be used for an account transfer.

In order to avoid delays or payment problems, setting up a standing order by scanning the QR code using the banking application is advisable. Questions about standing orders should be addressed to the relevant bank.

It is also possible to use the QR code received on the last invoice to make advance rental payments.

For tenants who have not yet arrived in Switzerland at the start of the lease:

- Rent can be paid using the [Convera GlobalPay](#) platform.
- If you are arriving in your accommodation during the first month of the lease, you can wait until you arrive in Switzerland to open a bank account or to go to the post office. If you do wait until your arrival, please disregard the rent due date or a possible payment reminder. They are sent out automatically by the system.

- If you arrive in your accommodation more than a month after lease start date, rent may be paid from abroad by bank transfer to the following account (not to be confused with the account used for the payment of the security deposit):

PostFinance SA

Mingerstrasse n° 20

3030 Berne (Suisse)

Account No. 10-159144-3

Account holder: Fondation maisons pour étudiants de l'UNIL & EPFL
Rte de Praz-Véguey 29 – 1022 Chavannes-près-Renens

BIC: POFICHBEXXX

IBAN: CH11 0900 0000 1015 9144 3

The payment must be made in CHF - Swiss francs and the costs are to be borne entirely by the tenant.

This transfer option should only be used in exceptional cases and is by no means to be used for regular rent payment.

In all cases, the FMEL does not send out payment receipts. Reminders are sent out 5 days after the due date in case of non-payment.

If the above instructions are not followed, the following penalties will be as apply:

- first time: a notice sent by email
- second time: CHF 10 administration fee will be charged
- third time: CHF 25 administration fee will be charged
- the fourth time: CHF 50 administration fee will be charged and a warning notice sent

Payments by cheque, international money transfer agency, credit card, etc... other than [Convera](#) [GlobalPay](#) are not accepted by the FMEL.

Art. 10. Process and administrative costs linked to non-respect of rent payment (art. 18 of the IRFT)

The invoices are sent by e-mail to the e-mail address the tenant indicated when registering on the FMEL the booking platform. Rental due date is 5 days from the date of the invoice.

After this period, a reminder is sent automatically by e-mail. If the invoice remains unpaid 15 days after the initial due date, a formal default notice is sent by post. An administrative fee of CHF 50 will be charged for this formal reminder and the procedure is as follows:

1. Upon receiving a first default notice, the tenant is sanctioned with a warning notice.
2. Upon receiving a second default notice, the tenant is sanctioned with another warning notice and rent must be paid three months at a time in advance.
3. Upon receiving a third default notice, the tenant is sanctioned with a 3rd warning notice and the lease will be prematurely terminated in accordance with art. 60 of the internal regulations for tenants.

After a final deadline of 30 days from the date of the notice of default and without receipt of payment of the rent, the FMEL will prematurely terminate the lease (art. 60 of the internal regulations for tenants).

Art. 11. Insurance coverage (art. 20 of the IRFT)

The insurance and deductibles are the follows:

Les assurances et les franchises sont les suivantes :

Type	Insurance	Deductibles	Police n°
Fire	ECA	CHF 0.-	FMEL
natural disaster	ECA	CHF 200.-	FMEL
Burglary	Helvetia	CHF 200.-	4.000.569.008
Third-party liability	Helvetia	CHF 500.-	4.000.569.008

Declaration

Insurance	Internet link
ECA	https://www.eca-vaud.ch/extdass/dsonline/sinistre
Helvetia	https://www.helvetia.ch/sinistre

Art. 12. Sub-renting (art. 22 of the IRFT)

Tenants who wish to sub-rent their accommodation must fill out and return the « sub-rental » form which can be found at this internet address:

<https://www.fmel.ch/stay>

Tenants may present a candidate for sub-rental. However, the FMEL reserves the right to sub-rent the accommodation.

Tenants who wish to sub-rent their accommodation are responsible for the veracity of the information provided to the FMEL.

Art. 13. Exam time protection period (art. 26 of the IRFT)

Exam time protection periods start one month before the date of the exams as published by the two university calendars at the following internet address:

<https://www.unil.ch/central/fr/home/menuinst/organisation/documents-officiels/calendriers-academiques.html>

<https://www.epfl.ch/education/studies/reglement-et-procedure/calendrier-academique/>

Art. 14. Collection of TV and radio licence fees (art. 31 of the IRFT)

The collection of the TV and radio licence fees falls under the competence of the Federal Office of Communications (OFCOM).

Explanations can be found at the following internet address :

<https://www.bakom.admin.ch/bakom/fr/page-daccueil/medias-electroniques/redevance-de-radio-television.html>

The FMEL has no competence in terms of deciding who is subject to taxation. If tenants have questions, they are referred to the company in charge of the collection via the following internet site:

<https://webform.serafe.ch/fr/>

Art. 15. Competition bike (art. 33 al.3 of the IRFT)

In derogation of art. 33 al.3 of the IRFT, if a tenant owns a competition bike, this can be stored in a specific cover inside the room.

Art. 16. Warning notice – wasting energy (art. 34 of the IRFT)

The following actions will result in a warning notice:

- Using energy-consuming electrical appliances (electric radiators, air conditioning, etc.);
- Using a fridge or large electrical household appliances other than those supplied by the FMEL;
- Leaving a window open during a cold spell.

Tenants are invited to behave eco-responsibly in order to avoid having to increase the utility charges in the years to come.

Art. 17. Regular upkeep - RULV (art. 35 of the IRFT)

The *Règles et usages locatifs vaudois (RULV)* are binding and can be consulted at the following Internet link:

<https://prestations.vd.ch/pub/blv-publication/api/actes/a000529e-b2b9-4808-b911-586f55a7ced5/annexes/1?dmev=01.07.2020>

Art. 18. Process (art. 36 of the IRFT)

Periodic inspections are carried out every month in the flatshares. They are announced by e-mail one week in advance. These inspections concern the cleanliness of the private communal areas and the kitchen facilities. The aim is to check the good maintenance of the private communal areas and to verify the general hygiene (see Art. 19).

If the inspection is not validated, an e-mail will be sent to the flatshare tenants and a second inspection will be carried out one week later.

If this second inspection is not validated, an e-mail will be sent to the flatshare tenants and the FMEL will clean the flatshare at the expense of all the flatshare tenants.

The flatshare tenants will then be sanctioned with a warning.

Art. 19. Warning notice - cleaning (art. 38 of the IRFT)

Non-respect of cleaning criteria will result in a warning notice:

- Kitchens :
 - Stove, oven, microwave: traces of dripping, traces of burning;
 - Fridge and freezer: traces of dripping, stale food inside the appliance, freezer not defrosted regularly;
 - Sink: accumulation of food waste in the sink, traces of limescale, accumulation of untidy dishes;
 - Ventilation hood: traces of dripping, traces of grease, filters not cleaned.
- Shelves, cupboards, drawers:
 - Traces of spills, stale food or food scattered in the storage area;
 - Dirty waste bin (waste, spills, dust);
 - Non-compliant use of bin liners.

- Wall and floor:
 - Storage of household waste inside or outside the accommodation (including temporarily on the doorstep);
 - Food traces on the floor;
 - Traces of drips, splashes, other cleanable marks on the wall.
- WC, shower and bathroom:
 - Taps: traces of limescale
 - Toilet: dirty toilet bowl bottom, dirty toilet lid or toilet seat (urine or other stains)
 - Shower tray: traces of dirt on the shower tube, accumulation of hair in the tube or syphon;
 - Floor: traces of limescale.

Art. 20. Warning notice – due diligence (art. 51 of the IRFT)

Behaving as follows, be it towards another tenant or FMEL staff, will result in a warning notice:

- Night-time disturbance;
- Inappropriate behaviour towards security guards;
- Threats, verbal or physical violence;
- Harassment, racism, discrimination, incitement to hatred;
- Homophobic or xenophobic remarks.

Art. 21. Video surveillance devices (art. 53 of the IRFT)

Video surveillance devices are defined in the framework of the guidelines which can be consulted on the FMEL booking platform via the following website:

<https://www.fmel.ch/book>

Tenants living in a house equipped with video surveillance receive the rules as an enclosure to their lease contract. In signing the lease, the tenants automatically accept the recording and use of these images.

Art. 22. Art. 22 Premature termination (in-room tenant) (art. 57 of the IRFT)

If the lease is terminated while it is running and if the termination is accepted, the tenant will have to pay the landlord, compensation as indicated below as participation to the costs incurred to cover the damages relating to the early departure. Lease terminations may be requested for the 15th or for the end of the month. The date of receipt (of the e-mail) is the determining factor.

For ordinary cases, in other words more than 60 days, there is no charge.

Termination is accepted in cases of exmatriculation for *force majeure*, definitive failure (on presentation of an attestation from the High School) or for medical reasons (on presentation of a medical certificate). The following tariffs apply:

Receipt before the requested deadline	Compensation in CHF
+ 30 days	150.-
30 days or less	300.-

Exmatriculation at the end of studies, or due to voluntary interruption of studies is not considered as a case of *force majeure*.

Art. 23. Contact details of conciliation boards (art. 62 of the IRFT)

Details of the conciliation board for lease law for tenants living in the municipality of Lausanne can be found on the following website:

<https://www.vd.ch/themes/etat-droit-finances/districts-prefectures/competences-des-prefets-et-prefectures/lausanne/>

Details of the conciliation board for lease law for tenants living in the municipalities of Chavannes-près-Renens, Crissier, Ecublens and Saint-Sulpice can be found on the following website:

<https://www.vd.ch/themes/etat-droit-finances/districts-prefectures/competences-des-prefets-et-prefectures/ouest-lausannois/>

Details of the conciliation board for lease law for tenants living in the municipality of Echandens can be found on the following website:

<https://www.vd.ch/themes/etat-droit-finances/districts-prefectures/competences-des-prefets-et-prefectures/morges/>

Details of the conciliation board for lease law for tenants living in the municipality of Yverdon-les-Bains can be found on the following website:

<https://www.vd.ch/themes/etat-droit-finances/districts-prefectures/competences-des-prefets-et-prefectures/jura-nord-vaudois/>

Art. 24. Cleaning costs (art. 69 of the IRFT)

The detailed list of cleaning costs as well as other interventions by FMEL staff can be found in the Annex to these guidelines.

Art. 25. Destruction of letters and parcels (art. 73 of the IRFT)

Any parcels received for tenants who have handed in their keys or key-fobs and completed their check-out (hereafter EDL-S) (art. 68 of the internal regulations for tenants) will be recycled or destroyed within one month. Letters will be destroyed within this period, without even being opened.

Art. 26. Jurisdiction (art. 76 of the IRFT)

Jurisdiction for tenants living in the municipalities of Chavannes-près-Renens, Crissier, Echandens, Ecublens, Lausanne and Saint-Sulpice can be found on the following website:

<https://www.vd.ch/toutes-les-autorites/ordre-judiciaire-vaudois-ojv/tribunaux-darrondissement/lausanne/>

Jurisdiction for tenants living in the municipality of Yverdon-les-Bains can be found on the following website:

<https://www.vd.ch/toutes-les-autorites/ordre-judiciaire-vaudois-ojv/tribunaux-darrondissement/broye-et-nord-vaudois/>

Art. 27. VAT

All the amounts indicated in these guidelines are without tax (unless specific mention of the contrary). VAT will be added to the amount of the invoice sent.

Art. 28. Amendments

The management committee can amend these guidelines at any time. The French version, on the FMEL website, is binding.

Art. 29. Approval and effective date

The amendment of these guidelines was approved by the management committee on 30 August 2023. They complement the internal regulations for tenants and are effective on 1 September 2023; the French version is binding.

Chavannes-près-Renens, 30 August 2023

CEO



Yves Ferrari

Administrative and Financial Director



Letitia Cassinadri

Facility Management Director



Eric Grande

Reception and Housing Director



Lise Keller

Appendix: various cost (tax not included)

Description	Cost of matériel (CHF)	Cost of intervention (CHF)	Total cost (CHF)
BEDDING KIT RENTAL			
Rental from 1 to 2 months/flat rate	60		60
Rental from 3 to 5 months/flat rate	90		90
Rental from 6 to 10 months/flat rate	120		120
SECURITY INTERVENTION / KEY			
Unlocking door		110	110
Noise after 10 pm (charge per tenant)		170	170
If call unjustified, the caller is charged		170	170
Loss of key/key-fob, new key/new key fob	80 per item		80 per item
2 nd key lost, cylinder change		500	500
ADMINISTRATIVE FEES			
Administrative fees for billing		15	
CHECK-OUT (EDL-S)			
Cleaning hours by FMEL staff		50/hr	Depending on time spent
Cleaning room (>3h)		300	
Cleaning room and bathroom (>3h)		400	
Cleaning studio flat (>3h)		500	
Late arrival at appointment		50	
No show at EDL-S		100	
Removal of remaining bulky items		50/hr	Depending on time spent
UNSATISFACTORY PERIODIC CLEANING CHECK			
Cleaning hours by FMEL staff		50/hr	Depending on time spent
REPAIRS / REMPLACEMENT FURNITURE BATHROOM FITTINGS			
BEDDING			
Desk	250	50	300
Desk / kitchen chair	80	50	130
Desk / bedside lamp	30	50	80
Waste paper bin	10		10
Trundle bed	1200	50	1250
Bed frame	240	50	290
Mattress	310	50	360
Mattress protector / cover sheet	30		30

Large mattress protector (140x200)	170		170
Small mattress protector (90x220)	110		110
Bedside table	40	50	90
Broken bed slats, per slat	10	50	60
Two or three person sofa	1200	50	1250
Kitchen bin	100		100
Dinner table	250	50	300
Blind crank handy	60	50	110
Shower curtain	50	50	100
Toilet seat	150	50	200
Other items of furniture	According to price	50	According to price

REPAIR - REMPLACEMENT OF KITCHEN APPLIANCES

Freezer door or handle	170	50	220
Freezer compartment / fridge or freezer shelf	70	50	120
Replacement of micro-wave oven	130	50	180
Other items of kitchen equipment	According to quote/invoice		According to quote/invoice
Electrical repair-replacement	According to quote/invoice		According to quote/invoice
Carpentry repair-replacement	According to quote/invoice		According to quote/invoice
Plastering and painting repair-replacement	According to quote/invoice		According to quote/invoice
Blinds repair-replacement	According to quote/invoice		According to quote/invoice
Various repairs-replacement	According to quote/invoice		selon devis/facture

PLUMBING INTERVENTIONS

Unclogging by FMEL technicians		50	
Intervention from an external company		According to supplier's invoice	According to supplier's invoice