

INFORMATION TO TENANTS

You are a tenant or are looking
for somewhere to rent



Questions and answers
you might find useful...

You are looking for an apartment. What should you do?

- Stay informed of new vacant housing on a daily basis, via websites, social networks, estate agencies, small ads, friends and neighbours.
- Make sure you have to hand all documents required by the property manager to prove that you are solvent.
- Visit the apartment you are interested in and register with the property manager. If you receive a favourable response from the property manager, be ready to provide a guarantee (maximum 3 months net rental) and third party insurance details.
- If you are looking in particular for subsidised housing, obtain information from the website: www.lausanne.ch/subventionnes.
- If you would like to find out what individual housing assistance is potentially available to you, visit the website: www.lausanne.ch/assurances-sociales.

You've moved in at last. Is your initial rent correct?

Your details have been retained by an owner or a property manager and you have signed the lease contract.

In the Canton of Vaud, every new lease must be accompanied by an official green form indicating the rental amount paid by the previous tenant. If the new rent is excessive, you can contest the amount within 30 days of moving in by sending a registered letter to the Conciliation Authority of the district of Lausanne, enclosing all relevant documents (lease, termination, various notifications, correspondence, etc).

You would like to sublet your apartment. What should you do?

As a tenant you have the right to sublet part of your accommodation or all of it if you are away for a limited period. Be prudent and choose carefully who you give your keys to. Ask for financial guarantees and draw up a fixed-period contract which clearly stipulates the terms of the sub-rental agreement. Send a letter to your landlord specifying the terms of the sub-rental agreement so that you can obtain their written approval within 30 days. The latter may not oppose the agreement unless you refuse to communicate the sub-rental terms, demand

an excessively high rent (a supplement to the basic rent of 10 to 20 % is acceptable in principle if the apartment is furnished) or the sub-rental arrangement presents a major inconvenience for the landlord.

Can you offer your apartment for rent online while you're away on holiday?

If you wish to sublet your apartment for short periods, for example via a holiday letting website, note that the general rules applicable to subletting apply. Authorisation from your landlord is therefore required and they must approve the terms, in particular the price charged for the sub-rental. You must also pay the tourist tax (in principle Fr. 2.10 per day and per person) to the communal collection office. The regulations and necessary forms are available from the following address:

(Tourist Taxes)
Taxes de séjour
(Commercial Police Service)
Service de la police du commerce
Rue du Port-Franc 18
Case postale 5354
1002 Lausanne
Tel. +41 21 315 32 49





How do you request renovation work?

Part of the rent is intended for maintenance of the accommodation as the years go by, particularly wall and floor coverings and installations.

Work such as replacing a worn carpet, renewing wallpaper or household appliances is therefore payable by the owner.

You can make your request simply by sending a letter to the property manager or owner, who must respond quickly. If accepted, it should not be accompanied by an increase in rent, save in the case of large-scale renovation work which improves the facilities of the accommodation, for example the installation of a fitted kitchen.

You've been notified of a rent increase, is this legal?

The landlord of your accommodation may increase the rent for the next renewal period but is required to use the official form approved by the Canton of Vaud and must state the reason for the increase. The rent may not be increased without valid grounds (increase in the underlying mortgage rate, general increase in the cost of living, higher maintenance costs, large-scale renovation work, etc). If in doubt, you can seek advice from the tenants' association ASLOCA. You are entitled to contest the increase by sending a registered letter to the Conciliation Authority of the district of Lausanne within 30 days of receiving the notification from your landlord, enclosing a copy of the lease contract and a copy of the notification of the rent increase indicating the current and previous rental amounts.

Can you ask for a rent reduction?

If there is a reduction in the underlying mortgage rate you are entitled to request a rent reduction. The request must be made in writing to your landlord by registered letter, making clear the reasons. The landlord has 30 days in which to reply. If the request is ignored or refused, you can send a letter to the Conciliation Authority within a period of 30 days. In addition, if your accommodation is subject to a reduction in its value or facilities, or to work-related disturbances, a rent reduction may be requested until such time as the problem is resolved.

Your lease has been terminated. What should you do?

To be valid, notification of termination of your lease must be made using the official blue form. In the event of termination, you may request cancellation of the notice period or ask for an extension of the lease (up to four years) to give you time to find new and suitable accommodation. Send a registered letter to the Conciliation Authority within 30 days of receiving notification, enclosing a copy of the lease and a copy of the letter from your landlord.

Information concerning leases and the law is also available from: www.ch.ch/fr/location-logement-bail

Useful addresses:
(Lausanne Prefecture)
Préfecture de Lausanne
Place du Château 1

1014 Lausanne
Telephone: 021 316 41 11
Website:

www.vd.ch/autorites/prefets-et-prefectures/lausanne
Email: prefecture.lausanne@vd.ch

ASLOCA-LAUSANNE
Rue Jean-Jacques Cart 8
1006 Lausanne
Telephone: 0840 17 10 07
Website: www.asloca.ch



Good to know

Improving the way we live together

Relations with our neighbours affect our quality of life and the mood of a building or district. To encourage a spirit of good neighbourliness, follow "The Good Neighbour Guide", available free of charge from Lausanne Immigrants Integration Office and the Housing and Property Management Service.

Having neighbours is cause for celebration!

Like other towns in Switzerland and around the world, Lausanne celebrates Neighbours' Day at the end of May each year. Thousands of people are very fond of this traditional event and take part by organising an aperitif or a "bring your own" meal either in their home or somewhere nearby. Celebrating the spirit of conviviality and solidarity, these get-togethers help to strengthen ties and improve the quality of life and local districts.

Useful addresses:
(Housing and Property Management Service)
Service du logement et des gérances
Place Chauderon 7
1002 Lausanne
Telephone: 021 315 74 90
Website: www.lausanne.ch/lafetedesvoisins
Email: lafetedesvoisins@lausanne.ch

(Lausanne Immigrants Integration Office)
Bureau lausannois pour l'intégration des immigrés
Place de la Riponne 10
1002 Lausanne
Telephone: 021 315 72 45
Website: www.lausanne.ch/bli
Email: bli@lausanne.ch

Translated versions are available from the following website:
www.lausanne.ch/service-du-logement-et-des-gerances