



Dear Student,

Please find below the instruction to get a **warrantor**. In France , it is compulsory to get a **warrantor** for getting an accomodation. So we propose you a process to get a warrantor.

The CLÉ (Caution Locative étudiante) *Rental deposit student* is a garanty from the gouvernement which allow to the students without personal warrantor to have access to an accomodation easily.

The international office did this instruction in English to help you to apply for a warrantor CLE for your accomodation.

This document outline step by step the process to apply for an warrantor.

The first document is what you will see in the website, it's in French and **this document (see below)** is the translating version.

Every Step is translate in English.

Hope you will apply easily.

The international office from Centrale Nantes

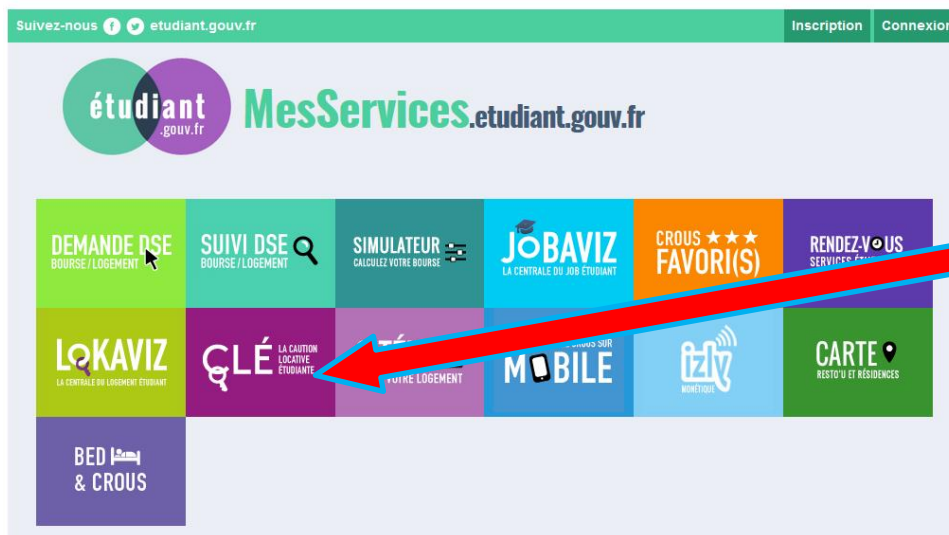
Connect to <https://idp.messervices.etudiant.gouv.fr/idp/Authn/UserPassword>

If you already have an account:

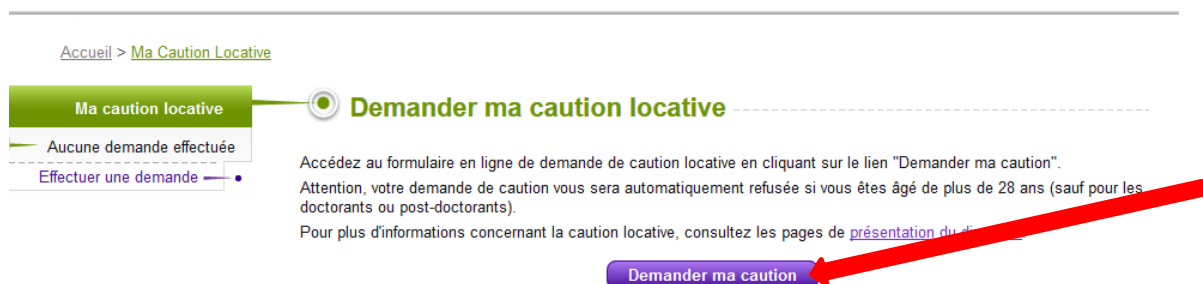
- You have an account on portail-vie-etudiante.fr: This portal become Messervices.etudiant.gouv.fr
- You are register on APB (Admission-postbac) for your current school year and you have received a mail by confirming the creation of your account messervices.etudiant.gouv.fr

FOR YOUR FIRST CONNEXION, USE YOUR EMAIL ADDRESS AND RESET YOUR PASSWORD.

Then you access on this :



Click on CLE



Click on “ Demander ma caution” (Ask for my warrantor) then **Fill your form.**

Submit a request:

All the fields are compulsory

- **My identity**

Civility: Sir or Madam

Family Name

Maiden Name

Surname

Date of Birth

Place of birth

Nationality

Profil : Student or Doctorant/Post Doctorant

N°INE

- **My details**

Email address

Mobile Phone

Current address

Additional address details

Postal Code

City

CROUS

Academy

- **My family situation**

Family Situation

Dependent Children

Expected birth

- **My professional situation**

Seeking Job?

Current Job: None/Permanent job/Temporary job

Next Step →

Document to deliver: Accommodation found or not

Application form

Please tell us if you found your accommodation or not, by ticking the corresponding box. If you already found your accommodation and you have information about your accommodation provider, the process of the request CLE will be simplified.

I did not find yet my accommodation/ I already found my accommodation

Next Step →

Situation 1: I did not find yet my accommodation

All the fields are compulsory

- **Step 1: Documents to give online to constitute your file**

All the documents listed below are compulsory to constitute your file online.

If one or several documents are missing, your request will be not forward and will stay in status "In Draft "

- Identity document or Family status certificate
- Documentary proof that you are a student
- IBAN + BIC

- **Step 2: Documents to forward subsequently**

The following document will be forwarded in the second phase:

- Guarantee agreement signed by the student and the accommodation provider
- Leasing agreement signed by the student and the accommodation provider
- SEPA mandate signed by the student

Next Step →

Situation 2: I already found my accommodation

All the fields are compulsory

- **Documents to give online to constitute your file**

All the documents listed below are compulsory to constitute your file online.

If one or several documents are missing, your request will be not forward and will stay in status "In Draft "

- Identity document or Family status certificate
- Documentary proof that you are a student
- IBAN + BIC
- Proof of Income for the past 3 months

- **My income**

Scholarship holder: No/Yes

Beneficiary of annual assistance of the FNAU (National Funds of emergency aid : No/Yes

Net monthly salary

Family allowance

Housing benefits

Child support received

Total monthly salary

Current rent

Estimate of rights to Housing benefits

- **Information on your rental**

Characteristic feature

Accommodation type

Hall of residence: No/Yes

Lease mode: Alone/Couple/Flatshare

Type of lease: individual/solidary

Leasing period (in months)

Localisation

Floor

Room N°

Address

Additional address details

Postal Code

City

Lease payment

Monthly lease
Monthly charges
Monthly additional expenses

- **Information on your accommodation provider**

Civility: Sir/Madam
Family Name
First Name
Address
Additional address details
Postal Code
City
Phone
Email

- **Documents to forward subsequently**

The following document will be forwarded in the second phase:

- Guarantee agreement signed by the student and the accommodation provider
- Leasing agreement signed by the student and the accommodation provider
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Next Step →

Submission: Self declaration online

I undersigned XXXXXX Xxxxxxx certifies that the above information is correct and declare on my word of honour to not benefit a personal guarantor or any other aid granted for the same reason (rental payment guarantee and charges) and do not deposited a similar request on another organism.

Regarding the rental deposit, I duly noted that in case of agreement of the CAUTION LOCATIVE ETUDIANTE CLE (student rental deposit). The rent not paid will be directly give to the landlord on his first request, under the conditions set out in the information note that I will give him with the final notification of guarantee CLE.

I also duly noted in case of involvement of the payment guarantee of the rent and the charges, the fund will be given to the landlord. I am in charge to reimburse to the CAUTION LOCATIVE ETUDIANTE CLE (student rental deposit) within 3 years.

The request of CAUTION LOCATIVE ETUDIANTE CLE (student rental deposit) shall be done at the latest 3 days before the signature of the lease.

Finally, I duly noted that a corresponding at most to 1.5% of the amount of the rent including charges, up to the limit of the ceiling rent guarantee, will be asked me for the whole period of the rent.

Do at: your city

Date

I declare on my word of honour to accept these terms of use.

This acceptance is for signing