

CORPORATE HOUSING GUIDE

A trusted local housing partner for international employees, trainees, researchers and project staff.

COORDINATED · FLEXIBLE · FULLY MANAGED

A capability statement for HR, global mobility and relocation teams

Avenue Louise 85 · B-1050 Brussels · brusselsinternationalhousing.com

THE MOBILITY CHALLENGE

The hardest part of an international assignment is rarely the job.

Visas, payroll and onboarding are processes your organisation already controls. Housing is the one variable that is local, opaque and unforgiving of a mistake.

Belgium's residential lease framework was designed for families settling permanently, not for professionals on assignment. Standard leases run for three or nine years. Properties are let unfurnished. Utility contracts are opened in the tenant's own name, deposits are placed in blocked accounts, registration at the commune is a separate administrative act, and much of the documentation exists only in French or Dutch.

An employee arriving for a ten-month posting cannot reasonably sign into that framework – and the alternatives carry their own costs. Hotels and short-let platforms are expensive at duration, offer no registrable address, and provide no accountable party when something fails.

The consequences land in your department. Start dates move. A new arrival spends their first month solving a housing problem instead of learning a role. Cases escalate to HR because there is no one else to escalate them to. And the true cost of the placement remains unknown until the invoices arrive.

Coordinated corporate housing exists to close that gap. Brussels International Housing takes responsibility for the housing process on your behalf: one local partner, one point of contact, one predictable monthly cost – and an employee who is productive in week one.

THE THREE WAYS AN ORGANISATION HOUSES STAFF IN BRUSSELS

	HOTEL / SHORT-LET	TRADITIONAL LEASE	COORDINATED HOUSING
Typical commitment	Nightly	Three or nine years	Three to twenty-four months
Furnished & equipped	Yes	No	Yes
Utilities & internet	Included	Employee's own contracts	Coordinated for the employee
Registrable address	No	Yes	Arranged where required
Cost predictability	Low	Moderate	Agreed in advance, in writing
Administrative load on HR	Moderate	High	Minimal
Accountable local contact	Front desk	None	Named partner

The three approaches most organisations consider when housing staff in Brussels for a defined period. Coordinated housing is the only one of the three designed for the duration of an assignment rather than adapted to it.

WHY COMPANIES CHOOSE US

A trusted local partner, accountable for the outcome.

Brussels International Housing is not a landlord or a property agency. We are an established local housing partner, built on more than twenty-five years of residential practice in Brussels and the wider Belgian capital region. Our role is to take the housing process off your desk and see it through – from the first briefing to the final departure.

25+

Years of practice in Brussels

1

Named point of contact

2

Business days to a written proposal

EN

Working language, with FR & NL

ONE LOCAL PARTNER

A single accountable party for the whole housing process, rather than a chain of agents, platforms and landlords your department has to hold together.

REDUCED HR WORKLOAD

The employee's housing questions come to us and stay with us. Your department is informed, not involved.

PREDICTABLE COSTS

Terms agreed and confirmed in writing before commitment, so the cost of a placement is known at the start rather than discovered in the invoices.

FASTER ONBOARDING

Accommodation prepared and documented before arrival, so a new colleague can begin work the morning after they land.

LOCAL EXPERTISE

Brussels housing practice, communal registration and lease documentation handled by people who do it every week – including the paperwork employees cannot navigate alone.

TRANSPARENT COMMUNICATION

Availability, pricing, inclusions and conditions confirmed in writing. Nothing material is left verbal.

PROFESSIONAL DOCUMENTATION

Written agreements, condition reports and arrival packs as standard, so an assignment leaves a clean paper trail from check-in to settlement.

FLEXIBILITY AND RELIABLE SUPPORT

Assignments move. Extensions, early departures and replacement placements are handled in writing, without renegotiation.

"Twenty-five years in one city is a different kind of expertise from twenty-five markets."

OUR SERVICES

What we take off your desk.

We do not ask your department to manage a housing process. We run it — briefing to departure — and report back. The services below are the standard scope of a placement; the emphasis falls wherever a particular assignment needs it.

HOUSING SEARCH

Suitable options identified against your brief, not against whatever happens to be free.

ACCOMMODATION MATCHING

Each employee matched on duration, location, profile, budget and policy.

CORPORATE COORDINATION

One agreement, one invoicing arrangement and one contact across all placements.

PRE-ARRIVAL GUIDANCE

The employee briefed before departure on access, transport and first steps.

DIGITAL CONTRACTS

Executed remotely by the employee or the company, according to your policy.

VIDEO VIEWINGS

Photographs, floor plans and a live walkthrough for decisions taken from abroad.

ARRIVAL PREPARATION

Accommodation ready, documented and inspected before the key handover.

REGISTRATION GUIDANCE

Support with communal registration and the administration of a first month.

UTILITY COORDINATION

Utilities and connectivity arranged for the employee where applicable.

LOCAL ONBOARDING

Neighbourhood orientation, transport and the practical questions of week one.

DURING-STAY SUPPORT

One contact for maintenance, extensions and day-to-day matters throughout.

DEPARTURE COORDINATION

Notice, exit inspection, settlement and the placement of a successor.



Accommodation prepared and inspected before arrival

ONE COORDINATED AGREEMENT

Rent, utilities, heating, internet, communal services and maintenance consolidated into a single monthly amount per placement, quoted in writing in advance. No deposit accounts for the employee to open, no utility contracts to transfer, no furniture to procure, no service charges reconciled at year end. Invoiced to the company or to the employee, as your policy requires.

STANDARD SCOPE

Briefing · Matching · Contract · Arrival · Registration · During-stay support · Departure

HOW WE MATCH EVERY ASSIGNMENT

The assignment decides the housing. Not the other way round.

A housing recommendation should follow from the posting, the person and your policy. We therefore begin with the requirement rather than with a list of what is available, and we match each employee against eight variables before we propose anything.

ASSIGNMENT DURATION

A three-month project engagement and a two-year posting are different housing problems.

LOCATION

Proximity to your offices, the institutions or the rail terminals, weighed against quiet and green space.

EMPLOYEE PROFILE

A first-time trainee, a senior consultant and a visiting researcher each require a different setting.

COMMUTING

The daily journey costed in minutes and changes, not in map distance.

COMPANY BUDGET & POLICY

A monthly ceiling per placement, set by your policy, not discovered after arrival.

LIFESTYLE PREFERENCES

What a particular employee actually needs to settle: quiet, company, a kitchen, a desk, a bicycle.

TIMING

Confirmed start dates, and honest answers where the timing cannot be met.

FLEXIBILITY

Room for the assignment to change length without the arrangement having to be renegotiated.

WHAT WE ENSURE IN EVERY PLACEMENT WE COORDINATE

- ✓ Furnished and equipped, ready on the day of arrival
- ✓ High-speed internet from the first evening
- ✓ Written agreement and a signed condition report
- ✓ A named local contact for the whole stay
- ✓ Private facilities appropriate to the employee's level
- ✓ A registrable address where the assignment requires one
- ✓ Compliance with Belgian regulatory standards
- ✓ Terms confirmed in writing before commitment



A private kitchenette — everyday living, not a hotel room

A TRANSPARENT COMMERCIAL MODEL

We are often asked how our service is funded. For most corporate placements, there is no separate placement or coordination fee: we are generally compensated by the accommodation provider. Your organisation benefits from our coordination and local expertise without creating an additional cost layer. Every recommendation we make is based solely on the employee's requirements, your company policy and the suitability of the accommodation.

Independent advice.
Local expertise.
Transparent coordination.

One process, from first enquiry to final inspection.

Every placement follows the same documented sequence. Your organisation is not asked to coordinate it, and your employee is not asked to improvise.

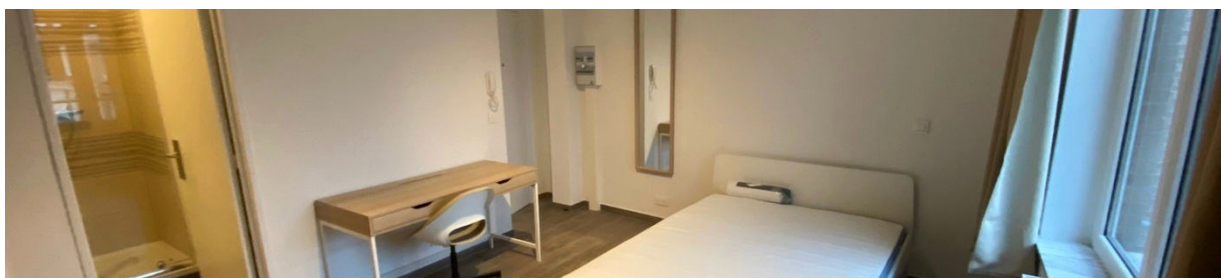


DOCUMENTED, NOT IMPROVISED

Move-in and move-out condition reports, written agreements and written confirmations are standard practice on every placement we coordinate. Disputes at departure are almost always the product of undocumented arrivals – which is why the first thirty minutes of a stay are treated as carefully as the contract that precedes them.

WE DO NOT HAND OVER KEYS AND WALK AWAY

The relationship begins at the briefing and ends at settlement. Between those two points there is a named person on the ground in Brussels who is answerable for the placement.



A calm, professional base for the length of an assignment

WHO WE SUPPORT

The people organisations move to Brussels.

The employees we house are placed by employers, institutions and universities as often as they arrive independently. The patterns are familiar to us, and our coordination is built around them.

INTERNATIONAL EMPLOYEES ON ASSIGNMENT

Staff posted to Brussels for a defined period, typically six to twenty-four months.

GRADUATE & ROTATIONAL PROGRAMMES

Cohorts arriving together on fixed-term schemes, housed together where that helps them settle.

EU TRAINEES

Blue Book, Schuman and agency traineeships, on the institutions' established intake calendar.

RESEARCHERS & VISITING ACADEMICS

Fellows and researchers on Brussels-based programmes, institutes and partnerships.

CONSULTANTS ON PROJECT ASSIGNMENT

Advisers on client engagements of several months, where hotel costs become indefensible.

PROJECT TEAMS

Several colleagues arriving for the same mandate, coordinated as one placement.

NGO & ASSOCIATION STAFF

Sector professionals on budgets that require predictable, fully inclusive costs.

UNIVERSITY & INSTITUTE PLACEMENTS

Students and staff placed under an institution's own housing responsibility.

SECONDEES & POSTED WORKERS

Staff seconded between offices or member organisations, with registration requirements.

BRIDGE ACCOMMODATION

New permanent hires who need a registrable address while they search for their own home.

EUROPEAN INSTITUTIONS · CONSULTANCIES · NGOS & ASSOCIATIONS · UNIVERSITIES & RESEARCH
INSTITUTES · INTERNATIONAL CORPORATES · DIPLOMATIC MISSIONS

"A housing partner is judged on the placements that never need discussing."

Designed to reduce your workload, not add to it.

Most housing problems become HR problems for a single reason: there is no one else for the employee to ask. Our placements are structured so that the housing questions come to us – the boiler, the internet, the registration appointment, the extension – and stay with us. Your department is informed, not involved.

WHERE THE WORK GOES

TASK	UNMANAGED	WITH BIH
Searching & vetting accommodation	HR	BIH
Contract negotiation & documentation	HR	BIH
Furnishing & equipping	Employee	Arranged
Utility & internet contracts	Employee	Coordinated
Deposit & blocked account	Employee	Handled for them
Communal registration guidance	HR	BIH
Day-to-day maintenance issues	HR	BIH
Extension or early departure	HR	BIH
Cost tracking & reconciliation	HR / Finance	One invoice

WHAT WE COMMIT TO

A NAMED CONTACT

One person accountable for your account and for every placement within it.

WRITTEN CONFIRMATION IN TWO BUSINESS DAYS

Options, terms, monthly cost and start date, in writing, without follow-up.

EXECUTED AT DISTANCE

Digital contracts, photographs, floor plans and a live video walkthrough for employees deciding from abroad.

PRE-ARRIVAL DOCUMENTATION

An arrival pack covering access, transport, registration and practical first steps, issued before departure.

FIXED PRICING, INVOICED TO YOUR POLICY

One inclusive monthly amount per placement. Company-paid or employee-paid, per placement or consolidated monthly.

FLEXIBILITY THAT SURVIVES A CHANGE OF PLAN

Assignments move. Extensions and early departures are handled in writing, without renegotiation.

"Housing should be the part of the assignment nobody has to talk about."

Six steps, and only one of them is yours.

Placing an employee with us requires a single briefing. Everything after that is our process.

01

TELL US THE REQUIREMENT

Role, arrival date, duration, budget and any location preference. A short email or a fifteen-minute call is sufficient.

02

WE RESPOND IN WRITING

Within two business days: suitable options, inclusive monthly cost, start date and contract duration.

03

THE EMPLOYEE REVIEWS

Photographs, floor plan and a live video walkthrough. Questions are addressed with the employee directly, not through your department.

04

DIGITAL CONTRACT

Signed remotely by the employee or the company, according to your policy. Invoicing arrangements are confirmed at signature.

05

ARRIVAL & CHECK-IN

Key handover, condition report, briefing and internet access on the day of arrival. Work begins the next morning.

06

ONGOING SUPPORT

One contact for the duration of the stay, with extensions, departures and replacement placements handled as they arise.

TYPICAL ELAPSED TIME

Enquiry to written proposal: 2 business days · Proposal to signed contract: 3-5 days · Contract to occupancy: from the same month

FOR ORGANISATIONS PLACING STAFF REGULARLY

Where placements recur, we establish a framework arrangement: agreed terms by accommodation category and duration, priority attention on new requirements, consolidated monthly invoicing and a single annual review. Individual placements are then confirmed by email, without renegotiation — which is how a housing partnership should feel by its third year.

CORPORATE PARTNERSHIPS

Let's discuss your housing requirements.

Whether you are placing one employee next month or twenty over the coming year, the conversation begins the same way. We would rather understand your mobility pattern first and tell you plainly where we can help.

A THIRTY-MINUTE CALL

Tell us how your organisation moves people to Brussels, and we will tell you plainly whether and how we can support it.

A WRITTEN PROPOSAL

Send us a live requirement and receive suitable options, inclusive costs and start dates within two business days.

A FIRST PLACEMENT

Begin with one assignment. A single placement tells you more about a housing partner than any brochure.

CONTACT

CORPORATE PARTNERSHIPS

Dirk Van Der Linden · Founder & Managing Director

DIRECT LINE

+32 2 539 34 84

MOBILE · WHATSAPP

+32 487 37 38 78

EMAIL

partnerships@brusselsinternationalhousing.com

WEBSITE

brusselsinternationalhousing.com

HEAD OFFICE

Avenue Louise 85 · B-1050 Brussels, Belgium

COVERAGE

Brussels and the wider Belgian capital region

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BRUSSELS INTERNATIONAL HOUSING