

## **Housing rules and practical information**

### **Dr Priemes Vej 4**

Welcome to your new home.

This document contains the housing rules that you are required to follow during your stay as well as practical information regarding your room and residence.

Please report any need for assistance from the inspectors to the help desk at <https://cbs-academic-housing.dk/fonden-cbs-academic-housing/help-desk/>

You can find more information at <http://www.cbs-academic-housing.dk>.

If you have any further questions, please contact Malene Baun Vigen at [mbv.boligfond@cbs.dk](mailto:mbv.boligfond@cbs.dk).

We wish you a pleasant stay in Copenhagen.



## Contents

<b>Moving in.....</b>	<b>3</b>
<b>Housing rules .....</b>	<b>3</b>
<i>The apartment.....</i>	<i>3</i>
<i>Quiet hours.....</i>	<i>3</i>
<i>Safety and security.....</i>	<i>4</i>
<i>Common areas and facilities .....</i>	<i>4</i>
<b>Practical information .....</b>	<b>5</b>
<i>The residence.....</i>	<i>5</i>
<i>Internet.....</i>	<i>5</i>
<i>Inspector services .....</i>	<i>5</i>
<i>Payment .....</i>	<i>6</i>
<i>Insurance .....</i>	<i>6</i>
<i>Keys and locks.....</i>	<i>6</i>
<i>Adapters for electrical appliances.....</i>	<i>7</i>
<i>Emergencies.....</i>	<i>7</i>
<i>Laundry.....</i>	<i>7</i>
<i>Cleaning.....</i>	<i>7</i>
<i>Waste.....</i>	<i>8</i>
<i>Storage room .....</i>	<i>8</i>
<i>Extension of stay.....</i>	<i>8</i>
<b>Moving out .....</b>	<b>9</b>



## Moving in

You have access to your apartment from 2 p.m. on the first day of your rental period.

Please ensure that everything is in order as soon as you arrive. Any missing or broken items must be reported to the help desk **within two weeks of your arrival**. The inspectors will handle repairs and bring you any missing items as soon as possible.

## Housing rules

All residents are responsible for respecting the housing rules during their stay. Failure to comply may result in termination of the contract.

The purpose of the housing rules is to ensure a safe, pleasant, clean and quiet environment for all residents and neighbours in the area.

## The apartment

- Residents are responsible for cleaning and maintaining their own apartment. Failure to do so may result in a fee for costs related to repair, cleaning etc.
- Please report any issues or damages to the help desk immediately. This includes water dripping from the ceiling of your room, clogged drains or water seeping from your toilet.
- We reserve the right to access your apartment without prior notice in case of emergency or acute technical problems. We also reserve the right to enter your apartment to check for needed maintenance, but of course we will not enter without prior agreement and consent from you.
- It is not allowed to hang or pin pictures or other items on the walls.
- Animals are not allowed on the property.

## Quiet hours



- Please be considerate of other residents and neighbours at all times.
- During quiet hours, after 10 p.m. from Sunday to Thursday and after midnight on Friday and Saturday, it is not allowed to play loud music, host parties or otherwise behave noisy. This applies indoors as well as outdoors.

### Safety and security

- Always keep the doors locked. Do not let any strangers into the residence.
- Remember to lock the windows and doors when you leave your apartment. Open windows must be latched at all times.
- Smoking is not allowed anywhere inside the residence. Smoking outside must take place a minimum of 5 meters from **any** building.
- Do not use candles or other open fire sources or use flammable fluids indoors.
- Please remember to turn off electrical appliances when they are not in use or being supervised.
- Please make note of escape routes and do not block emergency exits including the staircases.

### Common areas and facilities

- Residents share responsibility for keeping the common areas and facilities clean and tidy.
- The garden is shared by all residents in the building.
- Bikes must be placed in the bike racks.

## Practical information

### The residence

The residence is comprised of eight guest apartments and two apartments for permanent Danish residents.

### Internet

- You have access to Wi-Fi in the building. You can find the log-in and password in your welcome e-mail.
- The internet is for legal private and work-related use only. Fonden CBS Academic Housing cannot be held responsible for internet failure, including problems due to misuse such as downloading of non-work-related documents or use of wireless routers.
- It is not permitted to connect personal routers to the network as this may disrupt the internet connection for other residents.

### Inspector services

- The inspectors can assist you with practical matters regarding your apartment and residence, including instructions on how to operate kitchen appliances, door locks, sorting of waste etc. They will also help you change light bulbs, bring any items missing from your inventory and cut the grass.
- The inspectors do not handle residents' waste sorting.
- Please report all requests for repairs, maintenance or other incidents requiring inspector attention to the help desk at [cbs-ah.dk](http://cbs-ah.dk).
- Inspector services are available from Monday to Thursday between 8 a.m and 3.30 p.m. and Friday between 8 a.m. and 3 p.m. The office is closed on weekends and on Danish public holidays. Please refer to <http://cbs-academic-housing.dk/> for information on holidays.



## Payment

- You can pay rent by international bank transfer or via a Danish bank account. Payment by credit card or cash is not possible.
- If you have questions concerning payment or your contract, please contact Newsec at [housing@newsec.dk](mailto:housing@newsec.dk).

## Insurance

Fonden CBS Academic Housing cannot insure you or your possessions against theft or damage. Therefore, please ensure that you have adequate insurance coverage during your stay.

## Keys and locks

You have received a key and a tag. The key is for your mailbox. The tag is an electronic key for certain relevant doors in the building.

Your key tag works like a traditional key. When you touch the lock from the outside with the key tag, the lock will change status, i.e. from locked to unlocked or from unlocked to locked. A red light means that the door has been locked. A green light means that it has been unlocked. You can always open the door from the inside without using the key. Please note that the door lock retains its status whether it is locked or unlocked.

### Leaving your room

Please be aware that the door may lock behind you depending on the lock status. Therefore, always remember to bring the key tag with you to avoid locking yourself out.

### Updating your key tag

When you enter the building, please wait for the green and blue light on the key tag reader to make sure that your key is updated.

### Locks flashing yellow or red light

If you notice a lock in the residence flashing yellow or red light, please report it to the help desk as this may suggest that the batteries in the lock need replacing.



### Locked out or lost your key tag?

If you lock yourself out or lose your key or tag, please report it to the help desk. The inspector may not be able to assist you immediately but will be at the residence as soon as possible. For security reasons, the inspectors will not unlock the door unless you are present at the residence.

If you lock yourself out or lose your key or tag outside office hours, you can contact the locksmith, De Blå Låsesmede, at **+45 7026 2266**. Please note that they will charge you a minimum of DKK 1.500 to open the door. The locksmith cannot issue new keys or tags so you need to request a replacement at the help desk.

### Adapters for electrical appliances

Please ensure that your adaptor has the official CE mark. All other types of adapters are prohibited as they may damage the power supply.

### Emergencies

- For ambulance, police and fire department, call **112**.
- If you need urgent medical care outside the office hours of your general practitioner, call Emergency Medical Services on **1813**.
- Outside office hours, an emergency service is available for urgent matters such as power blackout or flooding. Please contact:

Forenede Services (emergency service company):

Monday - Thursday 3.30 p.m. to 4 p.m. and Friday 3 p.m. to 4 p.m.: **+45 6010 8666**  
Weekdays 4 p.m. to 8 a.m., weekends and Danish public holidays: **+45 4634 2099**

### Laundry

- The laundry machine and built-in-dryer are located in the bathroom.
- If you wish to dry your laundry automatically, please only fill the drum half full.
- You will find an electric iron and an ironing board in the closet by the kitchen.
- Please remember that it is not allowed to dry laundry in rooms or hallways due to risk of damaging the floors and mold growth. Drying racks are located in the garden.

### Cleaning



## Fonden CBS Academic Housing

- Cleaning supplies, waste disposal bags etc. are at your own expense and are not supplied by Fonden CBS Academic Housing. We do supply light bulbs and bags for the vacuum cleaner – please ask for replacements via the help desk.
- Descale the kettle once a week with white vinegar (“Husholdningseddike”). **DO NOT use acid (e.g. “eddikesyre”).**
- Clean the sink and shower after every use: Swipe the water from the walls and floor and make sure to remove hair and soap residue from the drain.
- Descale the toilet, sink, shower, tiles and kitchen sink once a week with white vinegar (“Husholdningseddike”). **DO NOT use acid (e.g. “eddikesyre”).**

### Waste

- Please place waste from your apartment into the appropriate containers in the basement tunnel on the left side of the building. Use your apartment key tag to open the blue door.
- Please follow the instructions regarding waste sorting to avoid fines from the local municipality. Pizza boxes, milk cartons and other items containing food scraps are considered general domestic waste and must **not** be placed in the cardboard or plastic containers.
- Remember to close the container after use to prevent rats and other vermin.
- Empty glass bottles and containers must be taken to public glass containers.

### Storage room

In the basement or attic, you will find a small storage room with your room number on it. Please contact us via the help desk for the exact location. If you wish to lock the room, you must use a padlock of your own.

### Extension of stay

If you wish to extend your stay, please contact Malene Baun Vigen no later than one calendar month before the termination of your contract. An administration fee will be charged for the prolongation and will be deducted from your deposit.





## Moving out

A few weeks before the end of your contract period, you will receive an e-mail with practical information regarding your departure.

Please remember that you will have to leave no later than noon on the last day of your contract. If you need a place to store your luggage for a few days, please make a request at the help desk.

Please ensure that you have reported updated and correct banking information to Newsec. If the information is incomplete, incorrect or missing, Newsec will not be able to transfer your deposit.