

Information booklet

Prins Henrik-kollegiet



Prins Henrik-kollegiet
Prins Henriks Avenue 10
6400 Sønderborg

The dormitory is smoke free

Introduction

With this information booklet, we would like to welcome you as a tenant at Prins Henrik-kollegiet in Sønderborg.

The purpose of this booklet is to inform future tenants of all applicable matters concerning our accommodations.

This booklet contains a great deal of practical information. Therefore, we have divided this information into 3 main sections:

- What you ought to know when moving in
- What you ought to know during your tenancy
- What you ought to know before moving out

In this booklet you will also find the applicable rules as well as an instruction manual for the radiator meter.

We recommend that you, as a future tenant, read the entire booklet. We remind you that you will be held responsible for any violation of the rules, even if you have not read them.

We remind you of our homepage where you will find further information, instructions etc.

We wish you a pleasant stay at Prins Henrik-kollegiet.

Yours sincerely

StudieBolig Syd

Community expectations

The community

When you become a tenant at Prins Henrik-kollegiet, you will automatically become part of a community of students.

It is, of course, your decision to what extent you wish to involve yourself in the community. It ranges from greeting your neighbours, to participating in the different social events such as the Christmas party, or maybe even arrange the events.

However, you are also part of the community in other ways:

- You will (to some extent) get to know the people living around you – for the good as well as the bad
- You will automatically (through the rent) help pay for any damages caused by vandalism, if those responsible for the damage are not found
- You are free to use all of the communal facilities available

Expectations

As a result of the above mentioned, your fellow tenants expect the following from you:

- You will do your best to keep down the expenses of Prins Henrik-kollegiet. All tenants share the expenses through the rent
- You will treat the communal facilities properly and clean up after yourself
- You will do all you can to maintain a good study environment
- You will participate in the voluntary work if you have the desire and time
- You will give the social events your backing and make your tenancy more fun
- You will be considerate of your fellow tenants; **limit loud music**
- You will greet any fellow tenant coming to your door, in a decent and respectful manner; it could be the neighbour coming to welcome you to the community

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Addresses and phone Nos.

StudieBolig Syd – the office

StudieBolig Syd (the accommodation office) administrates the accommodations.
Skovvej 20, 6400 Sønderborg (at Ungdoms-kollegiet)

Phone no.: 74 42 48 49

E-mail: mail@sbsyd.dk

Office hours

Monday 8:00 am – 2:00 pm

Tuesday/Wednesday 11:00 am – 3:00 pm

Thursday 11:00 am – 5:00 pm

Friday 10:00 am – 12:00 pm

(Closed during weekends)

What you ought to know before moving in

Damage and defects

When you pick-up the keys for the accommodation you will receive a link per email with a login to where you can inform about any errors or damage in the accommodation.

At the same time, you will also receive an invitation to a “moving-in-inspection”, which means that your janitor will come to your room and together with you checks that everything is OK in your accommodation.

This inspection will take place approx. 14 days after you moved in. Please make sure to be at home on the given day and time – alternatively, contact your janitor directly to re-schedule.

Upgrading/changes

If you find your apartment or the furniture and equipment require an upgrading, please contact the accommodation office. Without prior obtained written permission from the office, it is prohibited to upgrade or make any changes (e.g. painting) to the above mentioned. Please see the back of your tenancy agreement for further information (general regulations).

Insurance

The buildings and the furniture and equipment are insured. The insurance does not cover the tenants’ personal valuables. We therefore strongly recommend that you take out house contents insurance, if you do not already have one, or if you are not covered by your parents’ insurance.

Rent

The rent is paid in advance on a monthly basis. The rent is due by the 1st work day in a month. Postponement will **only** be given in exceptional circumstances and with compelling reason, and **only** after obtaining permission in written form from the accommodation office. Failure to pay the rent will result in the loss of your right of occupation.

Failure to pay the rent on time will result in a fee.

Prins Henrik-kollegiet is affiliated with “Betaling-Service” (BS). ”Betaling-Service” is a service provided by the commercial banks. If you register, they will automatically withdraw a given amount from your account and pay your rent, on a given date, every month.

The accounting year of Prins Henrik-kollegiet follows the school year (August to June). Normally, the rent is adjusted every year by the 1st of August, subject to 3 months’ notice. (Adjustments of power, water, and heating prices may be effectuated all year round, subject to 1 month’s notice).

Your apartment and equipment

Prins Henrik-kollegiet is unfurnished but all rooms are equipped with the following:

Inventar

- Window blinds (at windows/doors)
- Shower curtain
- Refridgerator/freezer
- 1 Wardrobe
- 1 mirror
- Smoke detector
- 1 or 2 base mounted lamps

Special conditions:

- The single-room apartments may only be occupied by **1** tenant
- 2-room accommodations may only be occupied by max. **2** adults
- In the case of multiple- room apartments, the tenancy ends if one of the tenants moves out of the apartment
- It is not permitted to pets/small animals
- You are not allowed to smoke anywhere in the building

What you ought to know during your tenancy

Media/communication/information

Letterbox

Letterboxes (room key needed) are mounted and present outside the dormitory. Letterboxes are marked with room No. and name.

Please turn in any incorrect delivered mail to the office or the janitor. The office mailbox is in door to the office, Skovvej 20.

Internet

All accommodations have wifi.

Payment for wifi is included in the rent – therefore it is ”for free”.

Antennas/satellite dishes

Antennas/satellite dishes and the like are prohibited.

Overall information concerning the apartments

Chip for the main doors to building

You have received chips for the main doors to the building.

Hold the chip up to the door reader and the door can be opened.

Also when going out, use the door opener on the inside.

Cleaning

The tenant is responsible for the cleaning of the accommodation.

Light bulbs and strip lights

When power failure occurs, check the relay to see if it has switched off (normally the switches should be pushed up). If you find any defects or faults to the lamps, switches or the like, please notify the office.

It is the tenants´ responsibility to maintain light bulbs and the like.

Cabel trays

It is prohibited to open the cable trays and electrical switches of the apartment/building.

Keys and chips

When moving in, all keys to the apartment will be handed over to the tenant.

Tenants may choose to deposit a key at the accommodation office. It is then possible to collect the key, if needed, but only within office hours.

If tenants need their door unlocked outside of office hours, they will have to contact a licensed locksmith at their own expense.

Freezer/refrigerator (defrosting)

Defrost the freezer in the refrigerator, when a layer of ice begins to form.

You can defrost the freezer by putting a container of boiling water in the freezer and then shut the door. The steam will then thaw the ice. **Do not** remove the ice with sharp or hard objects, as the freezer is easily damaged, when such objects are used.

Do not put things on top of the refrigerator, as it will break down if it cannot get rid of excess heat.

Ventilation

It is important that the room is ventilated a couple of times every day. Ventilate the entire apartment for 3-5 min. It is especially important after taking a bath, cooking, or a good night's sleep. Do not hang clothes to dry in the accommodation. This will prevent damp damages. It is no use turning off the heat while ventilating, as the dry and warm air will be replaced with cold and damp air. It will then cost about twice as much energy, to warm up the apartment again after ventilating.

Water consumption

Regarding water consumption, be aware of economizing the usage of hot water. Hot water is a large cost burden. *Please notify the janitor immediately if the tap is dripping, or if the toilet is running.*

Pests

In order to avoid unpleasant visits from pests and other unwanted animals/insects, do not leave bread etc. on the ground outside of your accommodation. It will attract mice, rats etc.

Smoking

You are not allowed to smoke in your accommodation, at balconies/terraces or indoor common areas. You are allowed to smoke outside.

Garbage collection

Garbage collection is a large item of expenditure. To avoid increases in the rent, as a consequence of garbage collection, we strongly recommend the following:

Managing of waste and recycling at the dormitories in Sønderborg:

- At the area of all dormitories you will find containers where you can recycle your waste
- The containers for **garbage** are located in the garbage sheds

The containers for **recycling waste** are located in enclosures at the area of the dormitory, and are clearly marked.

Recycling waste and garbage will be divided into 2 categories:

1. Garbage:

- Wrapping plastic (not clean) / Polystyrene / Gift wrapping paper / Juice cartons
- Cartons containing dairy products / Food / **Cardboard boxes for pizza**
- Plastic contaminated with food

2. **Recycling waste:**

- Paper / Newspapers / Advertisements such as magazines
- Cardboard (clean) / Cardboard boxes (empty and separated)
- Cans and metal parts / Iron / Preservation cans (clean) / Cutlery of metal
- Bottles of plastic **without danger labels** / Packaging plastic (clean) / Plastic carrier bags (empty) / Wrapping for non food
- Glass from food (rinsed and cleaned)
- Batteries must be put in separate boxes for batteries

Recycling centre for large items:

The below-mentioned items you must bring to a recycling depot yourself:

- Furniture
- Cupboards/closets / Tables / Chairs / Mattresses / Beds / Other large items
- Electrical items
- Radio / TV / DVD player and computer equipment / Electric tools (drilling machine, electric screwdriver etc.)
- Battery powered toys / Fluorescent tubes / Energy saving light bulbs
- Light emitting diode / Halogen bulbs

Addresses of recycling centres:

Nørrekobbel 7, 6400 Sønderborg (close to shopping center Bilka)

Foldager 1, 6400 Sønderborg



For further information regarding opening hours at recycling centres for large items, please check here: www.sonfor.dk

Medicin leftovers, medicin packaging, and canulas must be handed in at a pharmacy.

Note that many bottles, for instance sodas, can be returned to the supermarket if the bottle is marked with a 'pant' sign. Most supermarkets have a separate place for returning 'pant'-bottles. Ask in the supermarket if you cannot find the place.

In case of fire; Safety directions, equipment etc.

Fire safety directions in the case of fire

1. Call the fire-fighting service. Dial 112
2. Notify the emergency phone No.: +45 72 28 28 19
3. Start putting out the fire if it possible without taking any safety risk

If you hear the firealarm

If you hear the fire alarm, you must vacate your accommodation.

If you cannot leave the accommodation due to smoke/fire in the hallway or stairs – stay in the accommodation.

Keep your door closed, but not locked – this also goes if you leave your accommodation.

Outer doors (both to stairs and street level) must remain closed, in order for the fire to escalate.

Hallway and stairs – escape route

According to the fire safety division, it is prohibited to place anything in hallways, on stairs, walkways and the access balcony as these are used as escape routes. This includes for instance door mats in front of doors as well as bicycles.

Emergency doors

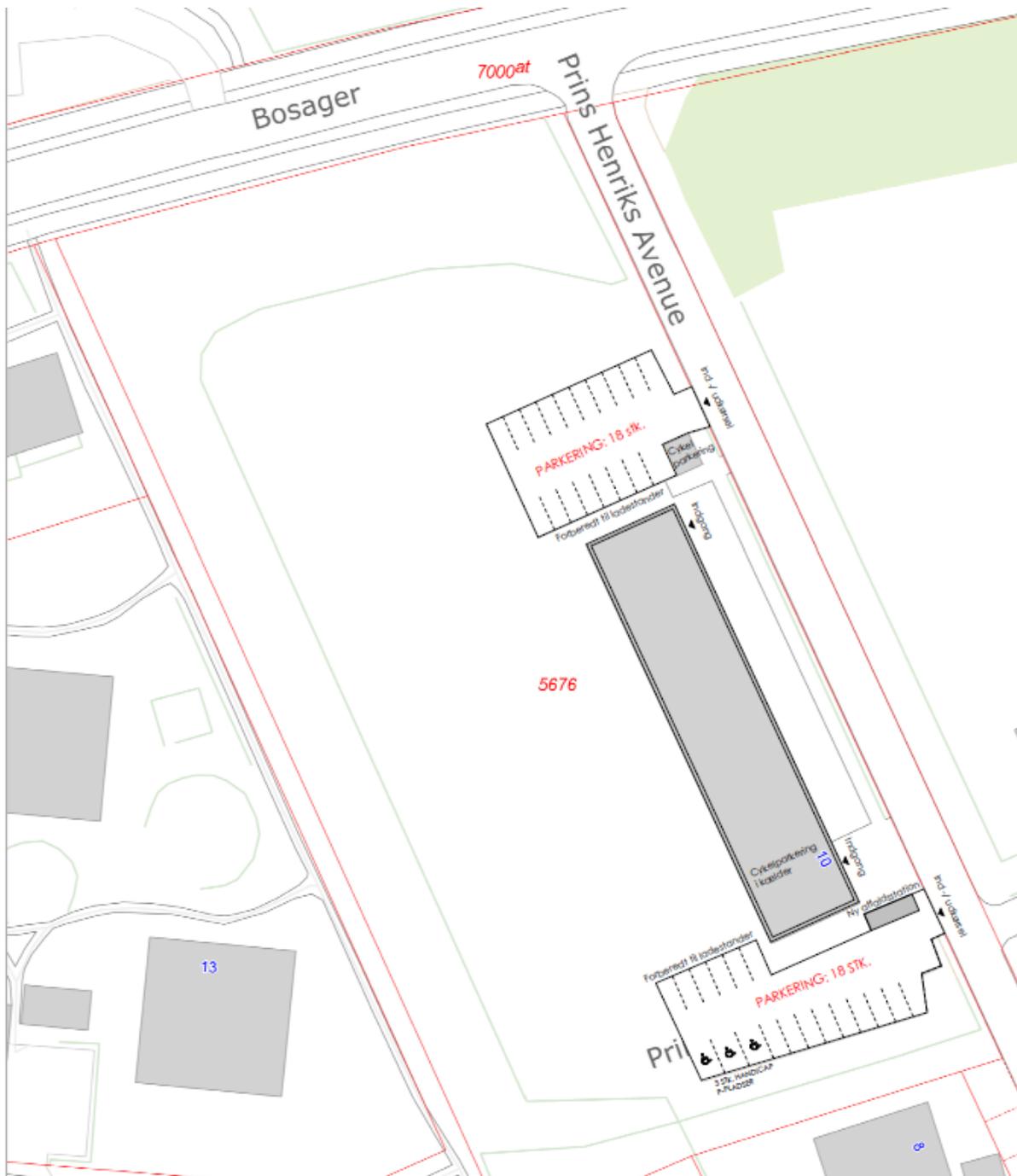
Doors with door pump or other mechanism for closing must never be kept open; not by disengaging the closing mechanism nor by keeping the door open with a wedge.

Smoke detector (in all accommodations)

The smoke detector must never be removed or dismantled.

You must make sure that the smoke detector is working. Test it once in a while by pushing the test button at the smoke detector.

Key map of Prins Henrik-kollegiet



Communal facilities

Laundry room

Laundry room is located in the basement. You will find 2 laundry machines and 1 drier.

Use your chip to enter the laundry room. Please bring your own detergents.

Please download the app Airwallet. Everything related to laundry – booking washing machine, booking dryer, payment – will go through Airwallet. It is thus important that you download Airwallet and create an account in order to be able to do laundry. You can read more on our website under FAQ.

Any guidance and rules regarding laundry machines must be followed.

Communal kitchen

On both floors you will find a communal kitchen. All tenants must make sure that the kitchen is clean after use.

Every kitchen contains among other things:

- **3 pcs stoves with oven and cooker hoods**
- **2 micro waves**
- **2 sinks**
- **8 chairs and 1 table**

Bicycles and scooters/mopeds

Bicycle storage sheds are situated at the end of the building. A bicycle storage is also located basement. Bicycles must be placed in the bicycle racks or sheds or in the basements. Scooters/mopeds must be parked in the parking area. Scooters/mopeds are **NOT** allowed inside the basements or the bicycle sheds (unless it is an open shed with just a roof and no walls). Bicycles and scooters/mopeds that are placed elsewhere than the above-mentioned or are defective will be removed without further warning.

Besides the removal of bicycles and scooters/mopeds parked at places not allowed, we will once a year facilitate a 'clean up' of all bicycles and scooters/mopeds – which are parked in the assigned sheds or racks – that are defect or miss an owner. More information about the removal will be sent out in time for you to react!!

Car parking

Cars always to be parked in the parking areas.

Outdoor areas

Picnic tables are placed in the grassy areas.

Damages/defects to the communal facilities etc.

When using the communal facilities and the outdoor facilities we request that tenants return/leave the facilities in a tidy and decent order. Please notify the accommodation office immediately of any damages or defects to facilities. Please attach a note to the facility, stating that the damage/defect has been notified the office, so other tenants are informed.

What you ought to know before moving out

Termination of tenancy lease contract

Termination must be made online at <https://studieboligsyd.dk/en/> - with minimum 6 weeks of notice to the 1st in a month or 8 weeks of notice to the 15th in a month.

Immediately after your termination you will receive a confirmation of your termination and a checklist of what you must do in your accommodation in order to move out of the accommodation.

The accommodation must be vacated no later than 14 days before the date of re-letting.

We recommend that you participate in the moving out inspection. Inspections during weekends, evenings or holidays are not possible.

Finishing, terminating or changing education

Tenants must notify the accommodation office immediately, when finishing, terminating or beginning a new education. The accommodation must be vacated no later than 3 months after finishing or terminating the education.

The accommodation office regularly check tenants' educational circumstances.

Subletting the accommodation

Only with a prior obtained permission in writing from the accommodation office, are tenants permitted to sublet the accommodation to another student. Please read more at our homepage www.studieboligsyd.dk.

Refund of the deposit

The cost of correcting any damages/defects not caused by ordinary wear and tear will be withdrawn from the deposit. The deposit will be transferred to the tenant, approx. 6 weeks after the date of release of the accommodation. (The last day of your tenancy period, or the first day of a new tenancy period, if the accommodation is rented out to a new tenant).

Remember to inform the accommodation office of your new address. We also remind you to notify the mail services and the "folkeregister" of your move.

Making the accommodation ready for move out

Inspection of the accommodation

Before the inspection, the apartment must be cleared and cleaned. It is the tenant's responsibility to clean the apartment. If the apartment is not cleaned at the time of the inspection, the cost of getting the apartment cleaned will be withdrawn from the deposit.

We recommend that tenants are present at the inspection of the accommodation. Appointments are made with the accommodation office or the janitor. It is not possible to set appointments for inspections during weekends or outside of work hours.

If tenants do not wish to be present at the inspection, the janitor will go through with the inspection alone.

Keys and chips

All keys and chips received when moving in must be handed over to the janitor at the final inspection of your accommodation. If you do not participate in the final inspection, make sure to hand in the keys and chips in due time to StudieBolig Syd. Locks will be changed at your expenses if you do not hand in keys and chips when you vacate the accommodation.

Handing in keys or chips later than agreed a fee will be deducted from your deposit.

Painting the walls

The accommodation must appear to be newly painted when you vacate.

The paint job must be made by a professional painting company. For further information, please contact your janitor.

Exams

During periods of exams, please make sure to show extra consideration for your neighbors, as regards all kind of noise. However, you need to respect your neighbors all year and follow the house rules of each dormitory.

Please read much more at our homepage under Maintenance and House rules.