

# Information booklet

## Kollegie 6400



Kollegie 6400  
Solglimt 6  
6400 Sønderborg

The dormitory is smoke free

## Introduction

With this information booklet, we would like to welcome you as a tenant at Kollegie 6400 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.

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 the dorm.

Yours sincerely

**StudieBolig Syd**

# Community expectations

## The community

When you become a tenant at the dorm, 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 and will be responsible even if you do not use common areas

## 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 the dorm. 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

# Indholdsfortegnelse

<b>INTRODUCTION.....</b>	<b>2</b>
<b>COMMUNITY EXPECTATIONS.....</b>	<b>3</b>
THE COMMUNITY .....	3
EXPECTATIONS.....	3
<b>INDHOLDSFORTEGNELSE.....</b>	<b>4</b>
<b>ADRESSES AND PHONE NOS.....</b>	<b>6</b>
STUDIEBOLIG SYD – THE OFFICE .....	6
<b>WHAT YOU OUGHT TO KNOW BEFORE MOVING IN .....</b>	<b>7</b>
INSURANCE .....	7
RENT .....	7
<b>YOUR APARTMENT AND EQUIPMENT .....</b>	<b>7</b>
INVENTAR .....	7
<b>WHAT YOU OUGHT TO KNOW DURING YOUR TENANCY.....</b>	<b>8</b>
MEDIA/COMMUNICATION/INFORMATION.....	8
LETTERBOX.....	8
INTERNET.....	8
ANTENNAS/SATELLITE DISHES .....	8
<b>OVERALL INFORMATION CONCERNING THE APARTMENTS.....</b>	<b>8</b>
KEY/CHIPS .....	8
CLEANING .....	8
LIGHT BULBS AND STRIP LIGHTS .....	8
CABEL TRAYS .....	8
LOST KEYS AND CHIPS .....	9
FREEZER/REFRIGERATOR (DEFROSTING) .....	9
VENTILATION/AIRING .....	9
WATER CONSUMPTION.....	9
PESTS.....	9
SMOKING.....	9
<b>GARBAGE COLLECTION .....</b>	<b>9</b>
<b>IN CASE OF FIRE; SAFETY DIRECTIONS, EQUIPMENT ETC. ....</b>	<b>10</b>
FIRE SAFETY DIRECTIONS IN THE CASE OF FIRE .....	10
IF YOU HEAR THE FIREALARM.....	10
HALLWAY AND STAIRS – ESCAPE ROUTE.....	11
EMERGENCY DOORS.....	11
SMOKE DETECTOR (IN ALL ACCOMMODATIONS).....	11
<b>KEY MAP OF KOLLEGIE 6400.....</b>	<b>12</b>
<b>COMMUNAL FACILITIES .....</b>	<b>13</b>
LAUNDRY ROOM .....	13
COMMUNAL KITCHEN.....	13
• STOVES WITH OVEN AND COOKER HOODS .....	13
• SINKS.....	13
BICYCLES AND SCOOTERS/MOPEDS.....	13
CAR PARKING.....	13
OUTDOOR AREAS .....	13
DAMAGES/DEFECTS TO THE COMMUNAL FACILITIES ETC. ....	13
<b>WHAT YOU OUGHT TO KNOW BEFORE MOVING OUT.....</b>	<b>14</b>

TERMINATION OF TENANCY LEASE CONTRACT .....	14
FINISHING, TERMINATING OR CHANGING EDUCATION.....	14
SUBLETTING THE ACCOMMODATION.....	14
REFUND OF THE DEPOSIT .....	14
<b>MAKING THE ACCOMMODATION READY FOR MOVE OUT .....</b>	<b>14</b>
INSPECTION OF THE ACCOMMODATION .....	14
KEYS AND CHIPS .....	14
PAINTING THE WALLS .....	15
<b>EXAMS .....</b>	<b>15</b>

## **Adresses 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](mailto: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 /moving out**

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 check 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.

## **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 of the dorm are insured. The insurance does not cover the tenants' personal valuables. We therefore strongly recommend that you take out a 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 1<sup>st</sup> work day in a month. 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.

The dorm 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.

If you do not sign up for BS you will receive a bill for rent in your lettebox every month.

The accounting year of the dorm follows the school year (August to June). Normally, the rent is adjusted every year by the 1<sup>st</sup> 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**

Kollegie 6400 has 48 accommodations.

All accommodations are equipped with furniture.

## **Inventar**

All rooms have

- Window blinds or curtains
- Shower curtain
- Refridgerator/freezer
- Shelf
- Mirror
- Closet
- Smoke detector
- 1 or 2 mounted lamps
- 1 bed
- 1 desk
- 1 chair

Special conditions:

- The 1-room accommodations may only be occupied by **1** tenant
- It is not permitted to have 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 (key needed) are mounted and present for all tenants. 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**

There is NO internet accessible in the accommodations.

Internet is accessible in common areas.

#### **Antennas/satellite dishes**

Antennas/satellite dishes and the like are prohibited.

## **Overall information concerning the apartments**

### **Key/chips**

You have received chips for the main doors to the building and for your accommodation.

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.

The key is for your letterbox.

### **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.

Tenant is responsible for maintaining light bulbs and the like.

### **Cabel trays**

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



## Lost keys and chips

When moving in, all keys/chips 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 – see FAQ at our homepage.

## 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/airing

It is important that the room is ventilated a couple of times every day: ventilate the entire apartment for 3-5 min. - 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 own balcony/terrace 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 (to be found at the North-end of the building) you will find containers where you can recycle your waste

- The containers for **garbage** and containers for **recycling waste**

It 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](http://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 not 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 Kollegie 6400



## **Communal facilities**

### **Laundry room**

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

When moving in you received chips. You need these chips to enter the laundry room. You must bring your own detergent to do your laundry.

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 about Airwallet on the 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:

- **Stoves with oven and cooker hoods**
- **Sinks**

### **Bicycles and scooters/mopeds**

Bicycle storage sheds are situated outside. Bicycles must be placed in the bicycle racks.

Scooters/mopeds must be parked in the parking area.

Scooters/mopeds are **NOT** allowed inside.

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 areas – 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. Footways must always be accessible.

### **Outdoor areas**

1 common terrace at the main entrance.

### **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 at our homepage [www.studieboligsyd.dk](http://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.

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.

Not handing in keys or chips - or handing these in 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.