



MAINTENANCE REGULATIONS FOR STUDENT HALLS WITH KOLLEGIEKONTORET

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I. MAINTENANCE REGULATIONS

Extract from the standard maintenance regulations completed according to existing legislation (lov nr. 968 af 17.12.97) by Kollegiekontoret in January 1999. The Danish text shall at all times be legally binding, but this may make the maintenance regulations clearer for foreign students, who do not understand Danish.

Maintenance scheme A for student accommodation:

The tenant shall maintain the premises during the tenancy and as a minimum make sure to do the cleaning. It is the tenants' duty to maintain the premises and to ensure that - apart from ordinary wear and tear – the premises are in good order.

In case of disrepair, including wrongful painting, the tenant will be charged when moving out.

The student hall will provide the necessary materials when you move in. You will get more information when you move in.

In the following Kollegiekontoret will be named "the lessor".

1. General conditions

Effect of the maintenance regulations

From the 1st of August 1999 these maintenance regulations (scheme A) will replace any previous regulations.

Amendments of the contract

This maintenance scheme will apply regardless of any previous contractual conditions. Scheme A will replace or supplement any regulations about maintenance and repair works mentioned in the contract.

Tenants' complaints board

Matters of dispute about the lessors or tenants duty to maintain and repair the premises can be brought before the tenants' complaints board.

2. Moving into student accommodation

The tenancy may begin from either the 1st or the 15th of the month.

The condition of the premises

At the beginning of the tenancy the premises will be in good order and condition, but not necessarily newly painted.

Inspection when moving in

At the beginning of the tenancy the lessor (represented by the caretaker) will carry out an inspection to ensure that the condition of the premises is in accordance with the usual standard for this type of accommodation. The tenant is advised to participate at this inspection. If the caretaker estimates that the premises need to be painted, then the tenant must paint the walls and ceiling. Materials for painting of the premises when moving in will always be provided by the caretaker free of charge.

Caretaker's report at the inspection

At the inspection the caretaker will make a report including comments made by the new tenant. The tenant will receive a copy of the caretaker's report at the inspection or - if the tenant is not present at the inspection – it will be sent to the tenant no later than 14 days after the inspection.

In case of defects or damage the tenant must report to the caretaker within two weeks

In case of defects or damage when moving in the tenant must make a written complaint to the caretaker no later than two weeks after the beginning of the lease.

The lessor may establish that one or more of the defects or damages are of little significance and therefore need not be fixed immediately. The tenant will not be liable to pay for any such reported defects or damages when moving out.

3. Maintenance during the tenancy

The maintenance duty of the tenant

The tenant is responsible for the interior maintenance of the premises. This includes proper cleaning of the premises.

Apart from cleaning the premises properly in accordance with the guidelines in the maintenance regulations of the student hall in question, the tenant is obliged to participate in the cleaning of the common facilities, e.g. staircases and laundry etc.

Cleaning of common facilities is an obligatory part of the contract. If the cleaning is not done satisfactorily, a cleaning company will be hired and the tenant will be liable to pay any expenses in connection with this. The amount will be added to the rent collection for the following month.

During the tenancy the caretaker must approve the painting of ceiling and walls. Painting is usually required every fifth year.

Special exterior maintenance

The cleaning schedule for the respective student halls will clarify whether the tenant must clean and maintain exterior common facilities, exterior woodwork etc. on the premises.

Maintenance obligations of the lessor

The lessor is required to maintain and keep the building and the premises in good condition. The lessor shall maintain and carry out necessary repair work of windows, water and gas taps, electric switches, toilets, cisterns, wash basins, bathtubs, refrigerators, cookers, washing machines and any other items installed by the lessor.

The lessor is responsible for the maintenance and any necessary renewal of locks and keys. Any expenses in connection with this are to be charged to the student hall.

The lessor may decide to carry out further interior maintenance on the premises than those mentioned under no. 6.

Report of damages

In the event of damages to the premises the tenant must inform the caretaker immediately. If the caretaker is not notified, the tenant will be responsible for any additional expenses occurring as a consequence hereof.

4. Moving out

The tenant must move out of the premises 7 workdays before the expiry of the contract either the 1st or the 15th of the month. New tenants must be given the opportunity to view the premises.

Standard repairs when moving out

When moving out the tenant must clean the premises in accordance with the cleaning instructions.

Non-fulfilment of maintenance duties

The tenant will be liable to pay for any cost of repairs due to non-fulfilment of maintenance duties.

Non-fulfilment of maintenance duties includes when the premises or part of it has been damaged as a consequence of misapplication, poor maintenance or negligent conduct on the part of the tenant, members of the tenant's family or any other persons who the tenant has given access to the premises.

Extra cleaning

If extra cleaning of kitchen and bathroom equipment, floors and walls etc. is needed, this will be considered as non-fulfilment of maintenance duties.

Inspection when moving out

The caretaker will carry out an inspection of the premises when a tenant moves out. No later than 3 days before moving out, the tenant must arrange a date for the inspection of the premises with the caretaker. If no exact date has been agreed upon, the inspection will take place on the day of departure.

The caretaker's inspection report

At the inspection the caretaker will make a report, which will include a list of repair works to be carried out as regular maintenance and a list of repair works due to negligent conduct or non-fulfilment of maintenance duties and therefore to be charged to the tenant.

The tenant will receive a copy of the inspection report via email.

Notice of all cost of repairs

No later than 14 days after the final inspection the lessor must give the tenant notice via email about any cost of repairs due to non-fulfilment of maintenance duties.

Final settlement of accounts

The lessor must email the final settlement of accounts without any unnecessary delay indicating which repair works have been carried out and the cost of repairs and specifying which cost of repairs must be paid by the tenant. Repair work due to negligence and/or non-fulfilment of maintenance duties must be specified and added up.

The tenant's share of the final bill must not exceed more than 10% of the estimated cost of repairs.

Repair work

Repair work must only be carried out at the initiative of the lessor.

Repair work when exchanging flats

If two tenants wish to exchange flats, then the same procedure will apply as when moving out.

5. Standard maintenance condition when moving in

The condition of the premises at the beginning of the lease

When a tenant moves into a room or flat it has been assessed whether the walls and ceiling need painting. If this is the case, the new tenant must do the painting. All materials for painting will be provided by the caretaker free of charge.

Woodwork, equipment, technical installations, and floors will be newly repaired, only if the lessor finds it necessary.

Wear and tear

Woodwork, equipment, technical installations and floors may show signs of wear from the previous owner.

The new tenant cannot make any claims as regards the colours of the walls.

6. Special rules for interior maintenance

General guidelines to maintenance and cleaning of student accommodation

With this brochure we would like to tell you something general about maintenance and cleaning of student accommodation. If you follow our advice, you will assist in keeping our rooms and flats in good order and keep the repair costs to a minimum to both yours and ours advantage.

In general, when you move in ask your caretaker how to maintain and clean you room or flat. The caretaker can inform you about the various types of paint, tools, and cleaning articles you should use. If you use the wrong things, you may cause damage to the floor, the walls, electrical installations or any other equipment and you may be liable to pay for wrongful or negligent maintenance, when you move out.

Therefore, if in doubt, the main thing to remember is to always contact your caretaker for advice.

The tenants duties

As tenant you must make sure that the premises are not in any way damaged. If watertaps or toilets are defect or if any other case of damage occurs, then you must contact you caretaker immediately. The tenant is responsible for the day-to-day interior maintenance of floors, walls, ceilings and other equipment etc.

Painting of the premises

If you wish to paint your room/flat, you have two options:

1. Check with the caretaker when the room was last painted. If it is almost 5 years ago, since the room was last painted, you will **not** have to pay for the materials.
2. If it is not quite so long ago that the room was last painted, you must pay yourself, but if you buy it through the caretaker, you will obtain a discount.

It is important that you follow the instructions carefully and do the job properly. Your student hall may have certain restrictions concerning the choice of colours, so check this before you buy your paint. Also please note that painting on pipes, switches, door or window frames and other woodwork etc. will be regarded as wrongful painting and as non-fulfilment of maintenance duties and you will be charged for this when you move out.

Cleaning of the premises

We all have our individual standards for how often we want to clean our room/flat. It is entirely up to you, but if you neglect cleaning over a longer period of time, it may result in non-fulfilment of maintenance duties and it could cost you dearly when you move out.

You must take part and do your fair share of the cleaning of common facilities. If you fail to do the cleaning of the common facilities, a cleaning company will be hired and you will be charged for any expenses in connection with this.

As a general rule: All questions concerning proper cleaning in particular of walls, ceilings, floors, window- and doorframes, bathrooms and kitchen equipment, please ask the caretaker. Do not initiate any repair work without first having consulted the caretaker.

Heating and ventilation

All student halls have radiators with valves or thermostats. The room temperature should not exceed 21° C. In order to avoid damp walls, please remember to air the room 5-10 minutes every day.

Damage or defects

In case of damage or defects contact the caretaker immediately. Outside ordinary working hours check the common blackboard of your student hall for the caretakers emergency numbers.