

Housing Odense Aps

House Rules

In order to preserve the common areas of the property in a clean and orderly manner, cigarette butts, bottles and other waste must not be left in the common areas and the tenants must always clear and clean up after themselves.

The tenant shall wash dishes and clean up the kitchen after each meal.

The tenants should show due consideration regarding noise and properly advise other inhabitants before unavoidable noisy behaviour is made.

Radio, TV etc. must not be used with the windows open. The use should also happen in such a way that it is not bothering other tenants. The same applies to noisy entertainment.

The tenant is responsible for the behaviour of his/her guests.

Waste of water should be avoided. Dripping and leaking taps and cisterns must be repaired as soon as possible, by contacting the Landlord at the earliest possibility.

All drains in the apartment must be kept clean in order that flooding is avoided. Waste that can block the drains must not be disposed of in the toilets and sinks.

In rain, snow, frost and stormy weather all windows in the common area must be kept closed.

Any damage to the premises must be replaced by the party who caused the damage. Unnecessary wear and tear should be avoided.

Equipment that requires extraordinary high volumes of water and electricity may only be installed with the landlord's written permission.

It is required of the tenants to keep the apartments in good repair.

The front door MUST ALWAYS be kept locked.

The landlord can, with due regard to the given rules, have cars removed, if they are not parked according to these rules or if a car is not licensed.

Aerials, satellite dishes and similar installations may not be mounted without the written consent by the landlord.

The laundry may be used daily from 7 am to 9 pm. Persons not living on the premises may not use the machines. Only clothes may be washed in the machines. Washing of shoes, ropes and others is not allowed. Colouring of clothes is likewise not allowed. Bicycles, Prams and similar equipment may not be kept in the apartments, passages or stair wells.

Pets are not allowed on the premises.

At the termination of the lease the apartment as well as the common areas must be handed back clean, windows washed and the apartment/room repainted. In case these things have not been done the work shall be done at the request of the landlord at the expense of the tenant.

Lost keys must be replaced; price: kr. 500 each. Broken mailbox must be replaced; price kr. 1500 incl. mounting. Mailbox lock; price kr. 500 each.

The rented premises may not be used by others than the tenant without the written consent of the landlord.

The landlord may terminate the lease with 7 days notice for instance if the rent or other due payment has not been paid on time, when the tenant sublets the premises wholly or partly to another in cases when he/she is not so entitled, and in spite of the landlord's objections has not ended the situation and/ or when the tenant has ignored proper customs.

It is up to the tenant to have insurance for your personal effects against damage caused by fire, water, theft etc.

Any narcotics or hash on the premises are strictly forbidden.

The tenant shall during the tenancy keep the premises in good repair incl. necessary renewal of locks and keys.

Any personal furniture or rubbish left in the rented premises or in the common area after the tenant has moved out will be removed at the request of the landlord at the expense of the tenant.

When moving from the premises it is the responsibility of the tenant to remove all rubbish and personal effects from the premises. If the tenant instead puts it in the rubbish bin, the rubbish bin will be emptied at the request of the landlord at the tenant's expense. Price kr. 600 kr..

If the tenant loses their key and needs the service of a locksmith, it is at the tenants own expense.

Condensation that has collected on the window panes should be wiped off daily! Regular ventilation of the room, by leaving the window open for 3-5 minutes 3 times a day every, will reduce this from occurring.

In case a tenant does not observe the cleaning schedule for the building, the cleaning will be done at the landlord's request at the expense of the tenant.

In furnished flats the tenant shall replace any damaged furniture or installation. The tenant must also pay for the use of duvet, pillow and linen at the time of moving. Price: kr. 700.

The internet may not be used for gaming or downloading films (this inhibit the use by others in the building having internet access) or accessing illegal web sites.

The landlord reserves the right to gain access to the common areas of the building or grounds, to carryout maintenance work during your stay. If work is to be carried out within your room, you will be notified with adequate time in advance by the landlord

*Repeated violations of the **House Rules** may result in notice or cancellation of the tenancy according to §182 in the Law for Rental (Lejeloven). Cancellation of the tenancy will be with 7 days notice.*

The hourly rate for the landlord is kr. 625 per running hour.

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Settlement of deposit - how

This information is made to avoid misunderstandings between tenant and landlord.

The tenant gives notice to terminate the lease by **3 months notice, from the 1st of the month.**

The termination of the tenancy can only be done by the enclosed formular which is issued by Housing Odense Aps.

Remember that the tenant has to pay rent and Internet 14 days after leaving the tenancy for the 1st in a month.

The tenant will receive a letter concerning the inspection latest one month before moving out.

The landlord will send the tenant a time and date for the inspection (which can ONLY take place Monday to Thursday, between 8 am and 10 am). If the tenant is not ready/ fail to appear for the inspection the landlord will make a new date and time for inspection and there will be a fee of 625 kr.

The inspection of the accommodation by the landlord will together with the tenant go through the property, and the landlord will describe which defects is the tenant's responsibility.

The tenant must return the keys to the landlord at the time of the inspection, and from submitting the keys the tenant can no longer use the tenancy and anything that has to be done in the property, for example: cleaning, painting, replacement of furniture's etc. and from this time onward work not carried out by the tenant, will to be done by the landlord at the tenant's expense.

If there are defects in the common areas for example: lack of cleaning/defect toilets, shower, sink, kitchen, kitchen draws, kitchen cabinets, fridge, kitchen tools, tableware, electric stove, cooker hood, oven, washing machine, garbage can, blankets, floors, walls, stairs, windows, doors, door handle, locks, lamps, low-energy bulbs, curtains, or if the landlord has to remove effects not belonging to the common areas (indoor/outdoor) the cost will be divided between all the tenants in the building.

If there is something broken in the common areas you have to find out in common with the other tenants in the building who is going to pay for replacing/repairing of the broken item. You have to send a letter to the Accommodation Office signed by all the tenants in the building. If this matter is not taken care of the work will be carried out at the request of the landlord at the tenant's expense and the cost will be divided between all the tenants in the building.

Your deposit will be transferred to your bank account in approximately 8 weeks after the contract expires (**NOT the date of moving out but the date your contract expires**). The transfer of the money will take additional 4-5 bank days.

The deposit HAS to be transferred to a bank account and therefore it cannot be paid in cash.

If the furniture's in a tenancy is either destroyed or scratched during the period of the lease the tenant is welcome to replace it. Otherwise it will be done by the landlord on the tenants expense.

Cost for replacing furniture's (both item numbers and prices may vary):

Price for replacement of table and legs – Linnmon / Adils - IKEA stock no. 002.511.35 + legs 902.179.72 - price in IKEA 309 kr. + freight/assembling/mounting 490 kr. = 799 kr.
Price for replacement of closet – Rakkestad - IKEA stock no. 504.537.58 + 104.537.55 – price in IKEA 1029 kr. + freight/assembling/mounting 800 kr. = 1829 kr.
Price for replacement of bed and legs – Skårer - IKEA stock no. 403.073.19 + 002.996.94 + 303.191.29 - price in IKEA 2149 kr. + freight/assembling/mounting 800 kr. = 2949 kr.
Price for replacement of floor lamp – Sollefteå - IKEA stock no. 403.001.10 - price in IKEA 229 kr. + freight/assembling/mounting 300 kr. = 529 kr.
Price for replacement of sealing lamp – Virrmo - IKEA stock no. 704.307.80 - price in IKEA 239 kr. + freight/assembling/mounting 400 kr. = 639 kr.
Price for replacement of table lamp – Tertial - IKEA stock no. 503.553.95 - price in IKEA 89 kr. + freight/assembling/mounting 300 kr. = 389 kr.
Price for replacement of chair – Janinge - IKEA stock no. 002.460.78 - price in IKEA 385 kr. + freight/assembling/mounting 350 kr. = 735 kr.
Price for replacement of wastepaper basket – Fniss - IKEA stock no. 602.954.38 - price in IKEA 19 kr. + freight and replacement 200 kr. = 219 kr.
Price for replacement of bookcase – Fjällbo - IKEA stock no. 703.421.99 - price in IKEA 799 kr. + freight/assembling/mounting 625 kr. = 1424 kr.
Price for replacement of coathanger (minimum 5 pieces per tenancy) – Hanga - IKEA stock no. 601.787.69 - price in IKEA 29 kr. + freight and replacement 200 kr. = 229 kr.
Price for replacement of complete linen package – price 700 kr.
Price for replacement of duvet – Småsporre - IKEA stock no. 904.579.76 - price in IKEA 169 kr. + freight and replacement 200 kr. = 369 kr.
Price for replacement of pillow – Sandgråsmal - IKEA stock no. 205.448.83 - price in IKEA 35 kr. + freight and replacement 200 kr. = 235 kr.
Price for replacement of duvet cover – Purpurbräcka - IKEA stock no. 503.224.24 - price in IKEA 99 kr. + freight and replacement 200 kr. = 299 kr.
Price for replacement of bed cover – Ullvide - IKEA stock no. 303.427.28 - price in IKEA 140 kr. + freight and replacement 200 kr. = 340 kr.
Price for replacement of curtains – price 600 kr. (Velux curtains = 1400 kr.) + freight/assembling/mounting 625 kr. = 1225 kr. (Velux curtains = 1400 kr. + 625 kr. = 2025 kr.)
Price for replacement of low energy bulbs – price 200 kr.
Price for replacement of lost keys - price: 500 kr. each.
Price for replacement of broken mailbox - price 1500 kr.
Price for replacement of broken mailbox lock - price 1000 kr.
Removal of name from mailbox – price 200 kr.

If you want to paint your tenancy by yourself, it's very important that you read and fill out the formular concerning this matter (also attached the contract) and bring it to the Accommodation Office at SDU.

The hourly rate for the landlord is kr. 625 per running hour.

When moving from the premises it is the duty of the tenant to remove all rubbish and personal effects from the premises. If the tenant instead is putting it in the rubbish bin, the rubbish bin will be emptied at the request of the landlord at the tenant's expense.

There may exist extra furniture in the accommodation, which does not appear on the above-mentioned list.

Fee to Danish bank for transfer to foreign account 50 kr.

Each tenant is paying 200 kr. In administration fee and 350 kr. for maintenance of the common areas indoor and outdoor.

Housing Odense Aps

IMPORTANT PHONENUMBERS, E-MAILADRESSES AND GENERAL INSTRUKTIONS

To avoid complications please only use the relevant e-mail address/telephone number. Do not mix, for example economy questions with complaints.

If you have questions concerning economy only write the bookkeeper, if you have complaints only write to the e-mail concerning that and do not attach to other e-mail addresses.

If you have locked yourself out

- *call Odense lock service night and day on phone number +45 66126815*

If you have a complaint

- *please write to housingodense@housingodense.dk or call in the opening hours if you want to talk to an employee. Opening hours is Monday to Thursday 8-12, +45 20121774*

If you have questions regarding economy, for example rent or deposit

- *please write our bookkeeper at administration@housingodense.dk*

If you want to change your date of moving out or if you have questions regarding cancellation of your tenancy

- *if you want to change your date of moving out, please call the company in the opening hours, Monday to Thursday 8-12, +45 20121774*
- *if you have questions regarding cancellation, please contact SDU Accommodation Office at phone +45 65502053 or by email bolig@sdu.dk*

Emergency situations

- *If you have an emergency regarding fire, burglary or chicaneries you must call Odense Police night and day at phone number +45 66141448*

Bank - payments - fees

- All rent and deposit has to be transferred by homebanking/bank to bank (because our bank does not handle cash)
- If you pay the rent from a foreign account you have to add a fee of 50 kr. to the rent.
- Remember – it's ALWAYS your responsibility to make sure you pay the rent in time – latest the 3rd. weekday in the month. There will be a fee for late payment and it will be added the rent for the coming month. For example if the invoice is lost in the post system you can transfer the rent to the bank account in your contract (remember to add your name and room number, for example B6):

BANK: **Sparekassen Danmark**
Rugaardsvej 244
5210 Odense NV

REG. NR.: **9070**

KONTO NR: **2050460439**

IBAN: **DK7190702050460439**

SWIFT: **VRAADK21** - must be used up to and including 9 December 2024

SWIFT: **VRSPDK22** - must be used from 10 December 2024

ACCOUNT
OWNER: **Housing Odense ApS**
Bojdenvejen 26
5772 Kvaerndrup

Drying clothes

- It's forbidden to dry clothes indoor! Hang up the clothes outdoors, in the basement or use the dryer.

Bicycles and other private items

- Defective bicycles and other private items on the common areas will be disposed at the garbage dump without further notice.

Concerning newspaper distribution

- It is not allowed to store and / or distribute newspapers and advertisements from the property and also not allowed to park bicycle trailers on the property. Bicycle trailers, newspapers and advertisements, will without further notice be disposed at the garbage dump.

Windows

- The tenant is responsible for the windows inside and outside. It is a recurring problem that the tenants do not hook the windows. We often see wind or rain damage to the windows. So please hook the window when it's open and close it if it's rainy, windy or if you are not at home.

Housing Odense Aps



There is a no-smoking policy within the accommodation - also smoking out of the doors/windows is forbidden! – You have to leave the building if you want to smoke!

Smoking areas outside are located where the landlord has provided wall mounted ashtrays.

Repeated violations of this rule may result in cancellation of the tenancy

Housing Odense Aps

Hereby gives a notice to terminate my above mentioned lease

When you want to terminate your tenancy – fill out this form and bring it to the accommodation office at SDU
(According to the lease – the deadline for termination is 3 months before moving out, before the 1st of the month)

We have been notified by our bank. The reason is the Requirements of the second EU Anti-Money Laundering. The bank will only transfer the money to your foreign account, if they receive the following information:

Only use CAPITAL LETTERS

Your full name: _____

Tenancy / Apartment code (e.g. A 4): _____

Tenancy / Apartment address: _____

The precise date of moving out (very important): _____

E-mail address: _____

Settlement of deposit account:

Your deposit will be transferred to your account, approximately 8 weeks after your contract has expired (**NOT from the date of moving out, but the date your contract expires**). The transfer of the money will take additional 4-5 bank days. For transfers to foreign accounts, we must be informed of your IBAN and SWIFT codes.

Remember your deposit is for restoration of your lease when you move out - not for paying rent.

Remember that you must pay rent until your contract expires.

Once you have terminated your lease you will receive a letter from your landlord concerning inspection of the lease and handing over the keys.

Transference of deposit to a Danish account (dkk):

Danish bank: _____ Registration no: _____ Account no: _____

Transference of deposit to a foreign account (euro):

IBAN and SWIFT / BIC code **must belong to you** otherwise the bank will cancel the transfer.

SWIFT / BIC: _____ IBAN: _____

Date: _____
(handwritten signature)

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(This is your copy)

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IBAN and SWIFT / BIC code **must belong to you** otherwise the bank will cancel the transfer.

SWIFT / BIC: _____ IBAN: _____

Date: _____

(handwritten signature)

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Painting by yourself formula

(Bring this to the accommodation office at SDU)

When moving out, the lease always must be painted, so it is important that you read this to avoid misunderstandings.

If you by the time of moving out has not painted your tenancy this will be done by the landlord on the tenant's expense. The price of an average size room are as follows: 4 to 6 hours work * 625 DKK / hour incl. materials

If you want to paint yourself, there are some requirements which must be observed:

- The lease must be painted with paint **RAW WALL PAINT / SILK WALL PAINT / WHITE 0500 / GLOSS 10 / 10 Liter / DB no 9775996**. The paint can be purchased **only** from **STARK Odense Lumber Yard - Jarlsberggade 10-5100 Odense - ph.: 63156363**

Important: Save the bucket with paint and return it to the landlord by the inspection of the tenancy

(It is important that the current and the new paint is the same to avoid colour differences and ensure that the paints can cooperate).

- The tenant must make sure to buy materials to paint the tenancy, such as paint, brushes, covering, etc. (list available below).
- Remember to clean all surfaces with hot water and detergent.
- Be sure to cover windows, doors, furniture, electrical switches, radiators, floor, etc. with covering tape and paint plastic / paper (remember that cracks and holes must be filled with wall stopping).
- Architraves and skirting boards must also be painted and if the ceiling of the lease is painted white, this should also be painted (remember that cracks and holes must be filled with acrylic sealant).
- Doors should not be painted by the tenant (because this requires special paint).

• All surfaces have to be painted 2 times and there should not be visible streaks or variations on a surface. (You'll need approx. 1 liter of paint per 8-10 m² surface * 2 times painting). You will typically need 7-10 l paint for a room. Therefore, only buy a 10 l bucket for each room.

Don't ever use old leftover paint and never mix the paint with water! If you do, the room will not be accepted at the inspection. It's your responsibility (not STARK's) that the paint you buy is the one mentioned in this document.

We will encourage you to perform the paint work properly and meet the above-mentioned requirements since if the work is not performed according to this letter, the tenancy will be painted by the landlord at the tenant's expense.

Shopping List: Painting **RAW WALL PAINT / SILK WALL PAINT / WHITE 0500 / GLOSS 10 / 10 Liter / DB no 9775996**, brush, paint rollers, paint roller rod, paint bucket / paint tray, covering tape, paint plastic / paper, wall stopping, acrylic sealants.

If you want to paint your tenancy by yourself – fill out this formular and bring it to the Accommodation office at SDU together with your termination of the tenancy.

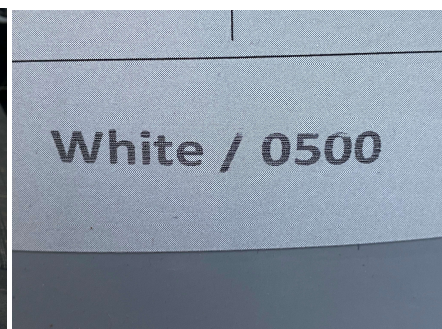
The tenant has read and confirmed the conditions for painting the tenancy himself/herself.

Your full name: _____

Room / Apartment code (e.g. A 4): _____

Room / Apartment address: _____

Paint code **RAW WALL PAINT / SILK WALL PAINT / WHITE 0500 / GLOSS 10 / 10 Liter / DB no 9775996**



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- Remember to clean all surfaces with hot water and detergent.
- Be sure to cover windows, doors, furniture, electrical switches, radiators, floor, etc. with covering tape and paint plastic / paper (remember that cracks and holes must be filled with wall stopping).
- Architraves and skirting boards must also be painted and if the ceiling of the lease is painted white, this should also be painted (remember that cracks and holes must be filled with acrylic sealant).
- Doors should not be painted by the tenant (because this requires special paint).
- All surfaces have to be painted 2 times and there should not be visible streaks or variations on a surface. (You'll need approx. 1 liter of paint per 8-10 m2 surface * 2 times painting). You will typically need 7-10 l paint for a room. Therefore, only buy a 10 l bucket for each room.

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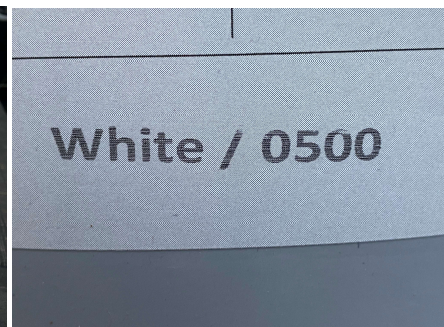
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Room / Apartment code (e.g. A 4).: _____

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Date: _____

Handwritten signature