

# KAGSÅ KOLLEGIET

Supervisor's Office: Kagsåkollegiet 2, 2860 Søborg, Denmark  
tel.: +45 21 656 797 Email: kagsaa@kollegierneskontor.dk

# WELCOME



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## Practical information

### Internet

Connect the network cable to the green IT plug in the wall.

Create a user name and password via BoligNET, which will automatically appear once the network cable and your PC have been linked.

**For support concerning Internet matters, please contact BoligNET on: +45 7027 7067**

### Cable TV

The dormitory has cable TV service through YouSee, and all residents have access to the basic package. If you would like a larger package, it is up to you to contact YouSee. You can see the selection of available channels on YouSee's homepage: [www.yousee.dk](http://www.yousee.dk)

### Shared laundry room:

Opening hours: 8:00 a.m. - 10:00 p.m. If possible, book a time to use the room.

Please note: The last laundry time slot is 8:30 p.m.

You can order Laundry Card and insert money for payment on the card on: [www.perpaywash.dk](http://www.perpaywash.dk) the website provides information on how to do this.

Contact everyday between 09:00 a.m. – 02:00 p.m. Tel. 97 14 54 62.

### Exercise room:

Opening hours: 8:00 a.m. - 10:00 p.m.

Use of the exercise room is free of charge. You can request access to the exercise room from the Supervisor's Office.

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## Rooms for reading, Computer etc.

A reading room and computer room are located in the basement below the centre.

## Additional storage space:

Additional storage units can be rented to residents who sign up on the waiting list.

For the waiting list, contact the inspector. See the top of the page.

Deposit DKK 500.00 will be charged at closing.

Monthly rent DKK 100.00 will be charged with the rent.

## Bicycle shed:

The dorm has both a bicycle shed and bicycle cellar, and keys can be requested and signed for at the Supervisor's Office.

## The centre:

There is a party room that can be rented for a deposit of DKK 500.00, as well as a café/bar that is open by agreement on the weekends.

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## Supervisor's Office

Opening hours:

Monday	01:00 - 03:00 p.m.
Tuesday	08:00 - 10:00 a.m.
Wednesday	08:00 – 10:00 a.m.
Thursday	08:00 – 10:00 a.m. + 03:00 – 05:00 p.m.
Friday	08:00 – 10:00 a.m.

Contact outside of opening hours:

You can contact the supervisor outside of opening hours on weekdays from 8:30 a.m. to 2:30 p.m., on mobile number. (See at the top of the page).

Outside of the abovementioned timeframes, refer to the "*Akut Liste*" ("Emergency List" in English) of repairmen posted at the office.

Please note: The resident will be responsible for any costs stemming from unnecessary calls.

You can also contact the supervisor by e-mail. (See the top of the page).

Items for loan:

The dormitory has a pushcart that can be borrowed upon deposit. Contact the Supervisor's Office.

The dorm has a lawnmower and hedge trimmers that can be signed for and borrowed. Contact either the Supervisor's Office or the property caretaker.

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## House Rules

### Introduction:

A dormitory with many residents can be compared to a miniature society: You become more or less dependent on one another, and you all have a great deal in common. That's why it is natural to establish certain rules in order to create a healthy environment at the dorm.

These rules are intended to protect you, your neighbours and the building.

When everyone acknowledges the necessity of showing consideration for one another, it creates a shared sense of comfort and satisfaction.

These rules are also part of the overall effort to create peace of mind and order for the residents, to keep the building and its recreational spaces in good condition, and to thereby keep maintenance costs to a minimum.

Please remember that you are all responsible for maintenance and renovation costs through your rents, and this includes damage repair costs.

In the interest of maintaining a healthy and pleasant atmosphere among the dorm's members, should you ever be bothered by your fellow residents, we ask that you speak with the individual(s) in question personally before taking the matter to the Resident Council.

### Waste:

For sanitary reasons, all kitchen waste must be disposed of in bin bags, and the bags must be closed before being placed in the waste containers.

Paper, plastic and small metal waste must be placed in the marked containers at the refuse collections sites.

Glass and bottles must be placed in the black waste containers next to the Supervisor's Office.

Bulky waste (cardboard boxes, furniture, etc.) must be placed in the large container yard, where it must be sorted by type of waste. The bulky waste site must be kept locked.

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## Common areas:

Residents are required to clean and tidy up the shared kitchen and common areas after use. Hallways must be left unobstructed as they must serve as escape routes in the event of a fire.

## Balconies:

The balconies must be kept tidy, i.e. free of paper, plastic bags and other items that may appear unsightly.

Due to the risk of fire, and to prevent smoke that may bother other residents, grilling is not permitted on the balconies.

## Bathroom:

To the extent possible, residents should not shower between the hours of 11:00 p.m. and 6:00 a.m.

To prevent drains from becoming clogged, please be careful with what you rinse down drains or flush down the toilet. Diapers, sanitary napkins, newspaper and the like must never be flushed down the toilet.

## Bicycles and shopping carts:

Shopping carts may not be left on the dorm's property.

For safety reasons, bicycles and scooters may not be ridden on the footpaths. Children under the age of seven may, however, ride bicycles on the footpaths.

Motorised vehicles containing fuel may not be stored in the cellars.

## Fire doors:

Fire doors must be kept closed and must not be blocked.

Doors fitted with door pumps must be kept closed and may not be held open by force.

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## Bicycles, moped driving and shopping trolleys.

Shopping trolleys is not allowed on the land register.

Biking and moped driving is - for security reason - not allowed on footpaths. Children under 7 are exempt.

Bicycles and mopeds must be placed in the bike racks and sheds on the land register.

It is recommended not to use hallways and lawns or other common areas.

Motor vehicle whit fuel on, is not allowed in basement.

## Parking and driving:

Passenger cars and motorcycles are only permitted in the established parking areas.

Cars, motorcycles, mopeds, bicycles and prams must be parked in the assigned areas.

Lorries, trailers and caravans, as well as unregistered motorised vehicles (cars, motorcycles, scooters) are not permitted in the car park or in any other areas at the dormitory.

In order to keep children safe, residents are asked to drive carefully in areas around the dorm.

Cars without number plates may not be parked at the dormitory.

## Indoor climate:

Residents are asked to properly ventilate their rooms to prevent moisture damage. Activities such as bathing, cooking, washing, etc. produce a great deal humidity.

Most moisture problems can be avoided when all rooms are kept heated at approximately 20°C. Rooms should be aired out for 10-15 minutes, 2-3 times daily. Do not turn off the heat in rooms that are not in use.

Do not position cabinets or large furniture pieces directly against exterior walls (i.e. walls that partition the inside from the outside) as air must circulate behind such pieces to prevent moisture damage.

Informational brochures and more info can be found at [www.skimmel.dk](http://www.skimmel.dk)

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Do not use the radiators to dry clothing, as doing so will cause problems with humidity in the rooms. It also results in higher heating costs.

## Pets:

Residents are allowed to keep dogs, cats or other small pets as long as the animals do not pose a nuisance to the other residents.

Residents who wish to keep dogs must first receive authorisation from the Property Management Office. Authorisation will only be granted after presenting proof of liability insurance and signing a contract in which the pet owner agrees that his/her dog will only be permitted at the dormitory provided it does not pose a nuisance to the other residents.

**Residents are required to clean up after their dogs on the dorm's grounds.**

## Noise:

Residents must show consideration for their neighbours with respect to noise, and must inform other residents before engaging in any noisy behaviour.

Special care must be taken to keep noise to a minimum after 10:00 p.m.

Drilling, hammering and playing loud music or television are not permitted after 10:00 p.m.

## Private washing machines/dishwashers:

Washing machines and dishwashers may only be installed by authorised installation technicians.

The Supervisor's Office must be informed prior to the installation of any such appliances. Proof of valid home insurance must be presented upon request.

## Damages and vandalism:

Damages and vandalism to buildings and fixtures must be immediately reported to the Supervisor's Office. Residents will be held fully liable for any damages beyond ordinary wear and tear.



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The misuse of fire alarms and fire-fighting equipment is strictly forbidden.

The misuse of fire alarms may result in the termination of the rental contract with three days' notice.

## Guests:

Dorm residents will be held fully responsible for the conduct of their guests in the event such guests violate the household rules.

Residents will be held liable for insurance cases in which their guests are involved but refuse to cover compensation claims.

## Subletting:

At Kagså Kollegiet, there can only be private subletting. This means that residents who wish to sublet a room on their own will be responsible for finding a suitable tenant. The sub-letter must be a student enrolled in an educational programme through which he/she is entitled to SU and must provide documentation of enrolment. You are permitted to sublet your room for a period of three to six months.

The subletting agreement can be requested from Annette Panduro, KKIK  
[ap@kollegierneskontor.dk](mailto:ap@kollegierneskontor.dk)

Residents who sublet their rooms will still be required to pay rent to KKIK, and they must therefore collect monthly rental costs from the sub-letter.

## Complaints:

Should a resident find another resident to have violated the house rules, he/she is entitled to register a complaint with the Residents' Council (*Beboerrådet*).

The Residents' Council will then handle the matter in accordance with its complaints procedure.

The Council can, in extreme cases, refer the matter directly to the administrator (the Dormitories Office in Copenhagen, or KKIK) to request that a warning be issued pursuant to the Danish Rent Act's stipulations, or that the lease be terminated with three days' warning.

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Such extreme cases are, in the present house rules, those involving violence, the threat of violence, vandalism, and the misuse of fire-fighting equipment and internal fire alarms.

Please note that any violation of the house rules may result in a written warning from the Residents' Council.

A warning from the Residents' Council and the Dorms of Residence Office in Copenhagen may result in termination of the rental contract.

## **Maintenance and restoration rules**

### **Inside maintenance**

#### **Basis:**

In principle, each resident is responsible for the property's total maintenance expenses, both inside and out. A significant portion of these expenses are paid through the monthly rent. This means the costs are defrayed by the funds that are allocated for maintenance activities in the dorm's annual budget.

#### **Purpose:**

The purpose of requiring residents to pay a portion of the maintenance costs directly – instead of covering expenses that exceed the dorm's operating budget – is to establish a fairer division of the expenses, so that those responsible for the most maintenance work and associated costs at the dorm end up paying more than everyone else.

In the event that all maintenance costs are covered by the dorm's operating budget (i.e. expenses that form the basis for determining the rental cost), all residents will end up paying for items that are destroyed due to e.g. violation of the lease and vandalism.

#### **Main principle:**

The division of obligations between the leaseholder and lease issuer aims to ensure that the lease issuer (the dormitory, and thereby the dorm's residents as such) pay for the

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maintenance costs stemming from ordinary wear and deterioration, while the individual leaseholder must pay for the additional costs.

In practice, this division of obligations applies when residents move out, but the purpose is to establish the respective maintenance and restoration expenses between the dormitory and the resident who moves out.

## Normal restoration:

The dormitory gradually assumes responsibility for the cost of the normal restoration work when a resident moves out.

The dormitory assumes responsibility for painting walls and ceilings after four years (one-time painting). The dormitory assumes responsibility for painting woodwork and other components after eight years.

The dorm's responsibility for such work shall apply based on the period of time during which the individual leaseholder has occupied the unit.

When moving out, before the dormitory assumes responsibility for the normal repair expenses, the leaseholder is only be required to pay for the portion of the expenses for which the dorm has not assumed responsibility.

## Lease violations:

Any resident who moves out and is found to have violated the terms of the lease will be charged full price, regardless of the length of residency. Lease violations consist of deterioration or damages that cannot be attributed to ordinary wear and depreciation, but which result from the leaseholder's particular use of the unit.

## Moving in:

Upon moving in, all units are to be in proper, well-maintained condition, or in the condition that the management board has deemed satisfactory. Woodwork, fixtures and floors will only be refurbished when deemed necessary by the dormitory. New tenants must accept that the unit, including its woodwork and technical installations, shows signs of deterioration that may otherwise be deemed too poor for a residence of similar age and type.

## Defects and deficiencies:

Any defects and deficiencies detected by the new tenant must be reported no later than 14 days after moving in as past this deadline, the leaseholder shall lose the right to make claims.

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This can be done by filling out the "defects and deficiencies" list and delivering it to the Property Management Office. Defects and deficiencies deemed by the dormitory to be of minor importance may or may not be corrected, but they will be noted in the rental unit's file so that the tenant will not be held responsible for them upon moving out. The planned completion of significant repair work in the rental units (e.g. the replacement of cabinets, doors and windows) may furthermore result in the later correction of any demonstrated defects and deficiencies.

## Maintenance during the lease period:

The leaseholder is responsible for maintaining the rental unit by painting the ceiling and walls. The leaseholder may perform maintenance work him/herself by using the materials recommended by the lease issuer. If materials (colours) other than those recommended by the lease issuer are used, the leaseholder may be held responsible for the cost of restoring the rental unit back to the original material choice recommended by the lease issuer. The lease issuer will not refund the costs associated with such work to the leaseholder.

Expenses related to maintaining and refurbishing floors will be covered by the dormitory, unless such work is required as a result of the leaseholder's treatment of the rental unit (e.g. scratches on the floors).

Repairs made to refrigerators/freezers, stoves and the like will be carried out and paid for by the dormitory, provided the damages do not stem from a lease violation/incorrect use of the rental unit.

The repair and replacement of joints, cisterns, radiators, mixer taps and the like will be carried out by the dormitory, though the leaseholder will be held responsible for the costs if the damages stem from a lease violation or incorrect use of the rental unit.

Worn locks will be replaced by the dormitory, though the leaseholder will be held responsible for the cost of replacing locks resulting from lost keys.

As per the abovementioned principles, the leaseholder is responsible for fixtures and building elements in common areas and shared kitchens. The leaseholder is responsible for damages to the rental unit, including damages caused by guests of the leaseholder.

If the rental unit suffers damages, the leaseholder must immediately notify the dorm's head of operations. If the leaseholder fails to notify the head of operations of any damages, he/she will be held responsible for any additional costs that may arise as a result of his/her failure to notify.

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## Moving out:

Upon moving out, the rental unit must be left in clean and tidy condition no later than 12:00 p.m. The leaseholder must return the number of keys he/she has received, as well as any keys to shared facilities.

The leaseholder is permitted to restore the rental unit by painting it. Please refer to the information above concerning colours and materials. An **exception** to this guideline is the **surface treatment and painting of woodwork and wet rooms**, which must be performed by professional tradesmen or the dorm's own staff.

The cost of the paint work will be reduced by **1/48** of the total expense, depending on how long the leaseholder has lived in the rental unit.

A move-out inspection will be conducted by the dormitory, and an inspection report will be prepared which indicates the condition in which the rental unit has been left, and what work will be required. The leaseholder is encouraged to participate in the inspection of the rental unit.

If the rental unit requires painting, the leaseholder can expect to have to pay the entire expense, though **1/48** of the cost of painting walls and ceilings will be deducted for each month the leaseholder has occupied the rental unit, cf. the normal restoration requirements mentioned above.

Damaged cisterns, toilets, electrical switches, outlets, window panes, etc. will be repaired at the leaseholder's expense.

If a rental unit has not been sufficiently cleaned (windows, refrigerator/freezer, stove/hotplates, toilet and sinks cleaned and de-scaled, woodwork washed, etc.) this will be considered a breach of contract, and the leaseholder can expect to pay the full cost of having the rental unit cleaned.

If possible, the leaseholder's share of the normal restoration work, along with any other restoration work for which the leaseholder must pay the full cost, will be specified in the move-out inspection.

If the leaseholder provides his/her future address, he/she will receive an estimate of the extent and price of the required restoration work no later than two weeks from the date on which the leaseholder moves out of the rental unit.

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The leaseholder hereby accepts that there may be a difference of up to 10% between the estimated and final cost of leaseholder's share of the restoration expenses.

Expenses related to re-establishing modifications made to the rental unit are not included in the provisions specified above. Claims made in relation to such modifications may fully apply, regardless of the restrictions specified above.

The maintenance and restoration rules apply to both internal and external moves

## Conclusion:

Based on the inspection report, a move-out report will be prepared and sent to the leaseholder, along with a settlement of the deposit paid.

The maintenance and restoration rules above should be seen as an elaboration of the rental contract's stipulation that the internal maintenance is the responsibility of the leaseholder, and they set out the present principles used in dividing the maintenance expenses between the leaseholder and lease issuer. The maintenance and restoration rules can be changed at any time by the dorm's management board, though changes made to the maintenance and restoration rules may not impose more far-reaching obligations on the leaseholder than those set forth in the Danish Rent Act.

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*Last updated December 2015*

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