

# THE BOOKING MANUAL

FOR STUDENTS





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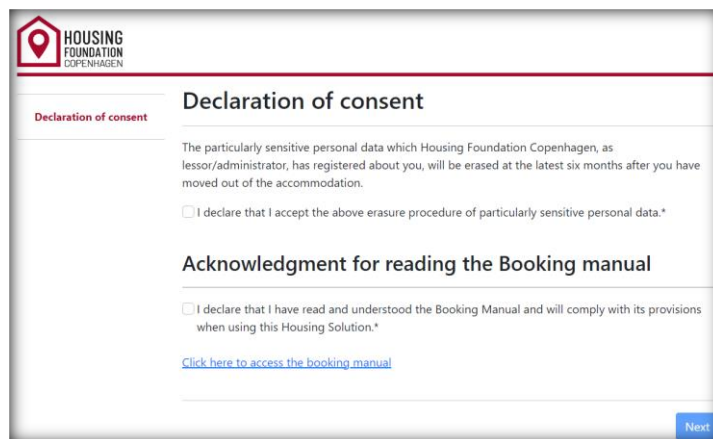
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## HOW TO MAKE A BOOKING

In the manual, we will describe how you can successfully make a booking and make changes to the booking. Please log on to your **Housing account** by clicking on the link in the **invitation email** and the **login details**.

### 1. DECLARATION OF CONSENT

Upon gaining access to the booking system, you will have to **declare that you accept our procedure for sensitive personal data** as well as that you have **read the Booking Manual and agree with the terms and conditions** of The Housing Foundation Copenhagen's rules.



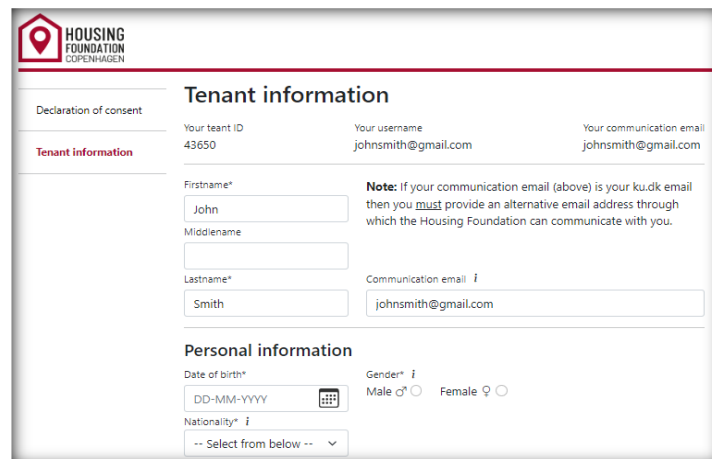
The screenshot shows a web form titled "Declaration of consent" with the Housing Foundation Copenhagen logo in the top left. The form contains the following text: "The particularly sensitive personal data which Housing Foundation Copenhagen, as lessor/administrator, has registered about you, will be erased at the latest six months after you have moved out of the accommodation." Below this is a checkbox: " I declare that I accept the above erasure procedure of particularly sensitive personal data.\*".

The next section is titled "Acknowledgment for reading the Booking manual" and contains the text: "I declare that I have read and understood the Booking Manual and will comply with its provisions when using this Housing Solution.\*". Below this is another checkbox: " I declare that I have read and understood the Booking Manual and will comply with its provisions when using this Housing Solution.\*". A blue link "[Click here to access the booking manual](#)" is provided. At the bottom right of the form is a blue "Next" button.

### 2. TENANT INFORMATION

In this section, you must fill out your personal details.

If you have been invited with your KU-email, you will need to change it to another e-mail address to proceed to the next step. As soon as the email address has been changed, it will be your new communication email, but your username will remain the same (used for logging onto your housing account).



The screenshot shows a web form titled "Tenant information" with the Housing Foundation Copenhagen logo in the top left. The form is divided into several sections:

- Declaration of consent:** A link to the previous section.
- Tenant information:**
  - Your tenant ID: 43650
  - Your username: johnsmith@gmail.com
  - Your communication email: johnsmith@gmail.com
- Personal information:**
  - Firstname\*: Input field with "John" entered.
  - Middlename: Input field.
  - Lastname\*: Input field with "Smith" entered.
  - Communication email: Input field with "johnsmith@gmail.com" entered.
  - Date of birth\*: Input field with "DD-MM-YYYY" and a calendar icon.
  - Nationality\*: Dropdown menu with "-- Select from below --".
  - Gender\*: Radio buttons for "Male ♂" and "Female ♀".

A note is present: "Note: If your communication email (above) is your ku.dk email then you **must** provide an alternative email address through which the Housing Foundation can communicate with you."

## TENANTS HOME ADDRESS

The section "tenants home address" is your permanent home address which will be stated on your rental contract.

### 3. BOOKING

#### SPECIAL NEED

##### ***DISABILITY FRIENDLY HOUSING***

If you are physically disabled, have limited mobility or any other disability that requires you to book a certain type of room then you can apply for it in this section. You can only apply for disability housing within the first week of the booking round and the deadline for applying is 27<sup>th</sup> of November 2023. You are welcome to contact us directly outside of booking rounds.

You will need to upload documentation of your disability for example, a document from your doctor or home university confirming your special needs. Please also include a personal description of your needs (though this description cannot be a stand-alone).

Proceed with booking the most suitable accommodation from the list of available options, as we cannot guarantee your application will be approved. You will receive an email after the deadline with an approval or rejection of your application.

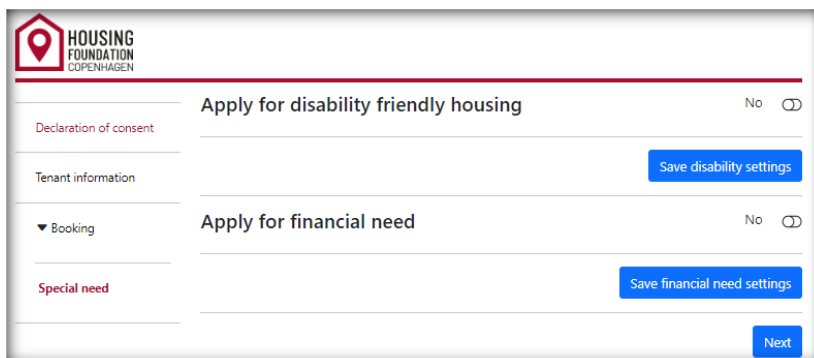
##### ***FINANCIAL NEED***

You can only apply for financial need within the first week of the booking round and the deadline is 27<sup>th</sup> of November 2023. Please make sure to book a room even if you apply for financial need in case your application is rejected.

Financial need students are normally provided with shared rooms, which are slightly cheaper than most of our other rooms, these are not visible in the booking system.

Please upload your documentation in English. It can be an application explaining your situation or any other documentation providing proof of your need for financial housing.

**We will get back to you one week after the booking round regarding your application.**

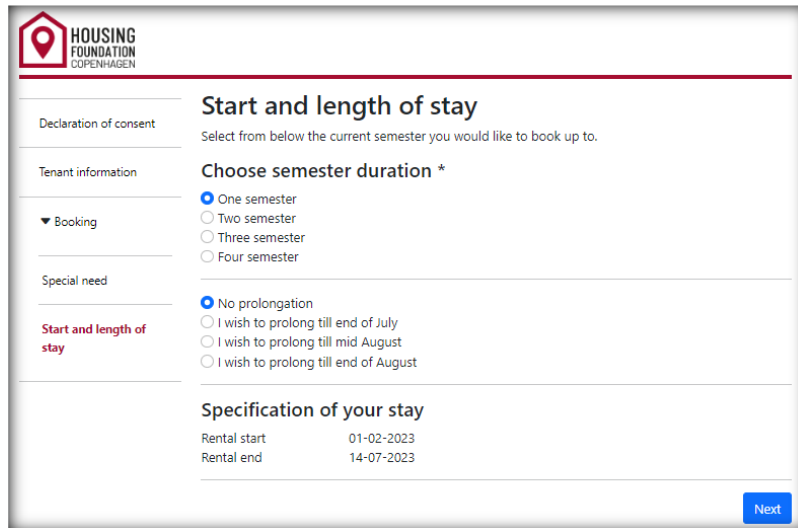


The screenshot shows a web interface for the Housing Foundation in Copenhagen. It features a sidebar on the left with navigation items: "Declaration of consent", "Tenant information", "Booking" (with a dropdown arrow), and "Special need". The main content area is titled "Apply for disability friendly housing" and "Apply for financial need". Each section has a "No" button and a "Save" button. At the bottom right, there is a "Next" button.

## START AND LENGTH OF STAY

We offer accommodations for fixed semester periods to students. Exchange students can rent for one or two semesters while Full degree students can rent up to four semesters. It is also possible to select an option and then later extend your contract if the room is available. You can only extend once during your tenancy!

The dates under “Specification of your stay” are non-editable and they are simply search dates and the exact contract start dates are shown for the different rooms under the ‘Vacant accommodations’ section.



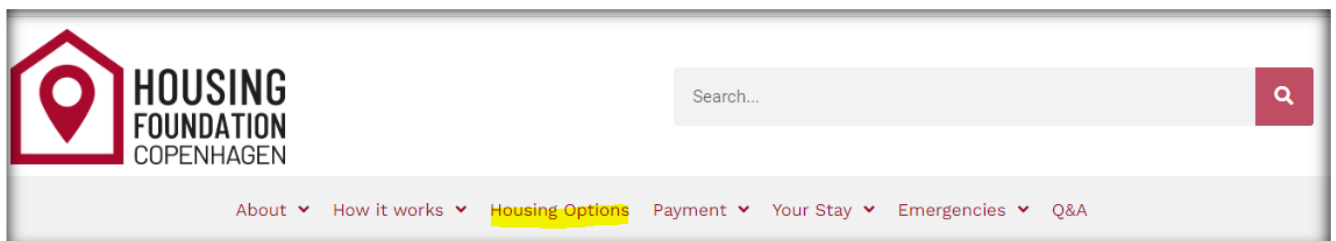
The screenshot shows a web form titled "Start and length of stay" from the Housing Foundation Copenhagen. The form is divided into several sections:


- Declaration of consent:** A section with a sub-header "Start and length of stay" and the instruction "Select from below the current semester you would like to book up to."
- Tenant information:** A section with a sub-header "Choose semester duration \*". It contains four radio button options: "One semester" (selected), "Two semester", "Three semester", and "Four semester".
- Special need:** A section with four radio button options: "No prolongation" (selected), "I wish to prolong till end of July", "I wish to prolong till mid August", and "I wish to prolong till end of August".
- Specification of your stay:** A section with two rows of text: "Rental start 01-02-2023" and "Rental end 14-07-2023".

A blue "Next" button is located at the bottom right of the form.


## VACANT ACCOMMODATIONS

To see the type of rooms and detailed description of our accommodations please click [here](#) to go to our **website**. You will find the different options under the ‘Housing options’ category as shown below on our website.



In the **Vacant accommodations** section, you can see all the rooms that are vacant for booking. Initially, the system will automatically pre-select the cheapest room available and reserve it for 30 minutes. This pre-selected room is marked with this sign in blue .

Please pay attention to the **Contract start** date for your selected room, as this will determine the start date of your rental contract. These dates are non-modifiable, so you cannot request that we change these for you. You can always see more details for each room by clicking on the selected room and a new page will pop-up.

Contract start	Residence	Rent (per month)	Adm. & Handling (per semester)	Furniture (per month)	Deposit
▼ Current selected accommodation ▼					
★ Jun 01, 2023	Sigynsgade Shared Apartments 79-4R-2	4.233,00	0,00	0,00	8.000,00
▼ Available accommodations ▼					
★  Jun 01, 2023	Sigynsgade Shared Apartments 79-4R-2	4.233,00	0,00	0,00	8.000,00
<input type="radio"/> Jun 01, 2023	Sølvgade/BaseCamp Student V223	7.377,00	0,00	0,00	8.000,00
<input type="radio"/> Apr 27, 2023	Sølvgade/BaseCamp Student V026	9.786,00	0,00	0,00	8.000,00
<input type="radio"/> Apr 27, 2023	Sølvgade/BaseCamp Student V050	9.392,00	0,00	0,00	8.000,00
<input type="radio"/> Apr 27, 2023	Sølvgade/BaseCamp Student V101	8.998,00	0,00	0,00	8.000,00
<input type="radio"/> Apr 27, 2023	Sølvgade/BaseCamp Student V128	9.984,00	0,00	0,00	8.000,00
<input type="radio"/> Apr 27, 2023	Sølvgade/BaseCamp Student V148	10.930,00	0,00	0,00	8.000,00
★ Return to previous assigned room by the system      All prices are listed in Danish kroner (DKK)					
					<a href="#" style="background-color: #4a86e8; color: white; padding: 5px 10px; border-radius: 3px;">Reserve selected room</a>

## Important

Always remember to refresh the **Vacant Accommodation** section to make sure you are seeing the latest updated information. As someone else might have booked the room, you have selected if you have waited for more than 30 minutes before clicking 'Reserve selected room'.

## Errors

If you are unable to see any rooms and there is an error message: **“Deadlock”** or **“Heavy load”**, then it is important to **‘Refresh’ the page**. This error occurs as too many users are logged on and you need to refresh and wait until the page has loaded, if still the same error is shown you continue to refresh and wait until the page is loaded. This may take a while depending on the total number of users.

## STEPS FOR BOOKING ROOM

- **Select the room** you would like to book by clicking on the left column. The room you have selected becomes red and you can also see the selected room on the top row.
- Click on **Reserve selected room**.
- You will then be directed to the **Booking confirmation** page.



## BOOKING CONFIRMATION

In this section, you are confirming your booking and acknowledge that you agree to our terms and conditions. Therefore, please read the information in this section very carefully including the contract start and end dates as well as the information of the room that you are about to book. **Please note, the selected room is only reserved for 30 minutes** after which it is released back in the booking system for others to book.

Please pay attention to the duration of your booking as the rental contract is non-terminable!

Declaration of consent

Tenant information

**Booking**

Special need

Start and length of stay

Vacant accommodations

**Booking confirmation**

### Booking confirmation

The room you have selected is reserved for you for 30 minutes. If you do not confirm your booking within these 30 minutes the room is released back into the booking system and may be booked by someone else.

#### Contract period

Contract start	Contract end
15-07-2023	31-01-2024

#### Residence information

Residence	General information
Selvgade/BaseCamp Student	Keys must be picked up during opening hours at Selvgade, Georg Brandes Plads 4-6 and returned to same address upon departure.

#### Room information

Room number	Description
V029	Furnished studio apartment with bathroom and kitchenette for 1 person. Utilities and internet included in the rent. Phone and laundry expenses must be paid separately. The media cost charged by the Danish government is not included in the rent.
Address	
Georg Brandes Pl. 4, st.	
Room type	
Single	

#### Payment information

All prices are in Danish kroner (DKK)

Deposit amount  
8.000,00

Monthly rent  
8.759,00

The total payment amount for the entire stay  
64.933,50

#### Payment plan

The payment plan below lists all dates, with their amounts, when they are due. The column Deposit, Rent and Service are there to highlight what you are paying for on a given date.

Due date	Amount	Deposit	Rent	Service
11-05-2023	34.277,00	X	X	X
15-10-2023	26.277,00		X	X
15-01-2024	4.379,50		X	X

All prices are in Danish kroner (DKK)

#### Booking acceptance

I declare by clicking Save, that I am booking this residence and that I have read and understood the booking manual. I agree with the rental period and payments of the residence and I am fully responsible for this booking.\*

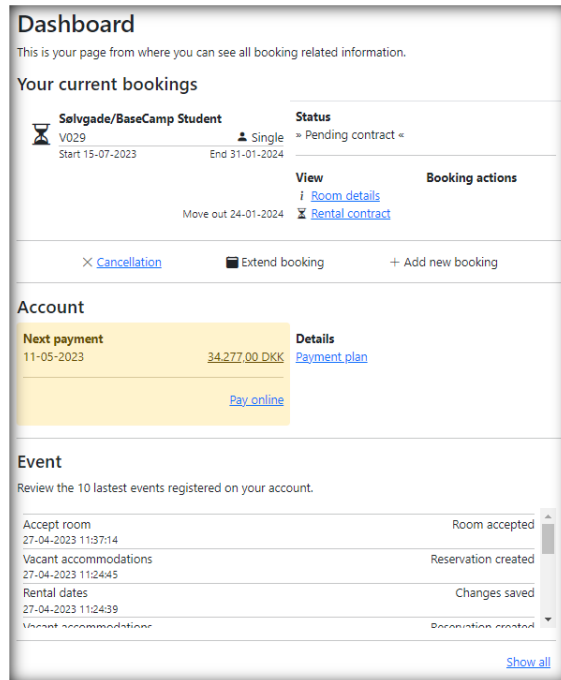
[Back](#) [Booking confirmation](#)

If you do not wish to book this room, then **DO NOT** click “Booking confirmation”. Instead, simply click on **Back** to go back to **Vacant accommodations** section.



## DASHBOARD

This is your page where you can see a **summary of your booking(s)** and information related to your booking(s). It also allows you to **cancel your booking, extend your bookings, add new booking, make payments etc.**



**Dashboard**  
This is your page from where you can see all booking related information.

**Your current bookings**

**Sølvgade/BaseCamp Student**  
V029  
Start 15-07-2023 End 31-01-2024  
Move out 24-01-2024

**Status**  
» Pending contract «

**View**  
i Room details  
x Rental contract

**Booking actions**  
x Cancellation    ■ Extend booking    + Add new booking

**Account**

**Next payment**  
11-05-2023    34.277,00 DKK  
[Pay online](#)

**Details**  
[Payment plan](#)

**Event**  
Review the 10 latest events registered on your account.

Accept room 27-04-2023 11:37:14	Room accepted
Vacant accommodations 27-04-2023 11:24:45	Reservation created
Rental dates 27-04-2023 11:24:39	Changes saved
Vacant accommodations	Reservation created

[Show all](#)

## 4. CONTRACT & OTHER DOCUMENTS

Once you have successfully made a booking, you will receive **an email** within an hour for signing the Rental Contract online via **digital signature or MitID**. Check your spam folder if you do not receive it on time. The email will contain:

- the rental contract in Danish (required as per Danish Law)
- Supplemental document which is a translation of §10 and §11 of the rental contract (a demo contract in English can be found on our website [here](#))
- Declaration of Consent
- Fee List
- House Rules
- a Service Contract (only for rooms in Signalhuset, Øresundskollegiet & Tietgenkollegiet)

## RENT REGULATION

The specified **annual rent in §3** is the rent at the time of entering the contract. The **rent will be regulated** once a year on 1 February for all dorms except for **Signalhuset**, which will be regulated each year on 1 August.

**This means the rent in 'Payment Plan' is the applicable rent for the period until the next regulation.** When the new rent is known, a notice will be sent informing about the rent regulation, and the rent will then appear in the 'Payment plan'.

For tenancies in social dorms, in addition to the rent, an **Administration and Handling Fee** must be paid, which is charged per semester on 1 February and 1 August. Regulation of the Administration and Handling Fee takes place once a year on 1 February.

## SIGNING CONTRACTS AND OTHER DOCUMENTS

Once we send the contract email to you, you must digitally sign the documents **within three days**. If you made a booking with an immediate start date (today), then you will have to **sign and pay within 24 hours**. After you have signed the documents, you will receive a copy of all the documents by email.

If you do not respect the deadline, you risk that your booking is cancelled without further notice. This might imply a cancellation fee.

## REJECT SIGNATURE

If you click on the **Reject signature** button, then your booking will automatically be cancelled.

## IMPORTANT INFORMATION REGARDING BOOKING

Please consider the following information thoroughly before making a booking:

- **Sign the contract and other documents** within three days. Otherwise, you risk losing your booking. You risk cancellation of your booking without any further notice if you do not sign your contract on time.
- **Pay on time:** Please refer to the **Account** section in your **Dashboard** where you can see your next payment due date as well as access your **Payment plan**.

## IMMEDIATE BOOKINGS – CONTRACTS THAT START THE SAME DAY AS MAKING THE BOOKING

If you book a room where the contract **begins immediately (the same day as making the booking)**, you must abide by several additional parameters. Before you make a booking, please be aware of the following:

- **The contract must be signed on the same day**, otherwise you risk losing the booking. The three-day rule does not apply. Cancellation fee will still apply.
- **The payment must be made on the same day**, as the rental period has already begun. You will need to pay the deposit plus three months of rent.
- **You cannot cancel the booking manually.** You will need to notify our office immediately if you want to cancel the booking and a cancellation fee will apply.

- **You must confirm your booking within 24 hours.** You will receive a separate e-mail regarding your 'Booking Confirmation'. You need to reply to this e-mail immediately to confirm your booking, otherwise you risk losing the booking.

#### **CONTRACTS THAT START LESS THAN 14 DAYS AFTER MAKING THE BOOKING**

If you book a room that **starts within 14 days after making the booking**, then you must abide by the following:

- **The contract must be signed within 3 days and before the contract start date**, otherwise you risk losing your booking. The three-day rule does not apply if the booking starts before three days.
- **The payment must be made before the contract start date.** You may check the due date on your flow once the booking has been made.
- **You cannot cancel your booking manually.** You will need to notify our office immediately if you want to cancel the booking and a cancellation fee will apply.
- **You need to confirm your booking.** You will receive a 'Booking Confirmation' e-mail separately and you need to reply to this e-mail to confirm your booking.

## PAYMENT

**It is important to make the first payment (3 months' rent + deposit) within the deadline otherwise, the booking will be cancelled, and you will also have to pay a fee.** (Paying after a deadline will first result in a late payment reminder fee after 7 days. If you then also do not complete the payment within 10 days after receiving the late fee, then your booking will be cancelled, and you will be charged the relevant cancellation charges.)

### **Bookings with more than 14 days before contract start date:**

You must pay the first instalment (**3 months' rent + deposit**) within 14 days of the initial booking.

### **Bookings with less than 14 days before contract start date:**

If your contract begins within 14 days of your booking, then you must make sure you pay in time for the contract start date. Please read more about your **payment plan [here](#)**.

### **Bookings with immediate start date:**

If you book a room with an immediate contract start date, you will have to do your payment and upload your contracts within 24 hours.

It is your own responsibility to follow the payment plan, as you do not receive an invoice from the Housing Foundation. Failing to pay on time will result in late payment reminder **[fees](#)**.

## PAYMENT METHODS

The Housing Foundation offers three different payment methods: via credit card, bank transfer and by using Mobile Pay app. Please read about these methods to see which is best for you.

### 1. PAYMENT VIA CREDIT CARD

A separate company called Teller/Nets provides the online payment platform for this. Teller/Nets accepts all kinds of credit and debit cards. By using this online payment platform, you avoid paying the fee we charge for receiving bank transfers and manually returning a deposit. **Please note that it is not possible to pay via American Express cards.**

However, in some rare cases Teller/Nets may apply charges for using a credit card. The charges are automatically added to the amount you have selected to pay to The Housing Foundation Copenhagen when you use the online payment platform. These extra charges to Teller/Nets will not appear in your Payment Plan, as they are not paid to The Housing Foundation Copenhagen. However, they will appear on your credit card or bank statement.

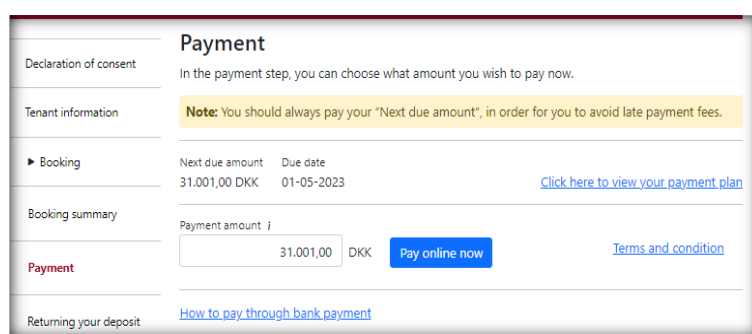
To ensure that we can return your deposit to you without extra costs, please note the following when paying the deposit and first instalments by credit card:

- **Ensure that the credit card will still be valid 6 months after the end of your contract**, when making the payment. This is when we will attempt to return the deposit directly to your card.
- **The deposit will be returned to the latest used credit card if the amount paid equals to your deposit amount**, if the amount you paid with the latest used credit card is less than your deposit refund amount, we will not be able to refund via credit card. Please have that in mind when you make your last payment.

If it is not possible to refund to your credit card, we will have to return the deposit to your bank account, which will entail a transfer charge. Please find more information here.

## HOW TO MAKE YOUR PAYMENT BY CREDIT CARD:

- Click on the **Pay online** button in **Dashboard** or go directly to the **Payment** section via the left-side menu.
- The first time you click on **Pay online** or **Payment** you will be requested to agree to the **Terms and conditions**.
- Click on the **Payment amount** box and type the amount you wish to pay and click on **Pay online now**. (You can choose to pay the full amount for the entire rental period, or you can choose to pay individual amounts as they become due)



The screenshot shows a 'Payment' page with the following sections:

- Declaration of consent:** In the payment step, you can choose what amount you wish to pay now.
- Tenant information:** A yellow note states: "Note: You should always pay your 'Next due amount', in order for you to avoid late payment fees."
- Booking:** A table with columns 'Next due amount' (31.001,00 DKK) and 'Due date' (01-05-2023). A link 'Click here to view your payment plan' is present.
- Booking summary:** A 'Payment amount' input field containing '31.001,00 DKK' and a 'Pay online now' button. A link 'Terms and condition' is also visible.
- Returning your deposit:** A link 'How to pay through bank payment'.

- A new window for paying via credit card will appear.
- When you pay via credit card, we receive the money immediately and this will be shown on your **Payment plan** under **Credit (money paid)** column.

## 2. PAYMENT VIA BANK TRANSFER

You can find The Housing Foundation bank details on our website. It is important to type your Tenant ID when making the bank transfer in the message to sender box so that we can identify your payment.

Please remember to include both your own bank's fees as well as The Housing Foundation Copenhagen's fee for reception of payments via bank transfer. Otherwise, you will find that you have transferred less than the due amount.

## 3. PAYMENT VIA MOBILE PAY

Please remember to type your tenant ID in your text, for us to allocate the money to your account.

## CHANGING ROOMS

Everyone is allowed to change rooms once during their tenancy but only after they have signed their first contract, and the 14 days cooling-off period has passed. When changing rooms, the system will create a **combined booking where your contract for your current room will be shortened to match the start date of the next booking**. You are financially responsible for both bookings. If you do not sign your rental contract within the 3-day deadline, we will cancel your new booking and your initial booking will be changed back to its original date.

When you change rooms, the system will automatically change your payment plan and transfer any already made payments from the old to the new room booking.

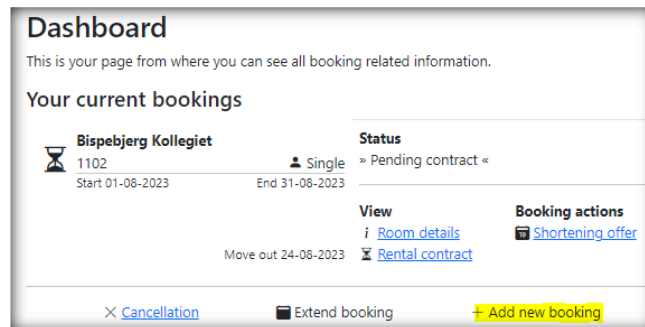
Note, that **you cannot change rooms if living in Bikuben, Øresundskollegiet, or Tietgenkollegiet**, as these dorms wish to have only long-term tenants. RMC & ITU students are also not allowed to change rooms.

Please be aware that changing rooms this way entails the following:

- **A 7-day interval between move-out and move-in:** There is a seven-day gap after you move out of your old apartment and before you can move into the new apartment. During this time, we conduct any necessary repairs and cleaning. We do not offer alternative accommodation for you during this period.
- **A moving fee** is only charged. Please see our [list of fees here](#)
- **Payment for new room to be made within 14 days.** This includes 3 months rent and if it is a social dorm then you also need to pay the Administration & Handling fee and the Service fee.

## HOW TO CHANGE ROOMS:

- Go to **Dashboard** and select **Add new booking**.



- You will be directed to **Vacant accommodations** page where you can see the available rooms and their contract start dates.
- Select your desired room and click on **Reserve selected room**.
- In the **Booking Confirmation** page, you will be asked to accept moving to this room or not.
- **Please note, if you change rooms your current booking will be shortened to match your new booking and you will have a 7-day gap between both bookings.**
- You finalize the booking by clicking on **Booking confirmation**.
- You will receive an email with an hour to sign the contract digitally.
- Once you accept the room in the **Booking confirmation** sections, the change is instantly in effect and the end date of the old room is shortened. You will be able to see both your bookings and the changes in **Dashboard**.

## CANCELLATION OF BOOKINGS

The possibility to cancel your booking free of charge depends on when you made the booking and when the contractual tenancy period begins.

### CANCELLING WITHIN 14 DAYS AFTER BOOKING

In general, you have a 14-day 'cooling-off' period from the date you make your booking during which you can cancel a booking. However, this only applies if:

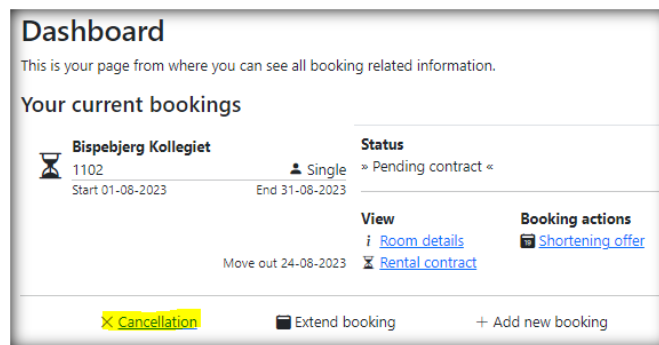
- The rental period has not yet begun.
- It is not an immediate booking.

**If there are less than 14 days from the date you make your booking until the contract starts:**

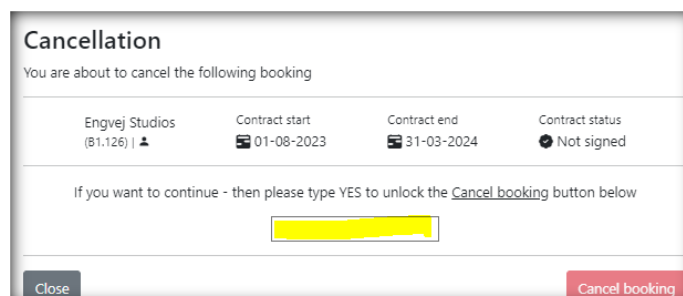
If you have confirmed your booking, then your cooling-off period lasts until the rental period begins. (Then it is less than 14 days).

### HOW TO CANCEL YOUR BOOKING:

- Go to **Dashboard** and select the **Cancellation** button.



- A new box will appear with information about the booking(s) you are about to cancel.
- Type in **YES** in the text box and click **Cancel booking**.



- Your booking is now cancelled unless a message appears explaining why it cannot be cancelled.
- In **Dashboard** you will see the booking has been removed.



## **OTHER CANCELLATION SCENARIOS**

### **BEFORE THE TENANCY START DATE, BUT MORE THAN 14 DAYS AFTER BOOKING**

If 14 days have already passed since your booking date, and you wish to cancel, you must email The Housing Foundation Copenhagen explicitly stating that you wish to cancel the booking. You are required to pay **1 month of rent plus the cancellation fee**. Even if you have not signed the rental contract. [Please see the fees list here.](#)

### **ROOMS WITH AN IMMEDIATE TENANCY START DATE**

If you have confirmed your booking, then the 14-day cooling-off period does not apply if you book a room with an immediate start date. If your rental contract's tenancy period has already begun, and you wish to cancel, you must email us immediately explicitly stating your desire to cancel. You must pay **1 month of rent plus the withdrawal fee**. Even if you have not signed the rental contract. [Please see the fees list here.](#)

### **AFTER THE FIRST RENTAL DAY, BUT IN THE FIRST MONTH (WITHOUT MOVING IN)**

If your rental period has not yet surpassed 1 month, and you want to cancel your contract, you must email The Housing Foundation Copenhagen explicitly stating that you wish to cancel the booking. You must pay the **withdrawal fee plus 1 month of rent**. Even if you have not signed the rental contract. [Please see the fees list here.](#)

### **AFTER MOVING IN, OR MORE THAN ONE MONTH AFTER THE FIRST RENTAL DAY**

It is no longer possible to cancel the rental contract. Send an e-mail The Housing Foundation Copenhagen or refer to the section regarding Shortening Offers in this booking manual.

### **CANCELLING THE FIRST OF TWO BOOKINGS**

You cannot cancel a booking if you already made a second booking after it. If you make two bookings, it is not possible to cancel the first booking (especially when the rental period begins immediately). You must pay for the first booking and the second one, because you have inhibited others from booking and paying rent on the first room.

### **ROOM CHANGE CANCELLATION**

If you do not sign your rental contract within the 3 days deadline, we will cancel your new booking and your current booking will be changed back to its original date.

## MOVE IN, KEYS, AND YOUR ROOM INSPECTION

### MOVE-IN DATE AND KEY PICK UP

You can pick up your keys the first day of your contract start date or later. The lease begins on the date stated in your contract. Keys can be picked from your contract start date but only within our office hours. This means should that date be a Saturday, a Sunday, or a holiday, keys can be picked up the following working day. This information is also written in your rental contract. Before you book your tickets to Copenhagen, you will need to take our opening hours into account since **we do not hand out keys outside our opening hours.**

Find all the information needed for key pick up here.

<http://housingfoundation.dk/your-stay-arrival/>

### MOVE IN INSPECTION

When you have picked up your keys, you will be called in for a professional move in inspection, which is not compulsory to attend. Our professional inspectors will come to your accommodation and inspect it. (If you can't make the date, they can do this in your absence – The time for the inspection is not negotiable). They will make a move in inspection report and mark any damages, missing things or things to remark. Hereafter they will send you the move in inspection report by email to you. The reason why they are making the inspection is to know the state of the room and make sure you will not be responsible for any damages or missing things by move in.

At the end of your stay, you will have a move out inspection where the inspector again reports the state of the room. You will also be called in for that inspection. If you can't attend the inspectors will still make the inspection, make the report, and send it to you. If any damage has happened during your stay or the cleaning was done insufficiently, you might have to pay for it. This might be deducted from your security deposit depending on the damage and price.

### MOVE-IN ISSUE REPORT

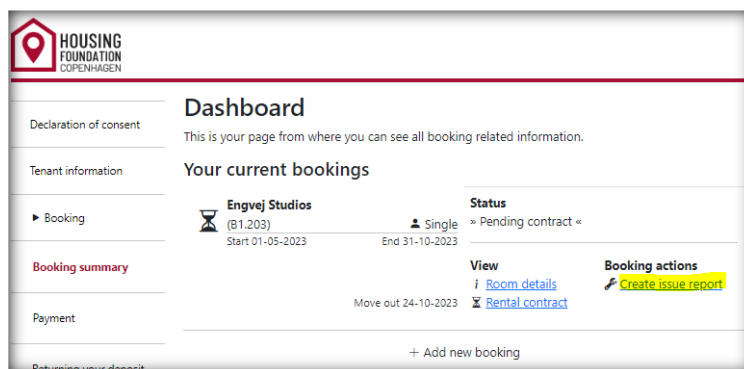
Besides from the professional move in inspection you also have 14 days from the day you pick up the keys to report issues.

*For example, if you picked up your keys on 1<sup>st</sup> September, your last day for reporting issues is 14<sup>th</sup> September.*

If you believe something is missing or damaged, or if your room is not in a satisfactory condition that was not already noted in your move in issue report made by the inspectors, please take photos and place these with descriptions in " My Move in Issue report template". You can download the template at our home page under the section called Arrival.

## How to make the issue report:

- Go to **Dashboard** and click on **Create issue report** (this button is only visible once keys have been handed out to you).



- Type a small description of the issue/issues.
- You can only upload one file therefore please use the “**My Move in issue report template**”. You may find it by clicking [here](#)
- After uploading the **Move in issue report**, you can make changes to your report within the first 14 days after which it will be locked.
- Finalise the report by clicking **Submit issue report**.
- By selecting **Reset** it will delete everything and you may start from the beginning.

Our inspector will respond to your report at the next opportunity. You can read the response from the inspector on your **Housing account**. Either our inspector will explain how you can handle the issue yourself, or they will visit your room to investigate the issue. If you report wear and tear, they will simply confirm that you will not be held responsible for these issues.

In peak periods, our inspector will not be able to respond straight away, as they will need to go through a significant number of reports. Once they know the wider context of all issues, they will prioritize issues according to urgency.

## CLEANING ISSUES WHEN MOVING IN

If you experience that a room is not clean when you move in, **report this to us over email within 24 hours**. Please also send picture documentation via email. It is very important that this is reported immediately, so we can send our cleaners to fix the issue straightaway. But please note, the cleaning company may in some cases not be able to come on the same day.

You cannot leave the issue unreported, then leave the room dirty when departing, claiming there was also a problem upon move-in. You are required to report it with photos for documentation—then we can send the cleaners in to fix the problem. Unfortunately, if you chose to do the cleaning yourself before the cleaners arrive, we cannot offer you any refund for your work. We can only send the cleaning company to take care of any remaining issues.

In some cases, it might be that the cleaning company finds the issue is simply wear and tear and they might not be able to fix it. You will not be held responsible for this during move out.

## EXTENSION OF THE SAME ROOM

It is only possible to extend your contract **once** if you have access to it depending on your invitation access for 1-4 semesters. The extension is only possible if your room has not been rented by someone else and it is your own responsibility to take notice of this.

The extension is not valid until a rental agreement has been signed by both the tenant and the Housing Foundation Copenhagen.

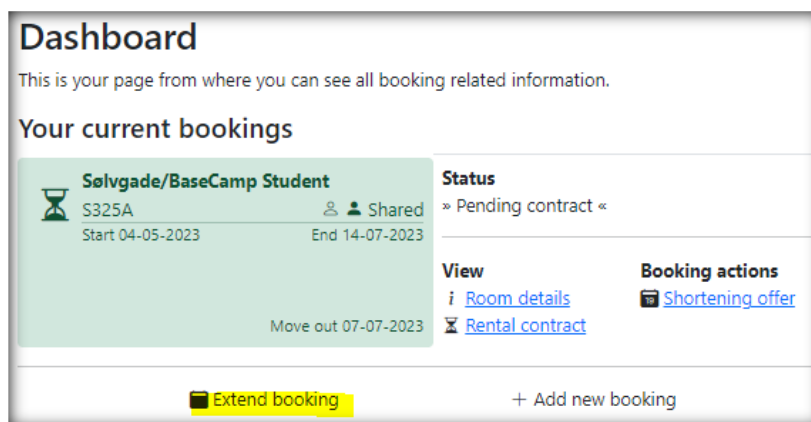
### RESTRICTIONS:

The following are not allowed to extend their contract for more than one year:

- **Students from RMC or ITU:** Contact the coordinator in your university to get more information.
- Tenants at the following accommodations: **Bikuben, Tietgen, Øresundskollegiet and family apartments at Mariendalsvej and Rovsinggade.**

### HOW TO MAKE AN EXTENSION:

- Go to **Dashboard** and select **Extend booking**.

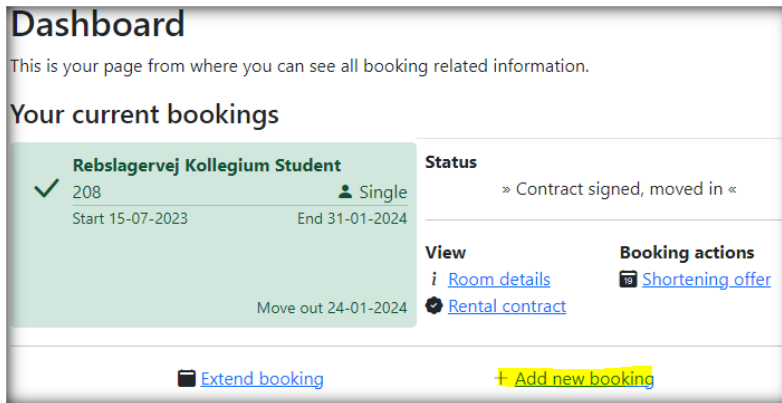


- You will be directed to the **Start and length of stay** page, where you can select one of the provided options for extension and then click **Next**.
- In the **Vacant accommodations** page, you need to re-book your own room.
- Please make sure you are booking the correct room and then click **Reserve selected room**.
- In the **Booking confirmation** page check the correct room has been booked with the correct dates, then finalize your booking by clicking **Booking confirmation**.
- In **Dashboard** you can see your booking and a new email for signing contracts will soon be sent to you.

## HOW TO BOOK A DIFFERENT ROOM FOR THE NEXT SEMESTER

If you want to book a different or new room for the next semester then you need to follow the below steps. The same deposit will be reused.

- Go to **Dashboard** and select **Add new booking**.



- Then use the left-side menu and select the section **Start and length of stay**. You then select one of the given options and proceed.
- In the **Vacant accommodations** section, you will be able to see all the available rooms we have that you may book.
- Follow the rest of the steps to complete your booking.
- You will receive an email to sign the rental agreement online within an hour.

If you are unable to see the **Add new booking** button it means you do not have access to book a room for the next semester. Please contact us so we can help you.

## SHORTENING OFFER

Your rental periods are fixed, and you cannot cancel your contract after moving in, or more than one month after the first rental day if you have not moved in.

However, if you wish to move out early, you can make a '**Shortening Offer**'. This means asking us if you can 'offer' your room on our booking system with a desired early contract end date. We then advertise it, so that another student might take over the room. Only if another student has booked your room can your rental contract be shortened.

We cannot make any guarantees that another student will book your room. **If no other student books your room, you are still legally responsible for paying rent for the entire original rental period as it is stated in your contract.**

## THINGS TO CONSIDER

- **There is a fee** for making the shortening offer **only if the shortening offer is successful**. The fee covers the actual administrative time used for making the rearrangement of your booking. [See a list of fees here.](#)
- If successful, **moving out 7- days before contract end** still applies: You will still need to move out seven days before your new offered contract end date (by 12 noon).
- If another student books your room relatively last minute, you might have to vacate at short notice. We do keep the seven-day move-out rule in mind when contacting you.

## RESTRICTIONS

- Shortening offers cannot be made for rooms at **Bikuben and Øresundskollegiet**. Students from **RMC and ITU** are also not allowed to do a shortening offer.
- **The offered date can only be the last date of a month.**
- **The offered date needs to be made at the latest a month before the date.**  
For example: If you wish for your contract to end on 31<sup>st</sup> December, you must make your offer by end of 30<sup>th</sup> November.
- **There are deadlines after which you no longer can make a shortening offer.** You cannot make shortening offers late in the semester. The closing deadline for making a shortening offer or extending your stay is usually mid-May in the spring semester and mid-October in the fall semester, but a precise date [will be announced to all tenants by email.](#)
- It is forbidden to sublet your room and advertise the room on social media or any media webpage. Private subletting and advertising for subletting is seen as a breach of the contract and will have serious consequences.

## ONCE YOU HAVE MADE THE OFFER

- You need to follow your payment plan until someone books your room.
- If your offered date is close and no one has yet taken up your offered room, we will move the offered date to two weeks later to see if this helps. We will keep doing this until someone books the room or your original tenancy period is over.

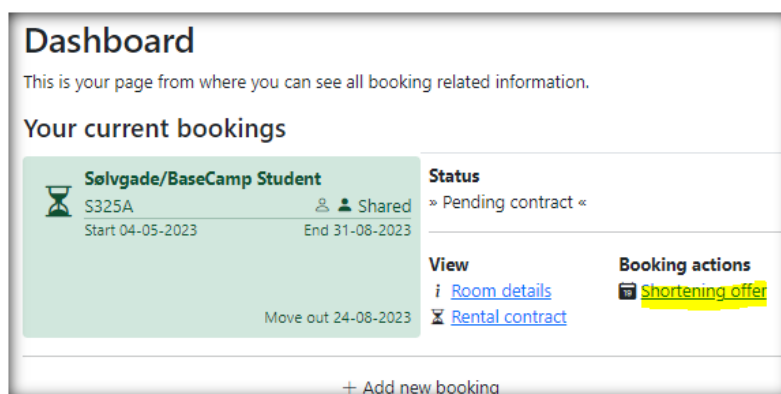
- You will be informed via e-mail when someone has accepted your offer and you will be charged for our handling of this extra service. You can see the exact amount [here](#).
- If the shortening offer is accepted, then it is binding to both you and that person.

## IF YOU WANT TO CANCEL OR CHANGE YOUR SHORTENING OFFER

If you change your mind and want to stay after all, you can only withdraw the offer if no one has already booked the room. You can also change the date of the shortening offer. In both cases, you must email The Housing Foundation Copenhagen. Your offer is not withdrawn or changed until The Housing Foundation Copenhagen has confirmed that it is.

## HOW TO MAKE A SHORTENING OFFER

- Go to **Dashboard** and click on the **Shortening offer** button.



- Then click the **Offered end date** box and select the date you wish to offer to shorten your contract. (You can only select the last date of a month and the date must be minimum one month ahead.)

The 'Shortening offer' form contains the following information:

- Shortening offer**: Setting a shortening offer on your current rental agreement will make it possible for another tenant to take over your accommodation before your original end allocation date.
- Note**: A shortening offer is binding.
- Contract start**: 04-05-2023
- Contract end**: 31-08-2023
- Offered end date**: 31-08-2023 (highlighted in yellow)
- Agreement**: Do you agree to these terms?
- Buttons**: Close, Save.

- You need to agree to the terms for making a shortening offer and then click **SAVE**. Other users of the housing system will now be able to see your room.
- We will contact you as soon as the shortening offer has been booked and finalized.



## MOVE OUT

### RETURN OF KEYS & DEPARTURE DATES

Please make sure to carefully read the [departure information on our website well in advance of your departure](#), and remember to leave adequate time for cleaning your room. Remember to take returning the keys into consideration when making departure plans. **The keys must be returned at the latest by 12 noon 7- days before your contract ends.**

### CLEANING

Your apartment should undergo a thorough cleaning before you depart, and there should be no indication of a build-up of calcium, grease, dirt, etc. If any area is left unclean, you will be charged the same cost that our cleaning company charges The Housing Foundation Copenhagen for their services. The cost of cleaning in Denmark is comparatively high to other countries, so please take care.

You will be charged for any broken items. Wear and tear stemming from normal and correct use of the accommodation is acceptable.

[Please see our website for more information of how you should leave the room.](#)

### DEREGISTRATION OF ADDRESS

You **must** deregister your CPR number from the address when moving out. This is a legal obligation and a very serious matter—forgetting to deregister will lead to issues with the authorities later. As soon as the next incoming tenant registers, the authorities will know if you did not deregister correctly and contact you.

### RETURNING YOUR DEPOSIT

The deposit is subject to deductions because of the inspection, unreturned or lost keys, missing rent, or any other damages caused during your stay. Any remainder will be returned to you. The deposit or the remainder is normally returned within 8 weeks of your last rental day if you have provided all the relevant information for us to make the transfer.

### RETURNING DEPOSIT TO YOUR CREDIT CARD

The system has pre-selected to get your deposit refunded on your credit card and this means if you do not select another option then we will automatically refund to your credit card.

**The option to have your deposit returned to your credit card will be active, if:**

- You paid with a credit card.
- The last payment you made is equal to or more than your deposit amount.
- The card is still valid 6 months after your contract end date.

## RETURNING DEPOSIT BY BANK TRANSFER

If you do not wish to have the deposit returned to your credit card, you can opt to select a bank account. **Please note the deposit to a bank account involves a transfer fee** each time.

- Click on **Returning your deposit** from the left-side menu.
- Select the **Bank transfer** option.
- Then fill in all the necessary information required and click **SAVE**.

Returning your deposit

Deposit can only be returned to the credit card you made your last payment with.

Return deposit via

Credit card\*  Bank transfer

Save

Returning your deposit

Thank you for reading the booking manual. We at the Housing Foundation Copenhagen look forward to welcoming you to Copenhagen and wish you pleasant stay.



Phone: +45 35 33 20 78

Mail: [contact@housingfoundation.ku.dk](mailto:contact@housingfoundation.ku.dk)

[finances@housingfoundation.ku.dk](mailto:finances@housingfoundation.ku.dk)

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