

WELCOME TO COPENHAGEN AND TO SIGNALHUSET

Signalhuset is in the area of Amager called Ørestad and is within walking distance to the metro from where you can easily get to central Copenhagen. It is a modern hall of residence built in 2006 and a somewhat untraditional hall of residence in the sense that it is divided into apartments with single rooms for 4 students who share two bathrooms and one kitchen with a small common area. Across the street from Signalhuset you find Fields shopping mall, so it is easy for you to do your daily shopping.

ARRIVAL

Before you arrive

Please make sure to read the House Rules and Residence Handbook. Please also read the “your arrival” section on our website. This will help you settle into Copenhagen and know what administrative matters to handle.

Picking up your keys

Your keys must be picked up directly at Signalhuset:

It is very important that you make a key appointment directly with the inspector at Signalhuset; otherwise you cannot pick up the keys. Please write the inspectors to make an appointment at: strandgade@bo-vest.dk

Remember that your contract must be approved by The Housing Foundation and your payment to be completed otherwise we can't hand out the keys. Please find all information under “Your Arrival” section on our website.

IMPORTANT INFORMATION

Registering your new address

As a tenant at The Housing Foundation Copenhagen you must register your address with the proper authorities. This must be done within the first five days of you moving in. Please note you cannot register your address before your contract start date.

Applying for a CPR number (social security number)

Your rental contract serves as proof of legal address when you apply for a CPR number. All residents in Denmark need to have a CPR number and engaging in public life without one is impossible. **You CANNOT apply for your CPR number before your contract has started.**

Residence assistant (RA)

We have a Residence Assistant living at the dorm who can help you with residence related matters like internet, mail, keys etc. You can contact them at signalhusetRA@gmail.com

Move-in and cleaning

All our apartments/rooms are cleaned and inspected professionally before your rental period begins. You should expect to find your accommodation clean, tidy and ready for your stay.

You have 24 hours from when we hand out the key to report any kind of cleaning issues.

Please send us pictures of the situation by email marked “high importance” and we will endeavor to send a cleaner immediately.

Please be aware that there might have been a period where the accommodation has been left empty in between the last tenant and your stay. This means that there might be a small amount of dust. This will not result in a cleaning fee.

Inspection and move-in issue report

Upon your move in, we highly recommend you report any issues you may encounter with your new accommodation.

The issues should be reported within 14 days of the day your keys are handed out.

By clicking [here](#) you can find information about maintenance and what to look for when you move in.

Along with this, we also kindly ask you to report any issues you may find in the common areas, for example damages, to avoid fees when you move out.

Maintenance and Cleaning obligations

In this link you can find cleaning tips and how you maintain your accommodation. See [here](#).

We wish you a nice stay in Copenhagen.

Kind Regards/Venlig Hilsen



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