

# WELCOME TO COPENHAGEN AND TIETGENKOLLEGIET

Tietgenkollegiet is found on the large island of Amager, which hosts a good chunk of Copenhagen city as well as large green spaces. The dorm is located immediately beside the University of Copenhagen's South Campus. This part of Amager is popular with young families and is considered 'up-and-coming', with many cafes and small shops moving in over the past years, especially in the Amagerbro area. Copenhagen's city center is only a short cycle across the bridge away.

## 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

Keys must be picked up directly at the Tietgenkollegiet office in the building's main entrance reception. Keys can only be picked up within Tietgens office hours:

**Mon-Fri 8-9 am and 11 am-13:00.**

**Wednesday 11 am-18:00.**

**Contact: [info@tietgenkollegiet.dk](mailto:info@tietgenkollegiet.dk)**

**Phone number: +45 77 66 81 81**

**Remember that your contracts have to be approved by the Housing Foundation and your payment has to be completed otherwise we can't hand out the keys.**

Please find all information about how and where to pick up the keys for your residence 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.**

### **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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