



Regulations of maintenance Tingbjerg Kollegiet residence hall

In the unexpected case of any inconsistency between this English version and the Danish version of the regulations of maintenance, the Danish version will for formal reasons be considered the predominant version.

Table of contents

| | |
|--|---|
| General items | 3 |
| State of maintenance when taking up residency..... | 3 |
| Taking up residence in the residence hall..... | 3 |
| Maintenance during the tenancy period..... | 4 |
| When moving out..... | 5 |
| Painting the room..... | 7 |
| Special conditions for 2-room apartments..... | 8 |

Regulations of maintenance

- in brief

The room is completely renovated in the period from 2013 to 2014.

When taking up residence, the room will be maintained and thoroughly cleaned.

The tenant is in the period of occupancy responsible for the indoor maintenance regarding painting.

The tenant is required to maintain the room with the needed regularity to ensure it will not deteriorate, except for aging and normal wear and tear.

Certain cleaning agents and materials may be collected at the residence hall office. For the linoleum floor it is a mandatory requirement to use the residence's cleaning detergent for linoleum floors.

The tenant pays for all expenses for refurbishing caused by violation of these regulations of maintenance.

For special conditions regarding 2-room apartments please see section VII.

I General items

- | | |
|---|--|
| The regulations coming in to force | 1. In effect from XX.XX 2013 these regulations of maintenance replaces previous maintenance regulations in force. |
| Changing of the tenancy agreement | 2. The regulations of maintenance apply regardless of agreement regulations in any opposing contract. They substitute or supplement the regulations of maintenance in the tenancy agreement. |
| Resident's complaints board | 3. Disagreement regarding the residence hall's and the tenant's fulfillment of maintenance requirements may be brought before the resident's complaints board by either party. |

II State of maintenance when taking up residency

- | | |
|--|--|
| State of the room at the start of the tenancy | 1. The room is at the start of the tenancy made available in a cleaned as well as good and secure state. Woodwork, furniture, technical installations and floors will be refurbished, where the residence hall has estimated it was required. |
| Aging, wear and tear | 2. Woodwork, furniture, technical installations and floors may show signs of aging, wear and tear equivalent to type and age. |
| Colors of walls and ceilings | 3. The room appears in light colors. Painting the room or parts of it may be relevant. Walls and ceilings may be painted by the new tenant in accordance with section VI. |

III Taking up residence in the residence hall

- | | |
|---|--|
| Appraisal when taking up residence | 1. At the beginning of the tenancy the residence hall makes an appraisal where it is concluded if the state of maintenance of the room is in agreement with standard in force at the residence for this type of room. The residence arranges with the new tenant to have appraisal within 14 days after the beginning of the tenancy. |
|---|--|

Moving in-report

2. At the appraisal the residence hall makes a moving in-report where the tenant may have any comments added. A copy of the report is given to the tenant at the appraisal.

Defects, damages and deficiencies must be reported within 2 weeks

3. If the tenant when moving in finds any defects, damages or deficiencies, this must be pointed out to the residence hall office in writing within 2 weeks after the beginning of the tenancy.

The residence may assess that one or more of the reported defects, damages or deficiencies are inconsiderable and therefore will not be mended. The tenant is not responsible for such defects, damages or deficiencies when moving out.

IV Maintenance during the tenancy period

The tenant's maintenance obligations

1. The tenant is responsible for the indoor maintenance such as e.g. the necessary cleaning.
In the bathroom it is recommended to use a shower curtain and after showering to wipe the walls and if relevant the door.
The tenant can find some cleaning detergents at the residence's office.
2. Holes from drilling in walls and ceiling after installed effects are to be refurbished in a correct craftsman-like manor or alternatively at the expense of the tenant.

Linoleum floors

3. Cleaning of linoleum floors are to be done with a specific cleaning detergent, supplied at the residence office. Use of other cleaning detergents may spoil and seriously harm the floors and will be considered a violation of these regulations of maintenance.
4. The tenant must have the maintenance frequency to ensure the room does not deteriorate, except for normal aging, wear and tear.

Maintenance of shared indoor areas

5. It is mandatory for the tenant to participate in both the continuous cleaning and the semi-annual main cleaning of the shared kitchen. The tenant is responsible for keeping the

corridor area in front of the room clean and empty of items.

The residence hall's maintenance obligation

6. The residence is responsible for keeping the residence hall's buildings and technical installations in a reasonable and safe condition.

The residence maintains and makes the relevant replacements of windows, plumbing installations, power switches, toilets, sinks, locks and keys, etc. installed by the residence.

The residence hall covers all related expenses, except for cases of neglect or incorrect use.

7. The residence may decide to make indoor maintenance in the room beyond the items listed in item 6.

Reporting defects and damages

8. Should any damages arise in or around the room, the tenant must immediately report this to the residence. If this reporting to the residence is not done, the tenant must cover any extra expenses that may follow from the neglected informing of the residence. Tenants must also inform the residence in case of damages in a common area, in case this damage has a risk of evolving.

V When moving out

Refurbishment when moving out

1. At vacation of the premises the residence hall makes an appraisal of the room. If there are no damages which the tenant due to neglect or incorrect use must pay for, there will be no expenses to be covered by the tenant for refurbishing the room. In case the tenant has done any painting of the room in the period of occupancy, the quality of this will be assessed. Poorly or wrongly done painting of the room or use of dark colors will mean a demand for the tenant to cover the full expenses when vacating the residence.
2. Holes from drilling in walls and ceiling after installed effects are to be refurbished in a correct craftsman-like manor or alternatively at the expense of the tenant.

Cleaning

3. The room must be thoroughly cleaned before it is returned. This means furniture, decalcification of sanitation effects, bath and

Tingbjerg Kollegiet residence hall's regulations of maintenance for renovated rooms

small kitchen, washing down the walls, all woodwork and polishing the windows inside and outside. Is this not done to a satisfying effect, the expenses for this will be put on the tenant. The tenant is most welcome to ask the residence for good advice for cleaning and choice of cleaning detergents.

Violation of the regulations of maintenance

4. The tenant covers all expenses for refurbishing required as a consequence of neglect.

5. Violation is when the room or parts of it is deteriorated or damaged as a consequence of incorrect use, incorrect maintenance or reckless behavior of the tenant, or others which have been giving access to the room by the tenant. Odour caused by e.g. smoking and which requires refurbishment will be removed at the tenant's expense.

Extra cleaning

6. If there is a need for further cleaning of furniture, sanitation items, etc. this is also considered as neglect.

Appraisal when moving out

7. The residence makes an appraisal of the room when being aware the vacation of the room has taken place. The appraisal is if possible done together with the tenant. No later than a week before moving out the tenant must take initiative for an appraisal. It must be done in writing, by coming to the residence office or by phone.

Moving out-report

8. At the appraisal the residence makes a moving out-report, where any neglects or lack of cleaning is noted. Any such work is paid by the tenant moving out.

9. A copy of the moving out-report is given to the tenant at the appraisal, or sent to the tenant no later than 14 days after in case the tenant is not present at the appraisal.

Information of expenses for refurbishment

10. No later than 14 days after the appraisal the residence hall informs the tenant in writing of the estimated costs for refurbishing of any neglect or undone cleaning.

Final statement

11. The residence sends the final statement of expenses for refurbishment to the tenant without unnecessary delay, and with notion of the jobs done and their expenses.

12. In the final statement the tenant's total part of any excesses cannot exceed 10 % compared to the initially estimated refurbishment expenses.

Completion of the work

13. The refurbishment work is done at the residence's initiative.
14. If exchanging rooms the same regulations apply as with normal vacations.

VI Painting the room

Room and entrance hall

1. Any painting of walls and ceiling is done by the (new) tenant. A painter's kit may be picked up at the office and contains the following:
 - plastic wall paint, gloss 10 (by Danish standards)
 - brushes, paint roller and tray
 - covering and tape

Filler and sandpaper may be supplied separately.

Following procedure recommended:

- washing
- spot priming (pre-painting spots if there may be any with this need)
- painting

Following types of paint may not be used: Structural paint.

It is not permitted to put up wall paper or similar.

It is not permitted to put up glass felt or similar on ceilings or walls.

Entrance hall closet and ventilation system may not be painted.

Small kitchen in the room

2. Any painting of walls is done by the (new) tenant. A painter's kit may be picked up at the office and contains the following:
 - plastic wall paint, gloss 25-40 (by Danish standards)
 - brushes, paint roller and tray
 - covering and tape

Filler and sandpaper may be supplied separately.

Work procedure recommended as in item 1.

Kitchen furniture may not be painted.

Following types of paint may not be used: Structural paint.

It is not permitted to put up wall paper or similar.

Bathroom

3. The walls are completely covered with tiles and may not be painted. The ceiling may not be painted either.

Woodwork and furniture

4. Painting of furniture (such as small kitchen and closet) and woodwork is done by the residence, and is maintained when estimated relevant. It is not permitted for the tenant to paint the furniture or the woodwork in the room. The tenant may ask the residence to paint it, if it is worn.

Radiators and pipes

5. Painting of radiators and pipes are done by the residence and done when estimated relevant. The tenant may ask the residence to paint it, if it is worn.

Electrical and plumbing installations and equipment

6. May not be painted.

Linoleum

7. May not be painted.

VII Special conditions for 2-room apartments

Ownership of white goods (refrigerator/freezer and cooker)

1. The pre-installed refrigerator/freezer and cooker belongs to the residence.
Any wish for acquiring a different refrigerator, freezer or cooker must be approved by the residence in advance.

The tenant's obligation for maintenance

2. It is the tenant's responsibility keep the refrigerator/freezer and the cooker in a reasonable clean state, to avoid unnecessary high wear and tear or any damage to the unit or other part of the apartment.
3. The tenant is most welcome to ask the residence for good advice on cleaning and choice of cleaning detergents.
Neglect of the tenant's obligation for maintenance is refurbished at the expense of the tenant and may by assessment of the

Tingbjerg Kollegiet residence hall's regulations of maintenance for renovated rooms

residence be done during the occupancy or when the apartment has been vacated.

The residence's obligation of maintenance

4. The residence is responsible for installations and the technical parts of the kitchen equipment. The residence makes any necessary replacements of refrigerator/freezer and cooker.

When moving out

5. It is the responsibility of the vacating tenant that all parts of the units in the kitchen appear thoroughly cleaned. The tenant is most welcome to ask the residence for good advice for cleaning and choice of cleaning detergents. Lack of cleaning is done at the at the expense of the vacating tenant.

The term 'room' in the previous sections

6. Use of the term 'room' in the previous sections also apply to the 2-room apartments.