

## Important information about students' apartments

- The deposit must be transferred to Campus Company GmbH before the move-in date. The move-in date is possible at the earliest on the first of a month (in case of public holidays the following working day Mon - Fri from 08:00 - 15:30).
- If a move-in date has been agreed with the previous tenant before the first of the month, the previous tenant must inform Campus Company GmbH of this in writing.
- Once again, we expressly draw your attention to take out glass, fire, burglary, theft, and water damage insurance.
- The notice period is 3 months. The notice of termination must be submitted to Campus Company GmbH with signature by the third working day at the latest.
- An intra-campus move, without observing the three-month notice period, is possible at any time (if apartments are available) for an administrative fee of 100,00 €. Of course, you will have to find a new tenant for your apartment/room at the beginning of the change.
- We have two trash compactors on campus. Tenants of the Campus Company GmbH can put their garbage there at any time (explanations at the respective presses). These are located in the large parking lot next to building 9904, where you will also find the organic waste garbage can and the used glass container.
- Please fill out online notices of defects on our homepage [www.campus-company.eu](http://www.campus-company.eu) > *Residences* > *Online Assessment of needs form*. We would like to point out in advance that repairs under € 50,00 will not be paid for by the Campus Company, but by the tenant (e.g. replacement of blinds, toilet lid, drain cleaning). If this is nevertheless requested, we will issue an invoice to you.
- Internet connection (LAN connection) is included in the rent. You need a router to receive WLAN. Connection of an external telephone/internet provider is not possible.
- In the interest of all, we ask you to treat the premises as well as the furniture with care.
- In case of longer absences during vacations etc. please check that your taps are turned off, the lights are off etc. in order not to cause unnecessary costs.
- Especially for 2- and 4-person shared apartments, we point out proper cleanliness of the common areas (kitchen & bathroom) so that a "bad impression" is not the first impression of the campus when a new student moves in.
- The fans in the bathrooms turn on and off automatically. To ensure effective ventilation, the bathroom door should be left open at regular intervals (e.g. when tenants are absent) to ensure good ventilation.
- Energy conservation: Reduce water consumption to what is sufficient, do not use full (level 5) heating throughout in winter (but at least on night setting 1.5 when tenants are absent). When the window is open and the outside temperature is below 5° C, bimetal on the heating system turns on automatically and heats the heating > high costs in energy bills! Note: Parties in the apartment cost a lot of electricity, water, etc.!!!
- We suggest you to check the water meter of the apartment (cold and hot water) in regular intervals to avoid high water consumption. You are welcome to check the electricity meter reading together with our caretaker, as it is installed centrally with all the others in the basement.
- **You can reach our emergency phone at 06782-171010 outside of our office opening hours.**

Should you lock yourself out outside of our office opening hours, we will charge a fee of 75,00 € for our employee's journey.

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Date, signature

## **House rules**

### **General rules**

The student dormitory should offer its inhabitants a place where they can study undisturbed for quiet scientific work and to become acquainted with each other. To live together in one student dormitory requires consideration and comprehension. That's why tenants are required to avoid disturbance of fellow occupants and to communicate with their roommates relating to this topic. The tenant must treat rooms and communal area with care.

### **Dormancy**

From 10 pm – 7 am all is quiet. Exceptions assume consent of all concerned tenants.

### **Behaviour in student dormitory**

Inhabitants are duty bound to clean or rather let clean used rooms regularly with exception to communal areas. Excessive soiling out of the rooms has to be cleaned by tenants as well.

Waste bins have to be flushed out into waste container regularly. Waste has to be separated. Skip refuse can be put down on a certain time and place which will be set by landlord.

The use of nails, screws a.s.o. on woodwork and on bathrooms are not allowed. Using dowels inside the rooms is not allowed. It is not allowed to remove the token furnishings.

Smoking is absolutely prohibited in the corridors of the dormitory and in the common rooms within a shared flat.

### **The use of communal areas and furnishings**

The tenant is not allowed to let somebody else live in his room. Visitors can be received. Each tenant is responsible for behaviours of his guests.

### **Consumption of electricity, water and gas**

At consumption of electricity, water and gas any misuse is to be avoid. The use of electrical appliances in the rooms is not allowed except from announced radios and TV's as well as other stereos, table lamps, PC's, electric razors and coffee machines. Exceptions require approval of the landlord. It can be granted under conditions in which a fee will be gathered. It is forbidden to storage or to use flammable substances in any rooms.

### **Insurance**

It is highly recommended to each tenant to close a household goods insurance as well as a personal liability insurance.

### **Violation against house rules**

If there is a violation against house rules the landlord will issue a written or oral warning. If there are serious violations against house rules tenancy can be cancelled instantly.



**SEPA DIRECT DEBIT MANDATE**

Creditor identification number DE03ZZZ00000202936

**Campus Company GmbH**  
 Building 9928 Neubruecker Str.  
 55768 Neubruecke  
 Phone.: 06782 / 17 2729  
 Fax number: 06782 / 17 1100

I authorize Campus Company GmbH to collect payments from my account by direct debit. At the same time, I instruct my credit institution to honor the direct debits drawn on my account by Campus Company.

Note: I can request a refund of the debited amount within eight weeks, beginning with the debit date. The conditions agreed upon with my credit institute apply.

**ONLY FOR GERMAN OR EUROPEAN BANK ACCOUNTS!**

<b>Surname</b>	
<b>First Name</b>	
<b>Date and place of birth</b>	
<b>Building + Apartement no.</b>	
<b>Name of Bank</b>	
<b>IBAN No.</b>	
<b>BIC CODE</b>	
<b>Matriculation number</b>	

Please tell your bank that you allow the monthly rent to be collected on the 1st working day of a month!

\_\_\_\_\_  
Date, signature

## Price list for rented rooms, rented objects and spare keys which are not returned properly

Cleaning-coasts	Price in €
4 – Heating plates	30,50
2 – Heating plates	20,50
Fridge inside and outside Normal size	15,00
fitted kitchen till max. 3 top and base cabinets, kitchen sink with 1 basin including top of cupboards	10,00
Furnishings in rooms including radiator Cupboard + Bedside table, inside/outside	
Shelve, table, 2-4 chairs	10,00
Cleaning of cable channel	2,50
vacuum of fitted carpet	2,50
wet cleaning of fitted carpet, per m <sup>2</sup>	4,50
basic condition of shower, washing of curtain slat big	15,00
slat small	6,00
ceiling light outside	3,50
basic condition + caro of lino + PVC, per m <sup>2</sup>	2,00
Glass- and frame, per m <sup>2</sup>	5,00
Doors, each	1,60
	2,00
<b>Paint/Mould work</b>	
coat of paint per m <sup>2</sup>	25,00
coat of mould per m <sup>2</sup>	50,00
<b>Damaged furnishings</b>	
Bed	180,00
Bedside table	60,00
Bedding box	40,00
Shelve	80,00
Wardrobe	180,00
Armchair	100,00
Table, 80 x 80 cm	100,00
Table, 120 x 80 cm	140,00
Chair	80,00
Kitchen unit	450,00
Fridge	300,00
Mattress	60,00
Desk	100,00
Swivel chair	60,00
<b>Spare key</b>	
Mailbox	15,00
Key to the room	80,00
Key to the Apartment	80,00

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Date, signature

**Recycling center of the dormitories**

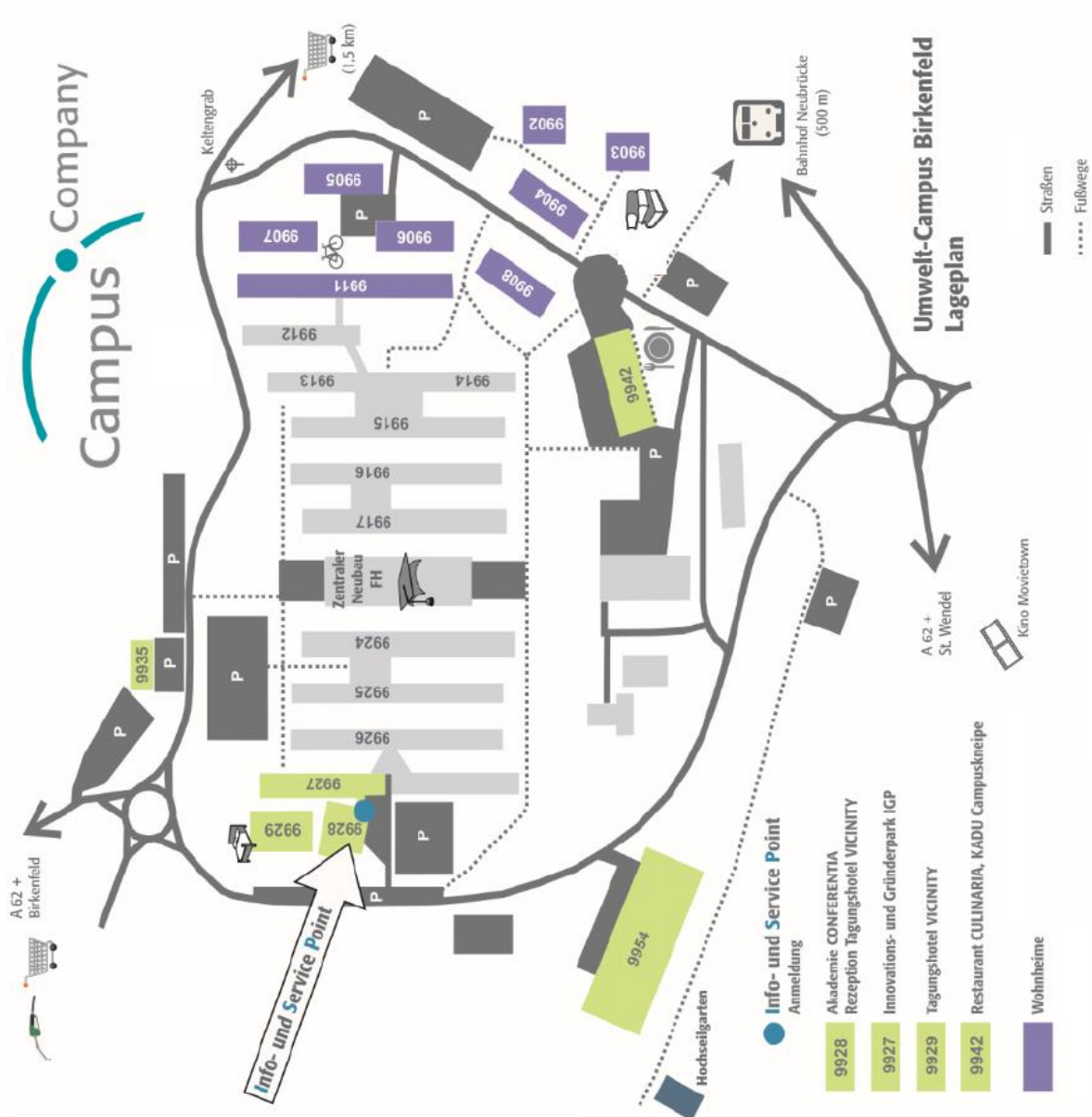
- Residual waste press
- Paper press
- yellow bag press
- organic waste garbage
- Old bottle container
- Used clothing container

- Furniture exchange  
(Note opening hours!)

- Metal and electrical waste
- Wood and residual waste

In the interest of all, we ask for a proper separation of the garbage! Otherwise you will incur significant additional costs in the service charge billing!

If you observe illegal garbage dumping, please contact us directly!



Date, signature

## Correct heating and ventilation

Moisture damage in flats occurs again and again. Mould and black stains are defects that have to be removed by the landlord because there has been too little heating and too little ventilation.

Tips for proper heating and ventilation:

1. even in autumn and spring, the following temperatures should be maintained (when present): **Kitchen 20°C, in the bathroom 21°C, at night in the bedroom at least 14°C**. As a rule of thumb, the cooler the room temperature, the more often it has to be aired out.
2. Never turn off the heating completely during the day, even when you are away. Constant cooling and reheating is more expensive than maintaining a lower average temperature.
3. keep interior doors between differently heated rooms closed during the day and at night.
4. do not heat the bedroom from the common rooms. Leaving the bedroom unheated will only bring warm, i.e. humid air into the room; this will deposit its moisture there.
5. Proper ventilation means: Open the windows completely for a short time (5 minutes is often enough). Tilting the windows is ineffective and wastes heating energy.
6. In the morning, completely change the air in the flat. It is best to make a draught, otherwise open the window wide in every room.
7. The minimum time for ventilation depends on the difference between the room temperature and the outside temperature and on how much wind is blowing. 8.
8. even if there is no wind and there is only a slight difference in temperature, 15 minutes of forced ventilation is usually sufficient.
9. the colder it is outside, the shorter the ventilation time.
10. Airing once a day is not enough. In the morning and again in the afternoon, air the rooms in which people have been staying.  
people have been in. In the evening, air out the entire room, including the bedroom. 11.
11. If the bathroom is indoors and has no window, ventilate by the shortest route (through another room). Keep the other doors closed. Especially after bathing or showering, the water vapour should not be evenly distributed in the apartment.
12. Ventilate large amounts of water vapour (e.g. from cooking) outside as soon as possible. Here too, close the room doors to prevent the steam from spreading throughout the flat by closing the room doors.
13. If laundry has to be dried in the flat because there is no drying room, ventilate this room more often.  
Keep the door closed.
14. ventilate even in rainy weather. If it is not raining through the window, the cold air outside is still drier than the warm air in the room.
15. if you are away for days on end, it is of course not possible to ventilate during the day, but it is also not necessary! It is sufficient to air the room properly in the morning and in the evening.
16. furniture should not be placed too close to walls.
17. do not block/hang radiators.

**Mould removal due to misuse will be charged to the tenant!**