

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.
- You will receive the washroom key in the building 9928 room 007 against a deposit of 20,00 €. This deposit will be returned to you if you return the key within the 24-hour period.
- 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 > *Wohnheime* > *Online-Mängelanzeige*. 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.
- 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.
- Personal office hours for students are Mondays and Wednesdays from 08:00 - 15:00. By phone and E-Mail Monday - Friday 08:00 - 15:00 at 06782-17 27 29.
- 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.

Date, signature

●Should you lock yourself out **outside of our office opening hours**, we will charge a fee of 50,00 € for our employee's journey. You can reach our emergency phone at 06782-171010.

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.

Date, signature

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

Cleaning-coasts	Price in €
4 – Heating plates	7,50
2 – Heating plates	5,50
Oven with drawer	10,00
Fridge inside and outside Normal size	5,00
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 ²	4,50
basic condition of shower, washing of curtain	15,00
slat big	6,00
slat small	3,50
ceiling light outside	2,00
basic condition + caro of lino + PVC, per m ²	5,00
Glass- and frame, per m ²	1,60
Doors, each	2,00
Paint work	
coat of paint per m ²	10,00
Damaged furnishings	
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	65,00
Table, 120 x 80 cm	75,00
Chair	60,00
Kitchen unit	400,00
Fridge	275,00
Mattress	60,00
Desk	100,00
Swivel chair	100,00
Spare key	
Mailbox	15,00
Key to the room	60,00
Key to the bathroom	25,00
Key to the Apartment	60,00
Key to the Garbage place	60,00
Key to the social and washroom	50,00

Date, signature

Garbage place

1 waste press

- only for residual waste and plastic garbage

1 paper press

- only for paper

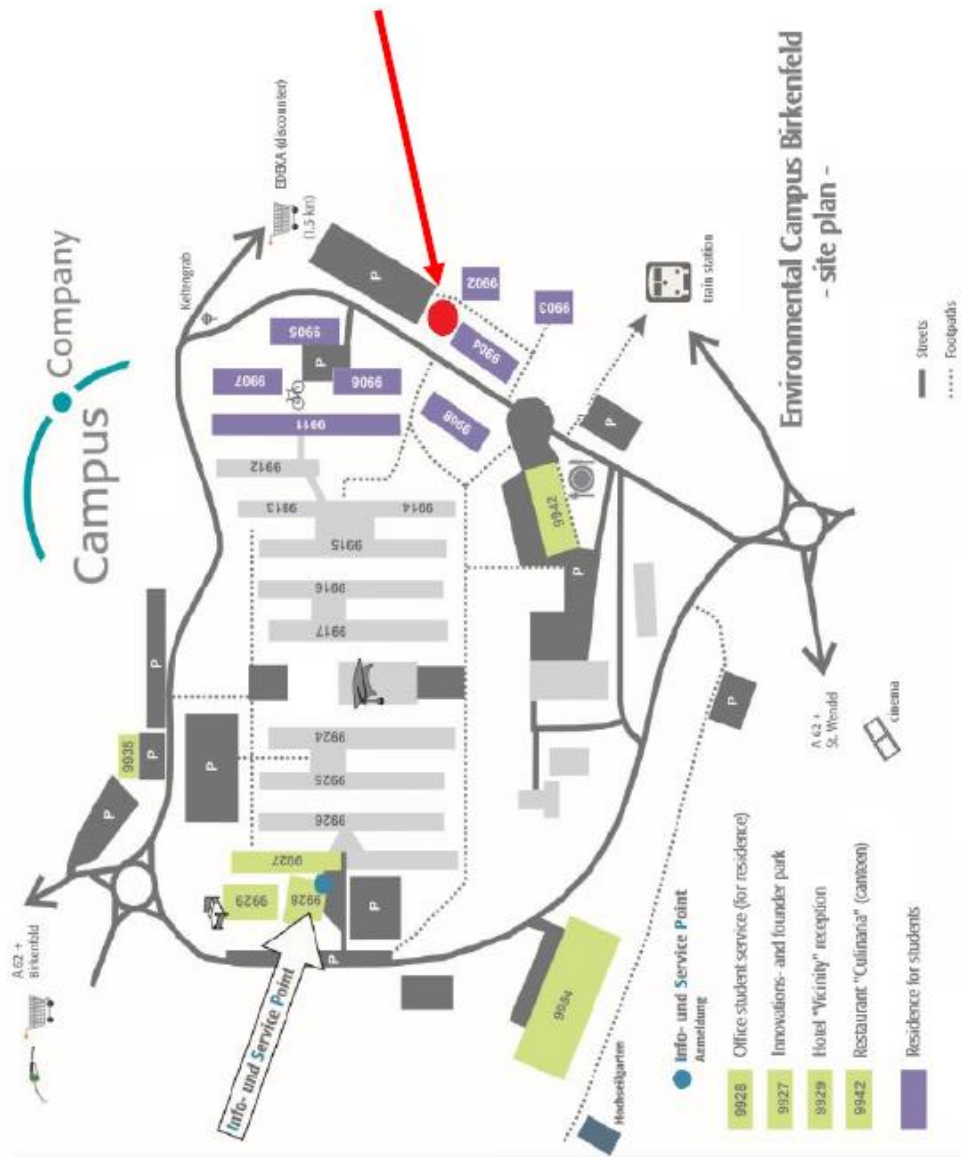
1 brown organic waste container

- only for organic waste

1 container for glass

- only for glass

In the interest of all, we ask for a proper separation of the garbage! Otherwise, the garbage cost will be higher in the additional costs for all students!



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Date, signature