

HOUSE RULES BSN

Version 1, adopted on and valid from 1 January 2013

Article 1 GENERAL PEACE AND ORDER

The tenants must respect each other's need for peace and quiet. On all days after 23:00 hours there must be peace and quiet in the building and in the property's indoor and outdoor areas.

Article 2 OVERNIGHT VISITORS

Visits in excess of seven – 7 – days a term is not permitted, not even with the co-resident's consent. This applies to all types of apartments. The resident must be present personally in the apartments during visits and must comply with the co-resident's objections to visits.

Article 3 PETS

Keeping pets of any kind is not permitted in the apartments or in the common rooms. Visitors who need a guide dog are exempted. Tenants who need a guide dog for long periods of time must notify the landlord.

Article 4 TRASH

1. Trash

All trash must be properly bagged and placed in chutes marked "Restavfall". Trash chutes are located outside the main entrance and outside the entrance to the squash hall in Block C.

2. Cardboard and paper

Cardboard and paper must be compressed and placed in the chutes marked "Papir". Large quantities of cardboard may be placed in the paper containers located in the "Trash Room" in Block B. The entrance is located outside on the south side of the building.

3. Common areas

Throwing trash, beating clothes and rugs or anything else out of windows, in corridors, in common rooms or in the common areas is not permitted.

It is not permitted to leave furniture; furnishings or property. Property must be disposed of by the tenant.

4. Container

BSN will from time to time make containers available for discarding larger articles such as furniture. We recommend the tenant to take advantage of this to dispose of property they no longer wish to own.

5. Defective facilities

If chutes are not in working order and no other alternative for trash or paper disposal is available the tenant should return the trash to their apartment and take immediate contact with housing administration. The tenant should never leave trash anywhere on the premises. For reasons of hygiene and pest control it is strictly forbidden to leave trash in the corridors or outside the trash chutes and containers.

6. Resident's liability for claims

Residents who breach one or several of the above mentioned rules will be invoiced the costs of removal, collection, cleaning and any other costs relating the incorrect disposal of trash.

Article 5 SMOKING

Smoking is not permitted in the apartments or the common areas. Smoking out of an open window is strictly forbidden. The smoke is drawn directly into the air intake vents of the surrounding apartments. The tenant is personally liable for any damage to the apartment caused by smoking and will be liable for the costs of repairs; cleaning, painting, and the like. The tenant's liability in damages is not limited to the deposit made and he or she may risk substantial costs by breaching the prohibition against smoking.

Article 6 MAINTENANCE OF APARTMENT

Shared kitchens and baths must be washed weekly and as needed. Trash must be emptied regularly. Each tenant must keep the kitchen cupboards clean and tidy.

1. Fridges/freezers must be defrosted and washed by the tenants as needed. Do not use sharp objects, as this may damage the fridge/freezer. The residents will be held financially liable for such damage.
2. If the drain, washbasin or toilet becomes clogged, the caretaker must be notified if the tenants are unable to sort the matter out on their own.
3. The filter above the cooker must be thoroughly cleaned periodically to prevent fire hazards from the build-up of grease.
4. Bathroom tiles must be thoroughly cleaned periodically to maintain the tiles and grout. Tiles and grout are expected to be fully maintained when the accommodation unit is returned to the landlord.
5. Making holes in walls for the purpose of mounting pictures, shelves or other items is not permitted. The use of double sided tape is not permitted as this will damage the paint.
6. Residents who breach one or several of the rules above will be invoiced the costs incurred in connection with such breaches.

Article 7 MOVING AND REPLACING FURNISHINGS AND/OR OBJECTS

1. Furnishings may not be removed or replaced and no changes may be made to the fixed installations of the apartment (*incl. painting*) without the landlord's express consent. If the tenant removes furnishings that belong to the apartment the tenant will be liable for any damages incurred to the furnishings.
2. Bicycles may not be brought into the apartment or the corridors. Bicycles, power-driven vehicles and the like must be left at the places designated by the landlord for such use.
3. All stairways and corridors must be kept tidy at all times. Doormats, bicycles, shoes and other equipment may not be placed in the stairways or the corridors. Leaving petrol-powered vehicles in entrances is strictly forbidden.

Article 8 VENTILATION

Due to the ventilation system, vents in the rooms must always be kept open. Blocking or closing vents will cause pressure changes in other apartments in the building and represents a fire hazard.

Article 9 WASHING MACHINES

The use of private washing machines or dishwashers is not permitted in the apartments, except in family apartments where the bathrooms have fittings for a washing machine. Residents of these apartments who wish to install a washing machine will be liable for any damage caused by installations.

Article 10 SHARED LAUNDRY

All BSN tenants may use the shared laundry on the ground floor of Block A upon payment of a fee. The following rules apply to use of the laundry, and a user who breaches these rules may be temporarily or permanently barred from using the laundry.

1. Users of the laundry must treat the machines and the premises with care and not leave trash, lint, detergents and the like.
2. Laundry detergent is automatically dosed in the machines. Any use of own detergent in addition may damage the machines and the clothing. In case of special needs and by request, the administration may make arrangements for users who need to use their own detergent.
3. BSN is not liable for any property lost in the laundry. The users are therefore urged to pick up their clothing immediately after it is ready.
4. Uncollected clothing will be discarded when the laundry facility is cleaned.
5. The balance on the laundry card will not be refunded when a user moves out or loses his/her card or log-in access.

Article 11 LOSS AND DAMAGE TO KEYS/KEY CARD

The loss of any keys must be reported to the landlord *without delay*. The loss and damage of keys cause the landlord additional expenses that must be covered by the tenant.

ARTICLE 12 INTERNET CONNECTION

Tenants connected to the internet at BSN accept the following conditions:

1. Normal etiquette must be observed when using the internet. The internet connection may not be used for unlawful activities.
2. Any rules or instructions given by BSN's IT manager must be observed.
3. The tenant may not set up his or her own web/ftp server or similar applications.

Article 13 PARKING

Parking is restricted. Tenants may be given a parking permit for short periods when they move in or out. Such permits will only be granted during the administration's office hours. Parking is enforced by a contracted parking company.

Parking spaces are available for long term rental in an adjacent garage.

Article 14 AMENDMENTS TO HOUSE RULES AND NOTIFICATIONS

The house rules and any amendment to the rules are adopted by BSN's administration and the tenant representative jointly or by BSN's board of directors. Changes enter into force immediately after they have been adopted. Residents will be notified of any changes by e-mail, sms and/or the web portal.