

Welcome to Værebros Park

Dear Tenant

Welcome to the housing association Værebros Park. We have gathered some information, which might be relevant for you when moving into your new home. This includes information on what it entails to live in Danish non-profit housing.



List of errors and defects

Remember that you – immediately after moving in – must report any errors and defects you might find in your home. When you move out one day this will be your guarantee that you will not be charged for any errors and defects existing prior to you moving in. We will send you a link you must use to report any errors and defects you might find. You have 14 days to do this. We will go through the list in the weeks following and let you know how we will deal with any of the errors and defects you might have reported.



The facilities management office

Contact the facilities management office in matters regarding your dwelling or the surrounding area, i.e., if your faucet is leaking or if you have a defective outlet. It is your obligation to inform the facilities management office of any defects you notice in your dwelling.



Contact information

Phone: 44 98 73 84

E-mail: 0709@boligafdeling.dk

Opening hours

In person:

Monday to Friday: 7 am to 9 am

Tuesday also: 2 pm to 6 pm

By phone:

Monday to Friday: 10 am to 11.30 am

Emergency service

Contact Belfor at 58 56 83 10, if you are in acute need of service to your dwelling – a problem that must be tended to immediately. Please note that acute problems **must** be of a serious nature i.e., if you have water damage, no heating in a cold winter etc.



Welcome to Værebros Park

Maintenance of your dwelling

Your new dwelling is subject to the A-arrangement (A-ordning), which means that your dwelling is restored before you move in.

It is your obligation to ensure that the dwelling is properly maintained while you occupy it.



Parking permit

You may obtain a parking permit if you are about to move or if you need to move your belongings to your dwelling. The permit allows you to park your vehicle directly in front of the entrance.

The parking permit can be acquired at the facilities management office. You must pay a 500 kroner refundable deposit.

If you are moving in or out of the low buildings, you may also obtain a key for the gate. You can get the key at the facilities management office by paying a 500 kroner refundable deposit.



Non-profit housing association

You have moved into a dwelling in a non-profit housing association.

A non-profit housing association is an economically independent entity, which has tenant democracy. The housing association is owned by Gladsaxe alm. Boligselskab and is managed by DAB.

It is the tenants at Værebros Park, who determines the budget – thereby deciding, what takes place in the housing association. The budget is determined at the yearly tenant meeting where tenants from all dwellings may vote. At the tenant meeting the tenant board of the housing association is elected. During the year the tenant board ensures that the decisions made by the tenants are carried out.



The facilities management office takes care of the maintenance service and carries out various tasks determined by the tenants. This means that Værebros Park has its own budget where the income consists of the rent from the tenants and no one stands to benefit financially.

Welcome to Værebros Park

Please note that the area is video surveillanced.

Laundromat

There is one laundromat at Værebros Park, which is located at the mall.

The laundromat is open all days from 6 am to 10 pm. Usage of the machines will be charged to your rent. Please note that there may be a delay in the charge for using the laundromat.



Washer/dryer / dishwasher in your own dwelling

You may install a washer / dryer / dishwasher in your own dwelling. However, you must first obtain a permit from the facilities management office. The machine must be installed by an authorized professional and the installation must be approved by the facilities management office before you start using it.



Pets

A maximum of two pets are allowed per dwelling. The pet(s) must be registered at the facilities management office. Please bring the insurance policy when registering your pet(s).



Function rooms for rent

Værebros Park has two function rooms you may rent. Room A has room for 25 persons and Room B has room for 44 persons.

You will have to pay a deposit, when you rent either function room.



Waste

REMEMBER to sort your waste for the sake of the environment. There is a chute on each floor for residual waste. Several places are garbage rooms for large / bulky waste.



Satellite dish

It is permitted to install a satellite dish on your balcony. You do, however, need to obtain a permit from the facilities management office prior to installing the dish, as there are strict rules on how it should be placed.



Welcome to Værebros Park

Sunshade

You may place a sunshade on your balcony, but only after obtaining a permit at the facilities management office.



Climate screen / thermal envelope

It is possible to have a climate screen installed on your balcony. It must be ordered at the facilities management office and costs approx. 38.000 kroner. It is possible to pay off the amount by adding monthly installments to your rent.



Drill

You may borrow a drill at the facilities management office. A 200 kroner refundable deposit is required.



Keys and key fobs

New key fobs may be purchased at the facilities management office at 100 kroner a piece. Additional keys to your dwelling may be purchased at a key/shoe repair shop. You will need a code, which you may obtain at the facilities management office.



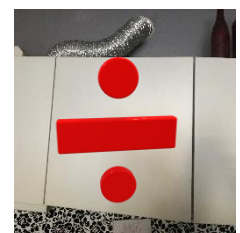
Changes or improvements to your dwelling

If you wish to make any changes or improvements to your dwelling, you must first seek permission at the facilities management office. Any work you do must be approved afterwards by the facilities management office.



Ventilation of the dwelling

The vents in your dwelling have been installed in order to prevent damage due to excess moisture in the dwelling. Consequently you are not allowed to cover the vents or connect a cooker / range hood. A new vent costs 500,- kroner.



Internet

Værebros Park has an agreement with Danish Cable Television (Dansk Kabel TV). But it is your decision who you chose as your internet provider.



Welcome to Værebros Park

Your responsibilities as a tenant:

1. Clean the drain in your bath and kitchen
2. Replace the carbon filter in your cooker hood
3. Change the light bulb in your cooker hood, refrigerator, oven and underneath your kitchen cabinets.



If the drain in the bathroom is clogged, it is your responsibility to clean it.

Take off the grid/grate and clean the drain below.

If you call a plumber to clean your bathroom and you have not cleaned it yourself, you must pay for this yourself.

Do not:

- Change the light bulb in your bathroom (if you have a new lamp).
- Clean the drain below the kitchen sink.



Please also refer to the regulations (ordensreglement) for Værebros Park.

Replacement of broken items

If you are unlucky and break something in your dwelling, you must contact the facilities management office and ask them to either repair or replace the broken item at your cost.

If you would like the facilities management office to purchase this item for you, you must fill out a form stating that you will pay for the item. The facilities management office will order the item, after you have paid.

Welcome to Værebros Park

Get insured before the damage is done

Værebros Park recommends that all tenants take out a home insurance policy that at minimum covers:

Household goods / contents

This includes all belongings such as furniture, computer, stereo, bicycles, clothes etc., which should be covered in case of fire, water damage, storm and theft. The insurance of Værebros Park does **NOT** cover the tenant's household goods, nor any belongings, which might be stored in the basement.



Re-housing

Re-housing insurance covers expenses regarding temporary dwellings if your own dwelling is uninhabitable due to for instance fire or water damage.



Liability insurance

This is a part of your Household goods insurance. It covers claims against members of the household. It also covers claims regarding lack of cleaning, where the tenant has the obligation to clear out a dwelling or a storage room.

Unfortunately, experience shows that many do not consider buying home insurance until the damage is done. It costs a lot of money to re-acquire everything you need in your home – much more than the cost of insurance – so, taking out home insurance is money well spent.



Please visit: www.findforsikring.dk where you will receive three non-binding offers on home insurance.

Welcome to Værebros Park

Useful hints and tips for a healthy indoor climate

1. Air out three times a day for at least 10 minutes at a time.
2. Turn down the heater, when you air out. Otherwise, the thermostat will turn the heat on maximum until you are done airing out.
3. Keep the heaters set to a constant level of temperature – at either 2 or 3.
4. Always turn on all radiators at a time. This way you distribute the energy needed to heat the dwelling between several heaters, and this requires less energy to heat the dwelling.
5. If you wish to keep different temperatures in your rooms, then keep the doors closed between them.
6. Make sure not to cover the heater. Otherwise, the thermostat will not be able to measure the temperature correctly.
7. Test your thermostat once or twice a year. First, turn them all the way up. After an hour the heater should feel warm. Then turn them all the way down. After an hour the heater should feel cold.
8. If the thermostat doesn't work after summer, you may "exercise" it by turning it all the way up and down a few times. Call the facilities management office at 44 98 73 84 if this doesn't work.



Welcome to Værebros Park

Keep moist away for a healthy indoor climate – four tips on how you avoid moist, mold and mildew

1. Ventilate

As mentioned on the previous page, airing out your dwelling three times a day for approx. ten minutes at a time removes particles and moist from the indoor air.

This is especially beneficial if the humidity is high, if you smoke indoor, if you have pets, if you burn candles or if you have respiratory problems.

2. Avoid drying laundry inside your dwelling

Drying clothes indoor releases vapor to the air thus increasing humidity and the risk of mold and mildew.

Chose instead to dry your laundry on the balcony, in the laundromat or in your dryer.

3. Avoid moist

Turn on the range hood when cooking, cover pots and wipe dry walls and floors after showering.

Also, make sure the air can circulate behind sofas and large cabinets.

4. Keep an eye on signs of moist, mold and mildew

Wipe mist (water) off of windows and check walls for brown or black spots near windows or behind furniture.

Welcome to Værebros Park

MOLD MUST GO!

Follow these five steps for removing mold in your home

1. Inspect your home for sources of mold

Does the range hood function properly? Do the vents work as well as could be expected? Are there any leaks or water damage in the apartment. Do you remember to air out three times a day?

2. Remove sources of moist!

Cover pots and pans while cooking to avoid or minimize steam. Always turn on the range hood and open a window while cooking to allow the steam to escape the room.

3. Clean minor areas infected with mold

Use a disinfecting cleaning agent such as Rodalon. Let the cleaning agent sit for 20 minutes on the infected surface before washing it off.

4. Keep an eye on the surface after you cleaned

It to see if the mold returns

5. Contact the facilities management office

If you do not remove the mold successfully. We will guide you.

Application for washing machine

Please note that along with the following requirements for installation, you must also apply for a permit at the facilities management office. The machine must be installed by an authorized professional and the management facilities office must approve the installation.



Requirements:

1. A Schuko-plug with protective ground

A Schuko plug features two round pins of 4.8 mm diameter (19 mm long, centers 19 mm apart) for the line and neutral contacts, plus two flat contact areas on the top and bottom side of the plug for protective ground / earth.



"Schuko" is a registered trademark referring to a system of AC power plugs and sockets that is defined as "CEE 7/3" (sockets) and "CEE 7/4" (plugs).

2. Waterblock

A mechanical waterblock that allows a preset number of liters (2-40) of water to be drained per wash. The waterblock is mounted between the faucet and the inlet hose. It has 3/4" threading at both ends and fits standard inlet hoses.

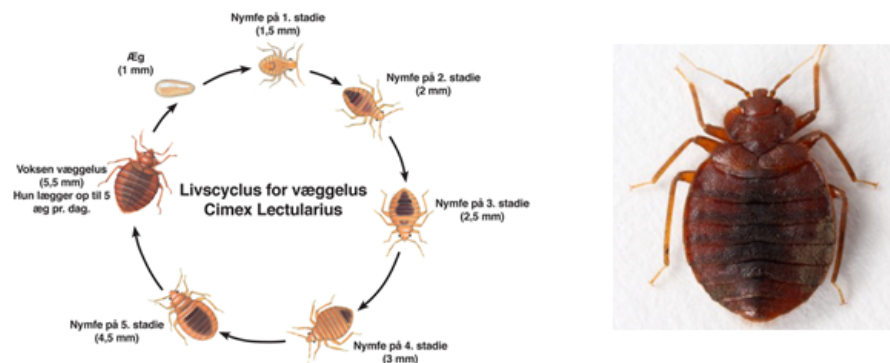


3. Drip tray / drain pan

A drip tray is an inexpensive and simple way of protecting your home by catching small leaks and reducing the amount of water damage from broken hoses.



Important Information regarding Bedbugs



It is very important that you always contact the Apartment Administration office, if you have bedbugs because they can spread to other apartments.

Bedbugs has become a regular pest in Danish homes. A typical sign that you have bedbugs is, that you wake up with bites on arms, legs and on the stomach region, because bedbugs typically live in the bed and linen. If you turn the bed upside down, you will see excrements in corners and edges in the form of small black dots.

Bedbugs are fairly easy to recognize. Their size can vary from pinhead size to the size of an apple seed. The color is brown from light brown to dark brown and they have transverse grooves across the carapace.

Bedbugs are normally brought into homes in luggage when returning from travels abroad. The luggage brought into foreign accommodation will have bedbugs inside and these will spread into the bed, electrical installations and then onwards to neighbors.

What should you do?

If you have bedbugs, you must do the following to avoid pest to spread:

1. Contact the Administration Office
2. Avoid guest to sleep over and do not sleep over as a guest outside your home. You can have guests, but they need not to sleep in your home and be careful not to place bags, coats and similar on beds or couches.
3. If you decide to trash your bed or couch while you have a bedbug invasion, then it is important to destroy the bed or couch to avoid these to be picked up by unknowing neighbors, who would then get bedbugs.