



House Rules Fellowtel

Key cards

After signing your short-stay-tenancy agreement, you have received key cards, which serve as keys. These key cards are programmed and provided with a unique code, determining which doors you can open and which areas you can use. In addition to the unique code for your accommodation, your key cards are provided with codes which make it possible to use certain entrances which are regarded as communal spaces. These are, for example, the main entrances, bicycle shed and washing machine areas.

We would urgently request you **not** to write the address of your accommodation on your key card, so that, should you lose it, it cannot be misused. In addition to these key cards, you have also received a key to the post box and the meter cupboard.

When you leave, you have to hand over all the keys to the employee of Vestide after the final inspection of your accommodation.

Lost key or key card

In case you lose your key card, you should report this tot Vestide. You can request a new key card. For a payment of:

Please check our website at www.vestide.nl in the Frequently Asked Question section for the prices of the keys.

You will be provided with a new key. Do not forget to bring your identity card or passport.

Lock out during office hours

You may come by at our office to pick up a one shot key card. Do not forget to bring your identity card or passport.

Lock out after working hours

You may dial our telephone number 040-2979380. A company will come to open your door. You will have to pay : €. 127,50 (approximately). The costs of this visit are for the tenant.

,Having guests

Of course you can invite friends over to your room. If you want someone to stay over, ask Vestide for permission and do inform your housemates. The maximum period a guest can stay over is 3 nights.

Rental payment

The rent of the accommodation has to be paid before the first of the month.

Cleaning

Vestide ensures that the general communal areas will be cleaned. Your own room and the bathroom has to be cleaned by yourself. You are also responsible for keeping the cooker clean. The communal kitchen will be cleaned professionally every Wednesday. The work will be carried out by the cleaning company Latten Co. The day before the cleaners come, you will have to make sure that the dishes are done and that the kitchen sink, tables and floor are empty. The other communal spaces, for example the corridors and the utility units will be cleaned every Thursday.

Washing and drying clothes

On the first, second, third and fourth floor there are utility units, with one washing machine and one tumble dryer. You are not permitted to put up washing lines in the washing machine utility units.

Inspections

Vestide regularly checks the cleanliness and tidiness of the communal spaces. These inspections are not announced in advance, contrary to the periodical inspections which take place four times per year and are officially announced in advance. If the cleaning is not up to Vestide standards, Vestide will order the house to be cleaned by a professional company. If this occurs, the residents will have to pay the cleaning costs.

The local manager from Vestide will regularly inspect the cleaning company at work in the residence. Also the area manager of the cleaning company will be visiting the residence regularly.

Household waste

Please put household waste into disposable bags and put it in the waste containers in the underground refuse containers placed by the Municipality of Eindhoven. You receive a special pass to open the container. For instructions how to use it please see attachment. It is not permitted to leave the bags next to the containers. Please put waste paper in the grey paper container which you can find in the entrance hall.

No waste disposal bags should be left in the corridors, kitchens or outside in the garden, as they will attract vermin and will pollute the environment.

Empty bottles should not be thrown out in the underground refuse container. Most soft drink bottles of one-and-a-half litres as well as glass beer bottles are returnable and can be handed in at any supermarket. All other bottles must be deposited in the bottle bank. Bottle banks can be found near supermarkets.

Rubbish which does not fit into the container or a bag is considered "large household waste" and has to be collected separately. Large household waste is collected against payment. You have to buy a so-called "Big Bag" at a municipal collection facility. Addresses of municipal collection facilities: Gabriel Metsulaan 5b, Lodewijkstraat 7. As soon as the "Big Bag" is full, you can call 040 -14040 to have it collected.

Bicycle parking facilities

Bicycles have to be parked in the bicycle-shed. It is forbidden to park your bicycle some where else in the building. Please do not forget to lock your bicycle.

The bicycle-shed is not meant for the storage of rubbish, paper and the like and must be left empty and clean upon your departure.

Safety

Make sure that the street doors are always closed properly. This will prevent unauthorized persons to enter. The proper closing of the doors is important for your and the other tenants safety.

Noise nuisance

Take into consideration that you are living with several people in the building. Don't make noise after 10.00 o'clock p.m.

Local taxes and energy bills

Whenever you receive letters or bills concerning local taxes or energy costs, please bring them to the Vestide office.

General questions

If you have any questions about paying your rent or other issues, please contact Vestide by e-mail: info@vestide.nl

Follow-up accommodation

If you are interested in unfurnished follow-up accommodation, we urgently recommend you to register on arrival as a "registered accommodation seeker" with Vestide student housing as long as you are a Bachelor or Master student. You can build up registration time. (If you want to stay in Eindhoven after your studies you can register at www.woonbedrijf.com for regular housing).

On behalf of the staff at Vestide
We wish you a pleasant stay!

Ventilating your accommodation

Keep ventilation ducts and holes open and clean

Every accommodation has air vents on the outside. That can be a vent or folding window in the facade of the house. These openings regulate the ventilation between the inside and outside and for the removal of dust. Keep the holes free of dirt, insects or plants.

Good ventilation is very important. In every accommodation humidity exists. If there is insufficient ventilation the paint will peel off and the walls in the bathroom will turn black. Also for safety reasons ventilation is important: always keep a window open in the kitchen in case of a geyser without exhaust pipe.

These are the basic rules for good ventilation

Bedroom/living room: open a window slightly ajar when one or more persons are present for a longer period of time, not only during the day but also during the night.

The living room: open the window for 15 to 30 minutes before going to bed. During airing the living room turn the heating down or off.

Note: Constant ventilation and airing every now and then is both necessary, it is not possible to replace one with the other. While taking a shower as well as half an hour afterwards it is necessary to air otherwise the extraction duct will not work. This may be done by opening a window ajar. In case the bathroom does not have a window there should be a big chink under the door; do not close off that chink! In case of mechanical ventilation during cooking or showering use the ventilator at full power. If you are not using kitchen or bathroom use the ventilator at half power.

To limit the daily damp production it is important that the last person who uses the shower wipes the walls and shower curtain. Hang the wet towel outside the bathroom to dry.

What to do to prevent condensate or mould on walls and/or ceilings

Ventilate regularly also when there is no one in the room; preferably leave two windows open slightly ajar, if possible directly opposite each other. In case of central heating: leave the thermostat at 20-21 degrees Celsius. In case of a mechanical ventilation: leave it on at all times as well as opening a window slightly ajar. Furniture like cupboards should stay 5 cm from the wall.

We advise you not to hang washing to dry in the living room because that will leave a lot of moisture.

Winter time

In the winter it is possible that the pipes of the central heating and water supply will freeze.

We ask you to prevent the pipes from freezing. Make sure that the central heating is on, especially when you are not at home but for instance on holidays. The thermostat of the (electrical or gas) heating system has to be at 15 degrees day and night, in all the rooms.

If there is an outside tap, it needs to be drained.

Thank you for your cooperation.