

## House Rules 2022-2023 (WONDELGEMSTRAAT)

These house rules form an integral part of the rental agreement.

### 1. MOVING IN AND OUT OF THE HOUSING UNIT

- Key transfer at the start of the agreement can only go through after payment of the deposit.
- Room check when leaving the student house and return of the key is done by appointment in consultation with the Housing Department.
- Any costs for additional cleaning or damage will be deducted from the deposit with a minimum of 100€.
- No personal belongings may be left behind in the housing unit upon departure.

### 2. USE OF THE HOUSING UNIT

- Establishing his main residence in the student residence is obliged.
- The housing department insures the tenant's housing unit against fire, explosion and water damage. Personal belongings are not included in the insurance.
- Problems in the room/studio or in the common areas must be reported to the housing manager by mail immediately.

### 3. PERSONAL USE

- It is not allowed to let third parties live at the accommodation (showering, cooking, staying overnight...).
- Subletting or renting out the housing unit is possible in case of an outgoing internship or outgoing international exchange provided:
  - Prior consultation with and approval of the housing department.
  - The new tenant or subtenant meets the admission conditions of the landlord.
- The tenant will allow room checks by the housing department or the concierge given prior notice; except in cases of force majeure. The housing department reserves the right to do unannounced checks in the presence of the student.

### 4. INTERNET

- Internet connection and WiFi are used with due care and attention.
- Internet is not unlimited. The tenant will use the provided connection wisely.
- It is forbidden to give the password to third parties.
- Additions (routers/wireless access points/...) and changes to the network are prohibited.

### 5. ELECTRICAL DEVICES/INSTALLATIONS

- Don't waste energy or water. Turn the heating on \* (anti-freeze) when you know you will be absent for a while.
- The tenant must use all electrical appliances correctly and switch them off correctly after use.
- The use of a sound system is permitted if it does not cause any noise nuisance.
- Only LCD, plasma or LED TV's are allowed.
- Only the installation of a table top refrigerator is allowed.
- Only energy efficient devices (min. A+) are allowed.
- All electrical appliances and extension cords must bear the label "CE" and comply with current safety standards. Interventions arising from defective or non-compliant devices must be reimbursed by the user.
- The housing office can refuse appliances that do not meet the conditions.
- Preparing food in a room is prohibited.

- Heating appliances, deep fryers, fondue machines, toasters, etc. are prohibited. Other cooking, grilling and heating appliances are only allowed in the (communal) kitchens.
- Changes to or repairs of electrical installations may only be done by authorised personnel and on behalf of the housing office.

## 6. MAINTENANCE

- Common spaces are always left in an orderly, clean and tidy condition. On Tuesday evening, a major weekly inspection is carried out in which all communal areas must be in a clean state.
- The cleaning of the common areas is provided by the housing department. Under no circumstances can tenants give instructions to the maintenance staff themselves.
- The tenant maintains his room on a regular basis and delivers it in perfect and cleaned condition at the end of the rental agreement.
- Every semester at least 1 big common cleaning will be organized by the tenant.
- The tenants must at all times take care of the equipment provided.
- Furniture may not leave the room/residence. No objects may be placed in common areas and corridors.
- Only thumbnails may be used to decorate the walls. Painting the housing unit itself is not permitted.
- Nothing may be applied to the windows or doors.
- Keeping animals is not allowed.
- It is forbidden to throw waste, sanitary napkins, tampons, or hair in the sink, shower or toilet. The costs of structural unblocking are at the expense of the tenant. It is the responsibility of the tenant to remove any blockages from the siphons at regular intervals.
- Bicycles may only be parked in the bicycle cellar and must be locked. Bicycles must be provided with a bicycle label under the saddle, which can be obtained from the housing department. It is forbidden to place bikes against the front side of the building or in the corridor.
- Unlabelled and incorrectly parked bicycles will be removed at regular intervals.
- Visitors park their bicycles in the public bicycle shed opposite the main entrance.
- Repairs are planned and carried out as much as possible in consultation with the tenant. The lessor will not make major repairs during the exam period, unless urgent repairs.

## 7. SAFETY

- Smoking is prohibited throughout the building, both in the private and the communal areas.
- Using candles, incense etc. is prohibited.
- It is forbidden to remove smoke detectors. Problems with the smoke detector must be reported immediately to the housing officer. Decorations, which may impede the normal operation of the fire detectors are prohibited. Detectors must always remain free.
- In the event of any breach and/or sabotage of fire prevention material, the housing department will immediately terminate the rental agreement unilaterally.
- Excessive alcohol consumption or any use of drugs will not be tolerated.
- The front door must always be locked. The room door must be closed when leaving the housing unit.
- Replacing locks or copying keys is prohibited. Costs for making new keys after loss will be charged to the tenant.
- The tenant may only allow access to their own visitors. The tenant is always obliged to check who rings the doorbell via the intercom before opening the door.
- Close the window whenever you leave your room. The housing department will not be liable for any theft.
- It is forbidden to place bikes against in the corridor of the building. You can only install your bike in the provided bicycle storage room .
- Access to the roofs is strictly forbidden.

- Storing flammable or dangerous goods in the rooms and common areas is prohibited.
- The housing department insures the tenant's housing unit against fire, explosion and water damage. Personal belongings are not covered by this insurance.
- The student service cannot be held responsible for any theft. The occupant is recommended to leave no money in his apartment and store precious material.

### 8. DEFECTS

- Damage, vandalism or defects in the room or common areas (installations, equipment, fire prevention equipment, etc.) will be reported immediately by e-mail to the housing officer.
- In case of problems during the opening hours of the housing department, the tenant will contact the housing officer. Outside opening hours, you contact the kotcoaches. The data can be found on the notice board in the living space.
- Repairs are planned and carried out as much as possible in consultation with the tenant. The landlord will not carry out any major repairs during the block and examination period, unless urgent repairs are carried out.
- The student is responsible for the damage caused directly by him/her or others who were allowed access to the room/studio/apartment.

### 9. WASTE

- Sorting of waste is mandatory.
- Waste has to be sorted to the standards of IVAGO and as explained in the file 'Separating the waste'. All students are responsible for sorting the waste in the right way and in the right bags.
- Garbage is kept in the correct place and bin. The tenant will sort full household refuse bags, PMD bags, paper, cardboard, green waste and rinsed glass correctly in the location/bags/containers provided for this purpose in the waste area.
- It is forbidden to leave waste in the communal areas. Large household waste or other exceptional waste may only be left behind with the express prior permission of the housing department.

### 10. SOCIAL BEHAVIOUR AND VISITING RIGHTS

- The tenant agrees to occupy and maintain the housing unit with [due care](#) and attention.
- The tenant will always keep the good order and peace and behave with respect for fellow tenant and neighbours.
- Between 11 pm and 7 am, complete silence must be respected throughout the building. During the official examination periods, the silence must also be respected during the day.
- Visitors are allowed, but not more than 5 visitors at the same time. Overnight stay of a visitor can only be permitted exceptionally after prior and written consent of the housing department. Frequent overnight stays by non-tenants is not allowed.
- Visitors must leave the building between 11 pm and 7 am.
- Receiving visitors in the communal areas is only allowed when being agreed to by the co-occupants present at the time.
- Visitors are subject to the Internal Regulations for the duration of their visit.
- Parties or large gatherings in the building are prohibited. Activities organised or approved by the housing department can be an exception to this rule.
- The tenant is responsible for and liable for the damage caused by himself or by his negligence as well as by someone else to whom he granted access to the building / room.
- All tenants are jointly liable for abnormal damage to the common parts if the perpetrator cannot be identified.
- The landlord cannot be held responsible for any accidents.

### 11. OTHER REGULATIONS

- The tenant consults his email daily.
- Participation in the residents' meeting on fire safety/evacuation exercises is mandatory.
- In case of problems, the tenant can contact the kot coaches or student services.
- The contact details of the tenant will be passed on to the Permanency Service of Odisee in the context of contacting the tenants in case of emergency.

### 12. SANCTIONS, COMPLAINTS AND DISPUTES

- In case of violation of the house rules theft, vandalism, disturbance of the order, racist actions or comments, inappropriate behaviour or abuse of fire and security installations, the housing department will send an official warning to the tenant and if necessary initiate a procedure to dissolve the lease.
- The person concerned will receive a maximum of 3 notifications. After this last notification, the rental agreement will be terminated. The housing department reserves the right to contact the parents.
- If the nature of the violation is a serious offence, the rental agreement can be terminated immediately.
- Disadvantaged students can submit a complaint to the housing department or the stuvo campus coordinator.