



## STUDENT HOUSING RULES AND REGULATIONS

for the student housing run by the Studentenwerk  
dated 21 January, 2008



### 21 Moving out

No later than 14 days prior to the termination of the tenancy tenants shall arrange for a date with the student housing caretaker for inspection of the room/flat.

### 22 Liability insurance for damage to rented property

The tenants' liability for damaged property is limited by a group insurance with an excess clause under which tenants have to pay a set percentage deductible themselves. Exempt from insurance are liability claims due to damage to electrical appliances and glass, but with the exception of refrigerators.

In each case of damage occurring during the term of tenancy a deductible of €25 will become due.

### 23 Telephone

A private telephone connection at the tenant's costs is permitted. The owner's permission required therefor has been given.

### 24 Student housing self-management

Tenants may – in accordance with certain frame conditions - lay down statutes governing the community life in the student housing and the cooperation of its tenants, which, however, shall not be in contradiction to the tenancy agreement and the rules and regulations of the student housing and neither to the guidelines of any tutorial programmes carried out in the student housing.

### 25 Water consumption

Should tenants be away for more than 7 days, they should let the warm water in the kitchen and the showers run for approx. 1 minute to ensure that no bacteria that may have accumulated in the water tank are contained in it.

### 26 Ventilation in underground carpark

Light wells and doors leading to the exit are to be kept free from any obstructions so that natural ventilation is ensured (underground carpark at Ernst-Lehner-Str. 8).

### 27 No smoking

According to the Bavarian Non-Smoking Act, smoking is prohibited within student housing run by the Augsburg Studentenwerk. Smoking in single-occupant flats and in the individual rooms of flat sharing groups, however, is exempt from this rule.

### 28 NOTE: Extension of tenancy agreements

Applications for the extension of the tenancy agreement shall be submitted to the housing administration (Wohnungsverwaltung) of the Studentenwerk no later than 26 January (for the summer term) or 28 June (for the winter term). In the absence of an application for the extension of the tenancy agreement the rooms/flats will be let to other students.

The student housing rules and regulations may be downloaded from the Internet under:

- 01 The student housing provides comfortable accommodation for students and is a place where students can pursue their studies in a quiet environment. For this reason, students must act considerately with regard to other tenants and their neighbours. We kindly ask you to obey the student housing rules and regulations and to make sure that they are also observed by your guests.
- 02 **No noise**  
Residents shall not create, or permit their guests or visitors to create, any disturbance or other nuisance in the student housing that will interfere with the well-being of others. This applies particularly to televisions, radios or the like which have to be set at low volume. Absolutely no noise is permitted from 11 pm – 8 am.  
Meetings, functions, events or the like are to be communicated to the caretaker at least three days in advance. Events staged by organisations, federations or associations require permission by the student housing administration, even if a resident has assumed responsibility therefor.
- 03 **Front door to be closed**  
Front doors are to be kept closed at all times. Keys for the doors must not be given to non-residents.
- 04 **Police registration**  
Any student moving into student housing shall register with the respective municipal registration office at Augsburg, Eichleitnerstr. 30, building F2, 1<sup>st</sup> floor, room 107 /109 or at Kempten, Rathausplatz 22, 87435 Kempten (Allgäu).  
The registration confirmation has to be submitted to the caretaker within two weeks from the first day of move-in.
- 05 **Tenants' names**  
Tenants shall attach their names as indicated at the letterbox, or the flat/room.
- 06 **Keys**  
New keys may only be made by the student housing administration. Tenants are not allowed to have new keys made on their own. It is not permitted to install private locks. If a tenant cannot get into his/her flat/room outside the normal hours of business ( Mon – Fri 7.30 am – 5 pm, Sat 9 am – 12 am) the tenant may ask the caretaker to open the door for him/her. It should be noted, however, that he is not obliged to do so. For this extra service a fee of €10 will be payable against receipt. If the keys are not returned by the day the tenant moves out, section 12, paragraph 3, clause 2 of the tenancy agreement shall apply. For exchanging a lock a minimum fee of currently €30 will be payable.
- 07 **Placing objects, attaching posters**  
No objects must be placed or stored in doorways, hallways or communal rooms. Otherwise they may be removed by the student housing administration without prior warning. The costs for such removal and possible storage fees shall be borne by the owner who shall also bear the risk of damage to such objects unless the student housing administration can be held liable for deliberate damage or gross negligence caused by a vicarious agent. The same applies to posters, pictures or the like attached outside the tenant's flat/ room  
No objects must be placed on balconies, loggias or terraces with the exception of regular outdoor furniture, or attached to pigeon nets (if provided).

- 08 Vehicles**  
Cars, mopeds and bicycles must not be parked or operated in areas other than provided therefor. Washing and maintenance of vehicles shall only be permissible at specifically designated locations. Vehicles which are not operative or not registered must not be parked on the grounds of the student housing.
- 09 Care, cleaning**  
All pieces of furniture shall be treated with proper care. They must neither be exchanged between the rooms nor be removed. Tenants are not permitted to carry out any structural alterations. This includes putting wallpaper on the walls or daubing the walls with paint. Tenants shall keep their flats/rooms as well as all communal rooms clean and tidy. Rooms/flats as well as the appertaining balconies and terraces are to be cleaned by the tenants themselves. Tenants shall not be entitled to demand cleaning of the communal rooms at certain regular intervals or by rotation. In the case of double rooms and shared flats the communal rooms shall be cleaned jointly by the tenants thereof. Prior to moving out tenants shall arrange for the cleaning of the mattress covers, curtains and carpets, and furnish suitable evidence thereof, as otherwise the cleaning will be charged to their account. Showers, toilets, cookers and refrigerators shall be cleaned at regular intervals with suitable surface-friendly cleaning agents. Wet surfaces should be dried up immediately to avoid the formation of lime scale residues. The refrigerator must be regularly defrosted every 4 weeks at the latest. Do not step on roofs except for roof terraces where this is expressly permitted.
- 10 Connection of radios and televisions**  
Radios and televisions have to be registered with the Fee Collection Center (Gebühreneinzugszentrale). The fees shall be paid by the tenant. If aerial connection cables are provided in the rented property, these have to be used exclusively.
- 11 Electrical appliances**  
It is not permitted to use private electrical heaters, electrical stoves, washing machines, refrigerators or the like. Electrical lines or sanitary conduits and connections must not be altered in any way.
- 12 Aerials, venetian blinds, window boxes**  
It is not permitted to install external aerials, awnings, external blinds or to place any window boxes or flower pots outside windows, or on the outside of balcony or loggia balustrades.
- 13 Refuse**  
All refuse must be disposed of in the containers provided therefor and not be thrown into sinks, toilets or the like.  
**Refuse is to be correctly separated (please read the information sheet entitled „Ihre müllstarken Vier“)**  
**Refuse separation prevents additional emptying of containers and thus helps reduce operating costs.**
- 14 Animals**  
It is not permitted to keep animals on the premises.
- 15 Nails, etc.**  
Walls or furniture must not be damaged by fixing hooks, screws, nails, adhesives etc.
- 16 Storage rooms**  
Any objects deposited in the communal storage rooms must be empty and must bear the name of their owner. The student housing administration will not accept any liability for the items deposited. Depositing of inflammable and acrid materials is strictly forbidden.
- 17 - Letting in fresh air**  
The room/flat should be sufficiently aired. At night time, however, or when the tenant is absent, or during bad weather, care should be taken that doors and windows are closed. During the cold season, when the heating is on, tenants must keep doors and windows closed even in unheated rooms. Letting in fresh air is permitted, but tenants must make sure that the rooms are not getting too cold. If the heating has been turned off during frost periods, the tenant will be liable for any damage that may be caused.
- 18 Use of rooms/flats by third parties**  
The use of a room/flat by a third party requires the permission of the student housing administration. The necessary application forms may be obtained there.  
  
A flat/room may be used by a third party for a continuous period of maximally three months, of which a maximum of 31 days may be during the study term. An exception applies to students of the University of Applied Sciences (Fachhochschule) doing a compulsory practical during the term in which such practical has to be taken. In this case the flat/room may be used by a third party for a continuous maximum period of 6 months. Five months at the most of this period may be during the study term.
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- Study terms
1. Students of the University  
15 April – 15 July  
15 October - 15 February
  2. Students of the University of Applied Sciences (Fachhochschule)  
15 March - 31 July  
01 October - 14 February
- The permission to a third party to use a room/flat may be granted several times. In principle, such permission may only be granted to students of a scientific university or a university of applied sciences. To sublet flats/rooms without permission of the student housing administration or at a higher rent than the contractually agreed amount shall be deemed a serious violation of section 9 (b) and (c) of the tenancy agreement.
- 19 Business activities**  
Doing business or selling goods within the student housing shall not be permissible.
- 20 Moving in**  
Students may in principle only move in on workdays from 9 to 12 am and on Mon to Fri from 1 to 3 pm, or upon arrangement by telephone to be made as a rule no later than on the preceding day.