

House rules Haarlemmerstraat

Dated 15 August 2022

Apartments Haarlemmerstraat

Organisation of the Haarlemmerstraat complex

The complex consists of 14 flats on the first floor and above, accessible via the central hall, the central staircase at the rear and the walkway on the first floor at the rear.

The flats are owned by the Stichting Universitaire Woonwijk Boerhaave (SUWB).

Shops are located on the ground floor, owned by the Leids Volkshuis Management Foundation. The shops have an escape route at the rear via the corridor that gives access to the storerooms. The walkway at the rear on the first floor serves both as access for the flats and as a terrace for the flats on the first floor. The access routes to the flats should be kept free of obstacles. The concrete tiles on the walkway should not be removed and no objects should be wedged between the concrete tiles.

The outer doors of the central hall on the ground floor should be closed at all times due to the heavy pedestrian traffic on Haarlemmerstraat and an increased risk of burglary.

The pipework above the storerooms on the ground floor, under the walkway, should be kept closed at all times, except during inspections by mechanics. Use of this area as storage is strictly prohibited.

General

It is not allowed to occupy the properties with more persons than the number of persons registered for the respective property and for which the property is furnished. All tenants/occupiers must be registered in the Municipal Registration. If the tenants wish to deviate from this, permission from the Foundation Board is required.

Upon lease termination, inspection will take place by the caretaker. If there is contamination or damage, this must be cleaned and/or repaired BEFORE (or at) departure on pain of compensation. It is not permitted to make changes to the accommodation. Alterations made will be repaired at the tenant's expense.

Tenants/occupiers are obliged to keep the rented space well maintained and clean. This includes maintenance of painting, wall finishes, tiling, ceilings, unclogging of sanitary drains, as well as hardware and post boxes.

Tenants are responsible for damage and resulting nuisance caused by them (or their guests). Tenants must not, especially between 10pm and 7am, cause noise pollution to their fellow tenants. Tenants are obliged to allow the installation of ladders and/or scaffolding for the purpose of maintenance and/or cleaning of facades and windows.

It is not allowed to:

Keep pets.

Lay contact noise-causing floor covering (e.g. parquet) unless adequately sound-insulated.

It is not allowed to put up stickers or posters in the public areas.

Nor is it allowed to hang washing to dry in the public areas.

Barbecue activities are also prohibited in the public areas.

Technical issues

Technical issues can be reported on telephone number 071-5141766 or on e-mail address info@suwb.nl. Only urgent disturbances can be reported outside office hours.

Painting and repairs

In the apartment and in the general areas it is not allowed to repaint the walls, ceilings, woodwork etc. Clandestine overpainting and damage will be repaired at the tenant's expense.

No drilling is allowed in the walls or ceiling. Only the use of 'plastic concrete hooks' is allowed to hang light poster and picture frames.

Windows

The outside of the windows is washed by a cleaning company. The inside should be cleaned by the tenant.

Avoid cracks in the glass: do not stick anything on the window and do not cover the windows with foil, newspapers or rubbish bags.

Objects in front of or on the window can cause temperature differences in the glass, resulting in a thermal break. You can reduce the risk of thermal breakage by adhering to the following rules.

Do not glue or paint the glass.

Do not place large objects directly behind the glass.

Hang lamellas, curtains or Venetian blinds at least 6 centimeters away from the glass.

The tenant pays the bill for a new window; the glass insurance does not cover the damage of a thermal break.

Ventilate

Regularly ventilate your home by opening the windows ajar. This prevents condensation and mould.

Electricity, gas and water

Tenants must conclude a contract for the supply gas and electricity with an energy company on the effective date of the tenancy agreement. Regarding the supply of gas and electricity, the tenant can make its own choice (e.g., Van de Bron, Greenchoice, Vattenfall, Eneco, etc.). SCIS and SHWJ provide information about the contact details and application procedure of the energy and water suppliers.

The intermediate meters in the meter box measure the individual consumption. Once a year, the tenant receives a statement from the electricity supplier based on actual use less any advances that have been paid.

For water use, the tenant must also conclude a supply contract with Dunea.

When the rent of the apartment ends (the rent must be terminated one month in advance), the supply contracts with the gas and electricity supplier and Dunea (water) must also be terminated by the tenant. The suppliers will then prepare a final bill.

Lighting in the central hall, storerooms and access corridor to 73c and 73e is permanently switched on. The other central lighting is switched on when it gets dark.

Consumption via the electricity sockets in the storerooms for short-term use (e.g. Hoover) are settled in the service charge.

Heating

The flats are equipped with a central heating boiler and radiators, as well as a mechanical ventilation system. Instructions for optimal use of the heating and ventilation system are available in the flat.

Smoke detector

There is a smoke detector in the house. Press the test button to check whether the smoke detector is still functioning. The battery should be replaced by the tenant himself. If there is insufficient ventilation while cooking or if the bathroom door is opened after a long and hot shower, the smoke detector may go off. Once the cause is removed, the audible alarm will automatically switch off. Avoid an unnecessary alarm and ventilate sufficiently.

Fire safety

The corridors, communal areas (building entrances) and stairwells are also escape routes. No bicycles, rubbish bags or other items may be left there. For safety reasons, no doormat may be placed in the corridors either.

Doors fitted with door closers close automatically and, for fire safety reasons, these doors may not be locked in the open position. The corridor in which the storerooms are located may also be used as an escape route for the shops on the ground floor in the event of a fire; it is strictly forbidden to place bicycles or other obstacles in this corridor.

Internet and television

In this building, cheap and fast internet and television from Ziggo is available. One pays for this via the service charge in the rent.

Activate internet

The internet is not wireless. A network cable needs to be purchased.

Connect the network cable in the LAN socket in the wall to the computer. When connecting to the internet for the first time, you will get a start-up screen. Enter the contract number and date of birth there. The 11-digit contract number can be found at the top left of the rental contract.

If one prefers wireless internet, a router needs to be purchased. Always check first with ITT desk what type of router is needed and how best to connect it.

In case of problems with internet and television: contact the ITT desk. Tel.nr. 031-8501403.

Bicycle storage

There is a bicycle shed on the ground floor. Please do not put your bicycle in communal areas or in front of the entrance to your home or building. This blocks escape routes and hinders emergency services if they need to enter the building quickly. Bicycles found in the common corridor will be removed. Bicycles in the way are moved.

we. We remove incorrectly parked bicycles. The owner of the bicycle will have to pay the cost (for removal and storage; about €30). Once the costs are paid at the SHWJ, you can collect your bicycle (by appointment). The SUWB and the SHWJ are not responsible for any damage to locks that had to be cut to remove the bicycle.

Visitors can place their bicycles outside.

Cleaning your own home

Your home should be cleaned regularly. Upon termination of the rental contract, you should carefully clean your home before you leave. Careless cleaning may lead to non-payment of the deposit.

Cleaning of common areas

The entrance hall, corridors and stairwells are cleaned by a cleaning company: all residents contribute to this in the service costs. They are jointly responsible for keeping the entrance hall, corridors and stairwells tidy.

Letterbox

Each resident has their own locked mailbox that can be opened from the inside with a key.

Intercom

There is a videophone in the home that can be used to open the entrance door and communicate with visitors.

Washing machines

Each flat is equipped with a washing machine stand. You need to install a washing machine yourself. Any dryer can be placed on top of the washing machine.

Parking

Paid parking is available in the vicinity or a (paid) parking permit can be requested from the municipality of Leiden via the website Gemeente Leiden, under "Parking permit request for residents" or at the city office Bargelaan 190.

Waste

Rubbish belongs in the waste containers. The caretaker or manager removes rubbish bags left on the gallery or in the corridor; the costs are payable by the tenant.

Waste can be deposited in the underground containers, on the outside of the building. For this purpose, a pass can be obtained from the municipality of Leiden via the website Gemeente Leiden, under [Containerpas aanvragen](#), or at the city office Bargelaan 190, or via telephone number 14071 (say Leiden). Please state clearly that this is independent living accommodation.

Surplus household goods

Surplus household goods should be taken to the municipal waste disposal site of the Municipality of Leiden.

Service costs

In addition to the basic rent, an advance payment for service costs is paid. The service charges do not include costs for individual consumption of district heating, electricity and water. Please note that the contracts for city heating, electricity and water must be concluded by the tenant. One also pays an advance service charge each month. Which costs are covered by the service charges is shown on the SHWJ website under Rent structure and Rent allowance (log in for information about one's home).

Rent allowance

If you want to know whether you are eligible for housing benefit, we refer you to the website of the tax authorities. On this site you can find out under which conditions you can be eligible for housing benefit and how you can arrange this. The information required for applying for housing benefit can be found in your rental contract or in the specification of the most recently sent annual rent increase letter.

Keys

Every tenant is given three keys to open the general doors, the flat entrance door, the storage door and the post box in the central hall.

If keys are lost or locked out, you can request the assistance of the caretaker on tel.no. 071- 5141766. Within office hours, the costs for remedying key loss or exterior locking are € 50,-. Outside office hours (at night and at weekends), the cost is €100,-.

Returning keys

At the end of the rental contract, the keys can be left in the mailbox of your own home on the ground floor. Put the key(s) in an envelope with the address on it, or attach an address label to the key(s).

Taxes and benefits

In Leiden, tenants receive two municipal taxes directly:

- waste collection levy (costs for the disposal of household and bulky waste in the municipality),
- sewerage levy (costs for sewer maintenance).

The Tax Cooperation Gouwe-Rijnland (BSGR) sends the bill (assessment) directly to the tenant and this bill has to be paid by the tenant himself.

It may be possible to obtain remission of municipal taxes. The conditions can be found on the [BSGR](#) website.

Deposit

With effect from 1 January 2022, new tenants will be charged a deposit of €750,- upon signing the tenancy agreement and starting to occupy the property.

If, after termination of the rental contract, the property is handed over clean, without defects, with the inventory present and full payment of the rental obligation, the deposit will be refunded.