

# Welcome



**Teknisk Kollegium  
i Horsens**

## Welcome

We welcome you to the Teknisk Kollegium and hope you will find yourself well among the other residents.

### Here in the leaflet is practical information we recommend you read

- The administration office takes care of all tasks related to contractual rent payment, termination, etc.
- Changes to the training must be notified the office.
- For payment of the rent you will receive a collection card which **must** be registered Nets/PBS, to automatically transfer the rent.
- You must pay the rent no later than 01. In that month.
- The caretaker takes care of the practical arrangements concerning moving in and out. Handing over the keys, maintenance of pipes, plumbing and electrical systems.
- Remember you are responsible for interior maintenance and dorm furniture. If you want to make changes, it **must** only be done in agreement with the caretaker.
- **Installation of PC** – Must only be done with valid virus program. Failure to comply and giving us expense for an Internet Consultant, the cost will be charged from you.

### Remember

**Post** - Register relocation for address – [www.postdanmark.dk](http://www.postdanmark.dk)

**License** - Join Tv License – [www.dr.dk](http://www.dr.dk)

**Housing benefits** - As a resident, it is possible to apply for housing benefits – [www.borger.dk](http://www.borger.dk)

### Internet and tv

Is included in the rent. There is a modem in the apartment.

To get started you must recreate own password. This is done by pressing the **reset** button on the fiber box. You can now log in with username “ admin “ and the password “ admin “.

Now you are ready to change the setup of your fiber box. Instructions are available in the office if it isn't in the apartment

## **General information**

### **Keys :**

1 room apartment, handed 1 key. 2 room apartments, handed 2 keys when there are 2 residents.

### **Brik :**

Front door to the block where you live

Front door Block E – Fitness

Basement, Block B – Lounge

### **Laundry :**

Located in the office building. ( 2 room apartments only one of the briks fit ).

There are 8 washes and 4 times dryer included in the rent per month

### **Bicycle racks and shed :**

Residents Block A, B, C, D – Bicycles must be placed in in your allotted storage room. ( Appears in lease ).

Block E – Bikes must be placed in racks behind the office building.

*Bikes will be removed if this is not respected.*

### **Vacuum cleaner :**

In all corridors there are vacuum cleaners. They are storage in the cleaning rooms where your apartment key fits. *Remember to take back after use.*

### **Faults and damages :**

If by occupation or later there are discovered faults or damage in the apartment, you must promptly inform the caretaker if you want it made ( within 14 days of occupancy ). This is done by placing a note with your name, apartment number and what needs done in the caretakers mailbox or send an e-mail : [pedel@tekniskkollegium.dk](mailto:pedel@tekniskkollegium.dk) Also when there are discovered faults or damages in the public facilities.

The apartment is always newly painted when moving in.

## Recycling rules

There are installed two containers in the sink cabinet. One container and the brown bag which are supplied to be used **only** for food refuse. Once these are used, you can require for more of the caretaker.



The second container is for other refuse for incineration, and there must be a garbage bag in it.

You must also obtain garbage bags for paper / cardboard and metal / plastic / glass.

There exists containers around the college common outdoor areas. It is important to dispose of your refuse in the appropriate containers for the four types.

There is a logo on the container, so you can see what type is intended.



## **The committees of the College**

You can always come up with praise, criticism or suggestions. This is always done in writing and delivered to the tenants council mailbox at the office.

### **Board :**

The Board is the senior financial and administrative unit of the college. The Board consists of 6 persons representing different squares, and is composed of:

2 persons appointed by the municipal council

1 person appointed by VIA University

1 person appointed by Learnmark

2 persons from Teknisk Kollegium, as while sitting in the residents' council.

### **Residents' Council :**

Residents' Council is the trunk of the residents at the Teknisk Kollegium.

The Council's purpose is to create a link between the college executive management ( the Board ) and the residents.

Meanwhile, the council also has a task of ensuring the residents' interests in all ways and areas where this may be required.

Residents' Council consisting of 7 people who are all from Teknisk Kollegium, initiates most events, including residents' meetings.





# Pay your rent automatic by Nets



Once you have a Danish bank account then you can pay your rent automatic by “Nets”

Advantages of the payment service Nets

- Your rent is paid on time
- You do not have to key payment information in your online banking
- Do you avoid boring reminders and fees

How to sign the bill

- Sign up through your net - bank
- Take the bill to the bank and sign they help you to sign it

Reg.nr.	Kontofr.	<b>INDBETALINGSKORT</b>	KA71	<b>KVITTERING</b>
Betalings-ID og indbetaler		Kan betales i pengeinstitut og på posthuse		Checks og lignende accepteres under forbehold af at pengeinstituttet modtager betalingen. Ved kontant betaling i pengeinstitut med terminal er det udelukkende pengeinstituttets kvitteringstryk, der er bevis for hvilket beløb, der er indbetalt.
TEKNISK KOLLEGIUM KOLLEGIEVÆNGET 21, 1. TH. 8700 HORSSENS		Kreditnummer og beløbsmodtager 83591986 TEKNISK KOLLEGIUM I HORSSENS CHR. M. ØSTERGAARDS VEJ 2 8700 HORSSENS	Kreditnummer og beløbsmodtager 83591986 TEKNISK KOLLEGIUM I HORSSENS CHR. M. ØSTERGAARDS VEJ 2 8700 HORSSENS	
Tilmeldingsoplysninger: PBS nr.: 08168873 Deb.gr.nr.: 00001 KUNDENUMMER 000000000102197		Underskrift ved overførsel fra konto	Kvittering	
 <b>BETALINGSSERVICE</b>  <b>ELEKTRONISK INDBETALINGSKORT</b>				
Kroner	Øre	Betalingsdato	Kroner	Øre
3.936	00	04.11.2015	3.936	00
Til maskinel aflysning venligst at skrive i nedenstående felt		Dag Måned År	Tilmeldingsoplysninger:	
+71< 00 02898786161+83591986<			PBS nr.: 08168873 Deb.gr.nr.: 00001 KUNDENUMMER 000000000102197 Betalingsdato: 04.11.2015	

To sign the bill you need these information :

**PBS. Nr. , Deb.gr.nr. and Kundenummer**

Remember to pay the bill until it appears on your payment summary

## **Contact Information**

**Teknisk Kollegium**

**Chr. M. Østergaards Vej 2**

**8700 Horsens**

e-mail : [kontor@tekniskkollegium.dk](mailto:kontor@tekniskkollegium.dk)

Phone: +45 75 62 65 16

Telephone hours: Monday to Thursday between the hours 9.30 - 15.30

### **The office is open:**

Monday – Tuesday.            13.30 - 15.30

Wednesday – Thursday.    14.00 - 16.00

### **The Caretaker has office hours:**

Monday – Thursday        11.30 – 12.00 again 15.00 – 16.00

Friday                            11.30 – 12.00

**The office hours should as far as possible is respected.**

### **Outside opening hours:**

Mobile: +45 21 45 83 16

e-mail : [pedel@tekniskkollegium.dk](mailto:pedel@tekniskkollegium.dk)

