

Information brochure

Department 18





Welcome to your new home in department 18 in Vivabolig.

In this information brochure you can find practical information about your department. Furthermore, you can find specific guidelines decided by the residents of the department. By following these guidelines, we will all thrive in our community.

General advice

In 'The house rules' of your department you can find important information, which can have consequences for your rent of property at Vivabolig. Therefore, you should read 'The house rules' closely when taking over your residence.

As a new renter you must pay attention to the rental contract §9, if you find any flaws and deficiencies in your residence. The deadline is two weeks from the day you took over your residence.

We advise you to take out a contents insurance, as the department's insurance does not cover your personal belongings in case of e.g. fire and water damage.

Changes

If you have any questions regarding this information brochure, or you have a suggestion for changes, you are welcome to contact the department board. Mail: bestyrelse18@vivabolig.dk

Department meeting

Once every year we have a department meeting, which generally is in May. At the meeting we will go through the financial report from the progressing year. Also, the chairman of the department will lay out his or her report and next year's budget will be adopted. At the department meeting we also vote for representatives to our department board and vote on incoming proposals from the residents.

If you have any proposals for new initiatives or activities that needs to be considered at the department meeting, you must deliver your proposal in writing to your department board or the administration in Vivabolig not later than 14 days before the meeting.

The department board

The department board consists of residents from your department, who represents the other residents and the department. Together with you and the other residents, the department board must ensure that every factor in the department works. This is done by supervising the department's maintenance condition, ensuring that the house rules are being followed, contributing to the budgeting etc.

Information about your department



About your department

Department 18 in Vivabolig is a very mixed department, where young people, older people and families lives side by side in red and yellow apartment houses, that are encircled by nice common areas. As a resident in department 18 you are close to public transport, shopping facilities, green areas and UCN (University College of Northern Denmark).



TV and internet service provider

In the red apartment houses Stofa is the TV provider and the subscription is charged directly from Stofa.

In the yellow apartment houses, residents have YouSee with the small tv-package included the rent. If you want to change your tv-package, you must contact YouSee yourself.

If you want internet in your resident, you can freely choose the provider you want. All contact and settlements happen between you and the chosen provider.



Affald

In 'The house rules' you can find the ordinary rules about how to handle your waste.

If you have domestic appliances, paint residues, chemicals or other types of polluting waste, you can find special disposal solutions, designated by the local authority. Visit the website of Aalborg municipality.



Laundry

All residents in the department can use the common laundry room. In the laundry room you will find instruction manuals hanging on posters about how to use the laundry room.

After use of the washing machines, they must be cleaned so they are ready for the next resident. If you have used a laundry cart, it must be delivered back to the laundry room after you are done using it.

If you have your own private washing machine, you must commit yourself to use the machine between 7.00am and 08.00pm.



Stairways

Always keep stairs and stairways free from personal belongings and other effects as these works as escape routes.



Basement

Your tenancy includes a room in the basement. It may be possible for you to rent an extra room in the basement. Contact the administration of Vivabolig.



Parking

Your department is a part of the public parking area and parking outside the marked parking spaces are governed by the local authority's parking control.

Bikes and baby carriages must be placed in the basement for bikes or in baby carriage rooms. Here, you can use the basement stairs outside.



Damages and repairs

If you accidentally do any damages to the property or its inventory, you must contact the estate office or the department board. In this way we can quickly repair any damages.



Outdoor maintenance

As residents in this department we all need to take care of our gardens and not damaging plants, trees and other vegetation.



Banqueting room and guest rooms

The department has a banqueting room with room for 60 people, all residents in the department can rent. Read more on Vivabolig's website: www.vivabolig.dk.



Dit ejendoms kontor

Dripping water tap, problems with the heat or other operations?

Contact the estate office

Address: Gundorfslund 13B, 9000 Aalborg

Telephone nr.: 9812 7426

Mail: team4@vivabolig.dk

Personal contact:

Estate office Konvalvej 51, 9000 Aalborg

Monday + Wednesday + Friday: 08.00am – 09.00am

Estate office Gundorfslund 13B, 9000 Aalborg

Tuesday + Thursday: 08.00am – 09.00am

Telephone hours:

Monday – Thursday: 08.00am – 15.00pm.

Friday: 08.00am – 14.00pm.

Emergency phone outside normal working hours – please look at the noticeboard on the stairway or on our website: www.vivabolig.dk