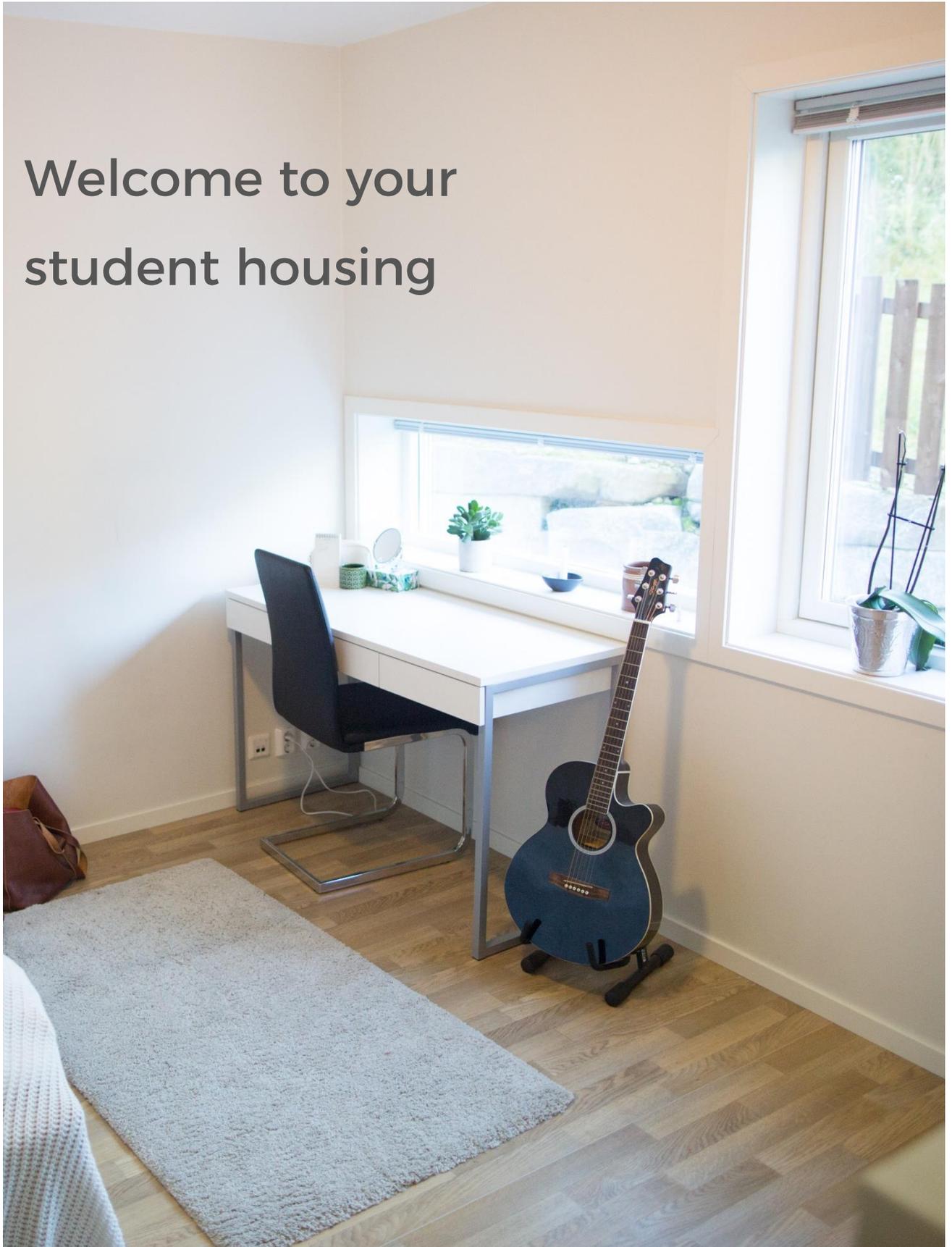


Welcome to your
student housing



busaman



Living with other people means you are part of a larger community. With this follows both responsibilities and opportunities.

Meet your neighbors, do something together, respect each other and take care of each other.

Reservation of the common areas

The common area is for all the tenants and it is important to respect that you are sharing this area with others. There should be room for everyone and if you are going to have a lot of visitors, occupying the area, this should be discussed with the other tenants. If you are having a party or larger get-together you are responsible and have to put your name on the reservation list hanging on the information board.

Wi-Fi

To use the wireless connection you connect to the network called Eduroam. Use your username from school like this: username@hvl.no. The password is the same as the one you use in school.

You will find Eduroam in all of Saman student housing and the schools buildings. It is not allowed to use a private router

Rent

The rent is due the 15th of every month. You will find your invoice when you log in to boligtorget.no. Saman does not send out invoice on paper.

NOTICE: When transferring from a foreign bank there will be deducted fees from both the sending and receiving bank. In our bank the fee is 50NOK. Be sure to add this to your payment so that we receive the full amount.

PAY IN TIME – AVOID LATE-FEES AND COLLECTION. Contact us if you get any problems with payment and we will try to find a solution together.

Fire alarm

It is important that you familiarize yourself with the fire instructions for your housing so that you will know what to do if the alarm is activated. In the tenancy agreement you have signed it states that you agree to do this. The fire instructions you will find on the information board in the common area.

NOTICE: In Studentheimen the fire alarm connects directly with the fire department. Here it is very important to notify the fire department of a FALSE alarm as well as a real one to prevent unnecessary emergency response.

Laundry

With your keys you have been given a Miele laundry card to use in the laundry room. To use it you need to fill it up on your Miele account. You access the account via your user on Boligtorget.

Need help from the janitor?

When you wish to report a defect, or other things you might need the janitor for, you use the 'Report defect' function on www.boligtorget.no/sisof.

Parking

Saman has some parking spaces outside the student housing. If you are a tenant with Saman you have the possibility to use the parking spaces belonging to your housing area. To use the parking spaces you have to have a valid parking sticker. You can get one in the Saman administration for 500 NOK. Remember to bring your car registration!

For visitors that are staying the night you can get a guest parking card. You can get one for up to 10 days at a time at the Saman administration.

Cars without valid parking stickers or guest cards will be fined or the car will be towed for the owners own risk and cost.

Locked out?

If you have forgotten your key you can contact one of the janitors during opening hours. Outside opening hours you will be charged a fee.

Before 22.00 Mon-Thurs and before 21.00 Fri-Sat :

- Call your housing manager
- Price: relevant rates according to call-out by janitor (about 1300NOK) The janitor will let you know when you call.

Mon-Thurs 22.00 – 04.30 and Fri-Sat 21.00-04.30:

- Call Securitas: 229 71 039
- Price: going rates for call-out by Securitas.
- Saman is billed by Securitas and charge the tenant the same amount.

Cleaning week

In all common areas you will find a cleaning list. On these you will find out what weeks you are responsible for cleaning and tidying the common areas. If the week is especially inconvenient you are responsible for trading weeks with someone else. A tip from us is to get together with another student and make the cleaning a social thing you do together. That way the cleaning goes faster and it is less to clean for one person. The Saman housekeeper controls that the cleaning is adequate.

ATTENTION! It is the tenant's own responsibility to check the list on Tuesday after 15.30 to see if the cleaning has been approved. If it is not you get the chance to clean what was not approved, and the housekeeper will come again to check on Wednesday. If your cleaning is still not approved, another cleaning will be done by Saman and an invoice of the costs will be sent to the person responsible for cleaning the common area.

Information about cleaning and detergents is hanging on the information board. There will be held courses in cleaning every fall, at the request from our students. Common wash down is obligatory for all students renting from Saman, and will be conducted 1-2 times a year – cf rental agreement with attachments. Any questions about cleaning should be directed to our housekeeper.

Saman keeps mops for the weekly cleaning of the common areas. So that Saman can be able to provide clean mops every week for the students' cleaning of room and common area, everyone needs to put the dirty mops in the laundry room after use. Dirty mops do NOT go in the garbage.

In Saman we have high standards regarding hygiene and cleanliness. Be kind and try to help us maintain these standards.

Insurance

Note that Saman does not have any insurance for your personal belongings. This is your responsibility as a tenant to acquire yourself.

Sorting your waste

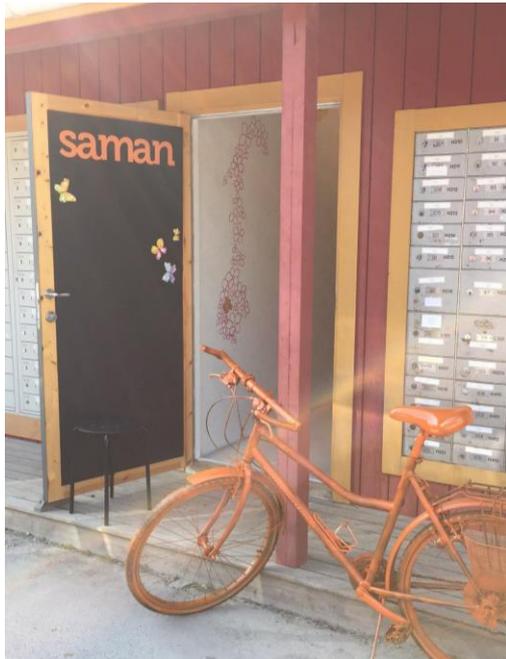
Please help us take care of the environment! By all the garbage cans there are instructions for sorting your waste and recycling and where to put it.

Reuse center

We aspire to facilitate ways for our tenants to be more environmentally friendly. Therefore, we have made a reuse center called 'Gjenbruksbui', where you can find many nice, pre-owned things.

Have a look instead of buying new, to see if you find something that you need. Bonus: it's free! You are very welcome to have a look! If you find yourself with things no longer useful to you (but still in usable condition), please feel free to leave them in the re-use center. Thank you

The reuse centers are located in Studentheimen (in the basement) and Elvatunet (in the building with laundryfacilities and mail). They are open during our opening hours mon-fri 08:00-15:30.



2 Gjenbruksbui in Elvatunet



1 Gjenbruksbui in Studentheimen