

## Part of Letting Agreement

These house rules form a contractual element of the letting agreement. Any violation of the house rules is regarded as a breach of contract and may result in eviction.

### General rules

Tenants must keep their rooms, the corridors, the communal showers/toilets, the kitchen and all other rooms in the house and its surroundings clean, tidy and secure at all times.

It is forbidden to leave refuse or other objects on balconies, in communal rooms or around the house. Further it is not allowed to store any objects or foods on the windowsill.

For safety reasons, all the corridors, stairways and landings have to be kept completely free.

Please comply with the disposal and recycling rules posted on the notice board.

### Noise at night, parties

A city ordinance stipulates that from 22.00 - in the summer season on Fridays and Saturdays from 23.00 - no noise may be made that might constitute a disturbance for other people. After this time, the sound levels of music and conversation must be kept down so as not to disturb neighbours and fellow tenants.

Tenants are not allowed to play music with doors or windows open if this disturbs neighbours or fellow tenants. If there are complaints about noise, it must be stopped immediately.

When students are planning a bigger party, the approval of the neighbours and the administration must be obtained in advance.

The house representative also has to be informed in advance of the date, place and the person(s) responsible. In the event of complaints, the noise level must be reduced immediately.

Music or video performances outside the house and any public performances in or around the house are forbidden without the explicit, prior consent of the administration.

The persons organising a party are responsible for any damage caused and for cleaning up afterwards.

### Cleanliness

Tenants are responsible for cleaning their own rooms.

For the utilisation and the cleaning of the kitchen the kitchen regulation is applicable. These rules are part of the house rules.

### Alterations, defects, damage

Structural alterations (such as painting, drilling holes, plugging, wiring and laying cables) are only allowed with the prior approval of the caretaker or administration. Report any defects and damage to the caretaker without delay using the form near the caretaker's letterbox or see [www.woko.ch](http://www.woko.ch).

In older buildings it is forbidden to place furniture directly at outer walls. Mold damages will be charged to the tenant.

### Pets

Pets are not allowed.

### Smoking, smoke detector

Smoking is prohibited in the entire building.

Eating room and lounge as well as individual rooms are equipped with smoke detectors. If the fire brigade is alarmed because of someone smoking, cooking, etc. or manipulation of a detector we have to charge the according fee (approx. CHF 2000!) to the culpable person.

### Admittance to rented rooms

Administration staff are allowed to access tenants' rooms after due notification. After a tenant has given notice, his room can be entered by administration staff during his absence even if he has not received notification. This is necessary for maintenance, move-out inspection and re-letting.

The caretaker and the administration staff are allowed to enter the kitchen and all other jointly-used rooms at any time without prior notification.

### Airing

The building is equipped with a regulated ventilation system, which provides fresh air to all rooms even when the windows are closed. During the period when the central heating system is running, windows must be kept closed to avoid wasting energy in the building.

On windy days, windows must be kept closed to prevent breakage of window panes and possible water damage if there is rain in the wind. In the event of non-compliance, any resulting damage will be charged to the tenant or tenants responsible.

### Kitchen, laundry

The laundry room regulations and the operating manuals for the appliances must be followed precisely. These regulations are part of the house rules. Damage caused by negligence or improper use of the appliances is charged to the user concerned. If that person is unknown, all tenants have to bear the cost.

Students are not allowed to install personal kitchen equipment (such as fridges, freezers, etc.) either in the kitchen or in the student rooms.

### Lounge room

The lounge room may be used only by the tenants. The rules covering use of this room form part of the house rules.

### Outdoor space/terrace

It's not allowed to use any indoor furniture outside the building. Individual furniture and other items are always to be removed.

### Parking, bicycles

Motor cars and motorcycles may be parked in the parking spaces. This requires a rental agreement, showing the slot number assigned. Incorrectly parked vehicles will be towed away without further notice at the expense of the owner. It is forbidden to store other items and vehicle accessories in the parking area.

Bicycles should be kept in the bicycle lot.

valid from 20. July 2016

WOKO Studentische  
Wohngenossenschaft  
Eduard Steiner-Strasse 7  
8400 Winterthur

[www.woko.ch](http://www.woko.ch)

## Who is who?

### Administration

Renting, accounting, operations: T +41 52 203 42 24, winterthur@woko.ch

### Caretaker

Kuno Hürzeler

Present at the house once a week. He is responsible for basic repairs, maintenance of heating, water, electricity, cleaning of stairway, laundry and surroundings.

Written notification of defects and damage should always be placed in the caretaker's letter box in the house.

In case of an emergency, call 0041 (0)79 936 09 54

### House representatives (HR)

Current house representatives and contact details can be found on the house bulletin board.

House representatives are student fellow tenants who assist with checking in and out, handle administration of keys, hand out bedding and room furniture, give information, organise common activities and act as liaison with the administration.

## Moving in, subletting, moving out

### Moving in, legal registration

Never move in without a letting agreement signed by the Student Housing Cooperative (WOKO) in Winterthur. You will receive the key from the house representative or find it in the room. If your room should show damage, is not cleaned or has furniture missing, make a note on your predecessor's check-out form found in your room and report it to WOKO.

For legal registration, you must go to the Einwohnerkontrolle Winterthur, Pionierstrasse 7, within one week taking your passport, letting contract and residence permit (Aufenthaltsbewilligung) if you already have one. Failure to do so could result in fines.

### Furniture, bedding

Rooms are furnished with desk, chair, book case, built-in cupboard, desk lamp, bed, mattress, pillow, duvet and molton.

### Changing rooms

Changing rooms is not possible.

### Subletting rooms

For 2 month at most. During the semester, subletting is allowed only to students at Winterthur and Zurich University/ETH/UAS and only with the agreement of the ZHAW Winterthur. Fill out the appropriate form.

The main tenant remains responsible for the room until the end of the regular letting period. It is also the duty of the main tenant to organise the handing over of the key, to guarantee the payment of the rent and ensure the final cleaning of the accommodation.

### Guests, double occupancy

Guests must be reported to the house representatives and may stay not more than one week. A fee of CHF 10 per night will be charged in advance by the house representative.

If the person stays longer, it is a double occupancy. In which case, the main tenant must report it to the administration and pay additional rent of CHF 100 per month. The additional occupant must also register at the Kreisbüro (see Moving in).

### Second key, loss of key

You can get a second key from the house representative against a deposit of CHF 100. When you check out, it will be refunded by the HR.

If you lose your key, a replacement can be bought from the HR for CHF 100 (during working hours). Having your door opened by a locksmith is at your own expense (at least CHF 200).

### Giving notice

Rooms/studios are let for a fixed period.

### Moving out

Before you leave, your room must be inspected by the house representative, in accordance with the instructions you received from the HRs and in the confirmation of the termination of your letting agreement. To facilitate this, it is required to make an appointment with the HR well in advance. Failure to do so could result in a fine of CHF 50.-. Lost keys costs CHF 100 each.

In case of damage, either repair or replacement costs will be charged. For example, CHF 1500 for the replacement of wall-to-wall carpeting, CHF 200 for water spots on the floor, approx. CHF 1000 for painting to cover nicotine odour.

### Refunding deposit

Your deposit will be refunded within 8 to 10 weeks after the end of the letting period when the check-out form has been completed in full, signed and forwarded to the administration with all details of your bank or post-office account. Account details must be given to the house representative when your accommodation is inspected on check-out.

In order for the deposit to be refunded, it is necessary to supply details of the account holder and the following information:

> Swiss bank account: bank clearing number, bank account number and address of the bank

> Swiss post-office account: post-office account number

> Foreign bank account: BIC (SWIFT address), IBAN and address of the bank, with an additional bank charge of CHF 5.

If the details are incomplete or incorrect, repayment takes longer or cannot be effected. The additional administrative work involved will result in a supplementary charge of max. CHF 50.

## Cleaning, laundry, refuse disposal

### Cleaning

Students have to clean their own rooms. A communal vacuum cleaner, mop and cleaning agents are provided for cleaning the floor.

### Kitchen, dining room and lounge

The cleaning of the kitchen and dining room governed by Kitchen plan. All the rooms mentioned are to be cleaned according to a cleaning plan which is drawn up by the House representative responsible, who also controls regularly the cleanness.

Any tenant unable to clean when it is his turn according to the cleaning plan must find a replacement (swap). If a tenant repeatedly fails to clean, the administration is entitled to terminate his letting agreement.

### Laundry

Washing machines and tumble-dryers or a drying room are at the students' disposal. Please follow the laundry room instructions and the on-site operating manuals. Dried laundry has to be removed without delay.

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Eduard Steiner-Strasse 7  
8400 Winterthur

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# GÄRTNERSTRASSE 4

## HOUSE INFO

### **Refuse**

Put (non-organic) waste in your waste bin. Empty the bin regularly in the containers next to the bicycle lot. Collect paper and cardboard in the box in your room and take it to the paper- and cardboard container in the basement.

Take bottles, metal scrap and PET to the disposal centre in the kitchen.

Electronics equipment and household appliances are taken back for disposal at the point of sale without charge. Students' own furniture and equipment must be disposed of at the students' own expense. They can be taken to the incineration plants of Winterthur: [www.stadtwerk.winterthur.ch](http://www.stadtwerk.winterthur.ch).

### **Damage, maintenance, paintwork**

#### **Responsibility for maintenance, damage and defects**

In their own rooms, tenants are responsible for cleaning, replacing light bulbs, repairing broken window panes and other minor damage.

Please inform the caretaker in writing about any other defects, deficiencies or damage, using the form next to the caretaker's letterbox. Report all necessary details on the form. Oral messages will not be dealt with except in case of emergency.

On the top floor replacing crockery, kitchen utensils, shower curtains and toilet/bathroom appliances is the responsibility of the tenant group.

#### **Damage to communal areas**

If damage is caused to areas of the building or to furnishings or equipment that are used communally, such as the recreation room, laundry room, staircase or lift, and the person responsible for causing this damage is unknown, the cost of repairs will be met by all tenants affected. However, should a tenant be able to prove unequivocally that it is impossible for her/him to have caused the damage; this tenant will not be charged with a share of the repair costs.

#### **Paintwork**

If the walls need to be painted, please contact the caretaker using the damage report form.

### **Infrastructure**

#### **Internet access**

The building is equipped with a LAN internet connection. All the individual rooms have internet access via cable and WiFi, the common rooms room have wireless internet access. For information about the WiFi and the Acceptable Use Policy (AUP) see the notice board at the entrance.

#### **Lounge room**

All residents can use their own lounge room. Tenants have to agree on the utilisation of the recreation areas.

#### **Parking, bicycles**

There are 2 parking spaces available for visitors. Only short-term parking (a few hours) is allowed. Visitors may park on the street in accordance with public blue zone parking regulations. Any cars or motorcycles on the premises may be towed away at the expense of the owner.

Bicycles can be stored in the bicycle lots. Broken bicycles have to be disposed of.

valid from 03. November 2017

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