

# House rules/CHUV'S Housing

Please note that only the French version of the house rules is authentic. The translation in English is only for information and cannot be used for claim

## A. TENANT'S CHECK-IN

### 1. Check in inventory

At the entry of the tenant, a general inventory, comprising an inventory of the condition of the accessories will be done in two copies and directly signed by both parties. One copy will be given directly to the tenant and the other one goes to the CHUV's housing service. The Check-in inventory is done in the empty apartment. The check-in inventory is an integral part of the contract.

If the tenant cannot be present for the check-in inventory, the concierge will do it alone and will communicate it to the tenant. The tenant must, when the document is received and as soon as possible, tell the Housing desk any unrecognized defects; if there is no claim, the check-in inventory is accepted.

### 2. Guarantee

The financial guarantee is mandatory for the tenant : CHF 1000.00 must be deposited at a bank of your choice.

### 3. Rent payment

Salary deduction if employed by CHUV or payment by bill.

### 4. Insurance

The tenant is obliged, according to the law of the building's and furniture insurance against fire and natural disasters, to register at the « **Cantonal Insurance Establishment** » (ECA) for all personal furniture, like computers, television, clothes etc. The tenant and the establishment can agree to ensure the furniture at the current value, (whether the amount who need to be spent at the police depot) to acquire similar furniture with the same material and of the same quality.

**Please note that the tenant can receive a fine from CHF 50.00 to CHF 5'000.00 if the ECA is not contacted, THIS INSURANCE IS MANDATORY.**

ECA number : 021 / 721 21 51. We decline any responsibility for any of your personal furniture in case of disaster.

### 5. Tenant's obligation

The tenant must use the rented material carefully. The tenant must :

- a) Change the broken or damaged windows ;
- b) Maintain the floor. Damages caused by high (spike) heels are considered as damages under the responsibility of the tenant ;
- c) Replace the broken plugs ;
- d) Replace worn straps ;
- e) Grease the locks ;

- f) Maintain the sanitation, household appliances ;
- g) Unclog the pipes, clean and unclog the pipes of the balcony ;
- h) Open windows every day to bring in fresh air ;
- i) Replace spouts and fuses ;
- j) Replace worn seals ;
- k) Replace the kitchen hood's filter ;
- l) Keep me in corridors and elevators clear ;
- m) Be respectful about the building, do not glue any paper in corridors or on the mail boxes ;
- n) Not put flowers or plants on the balcony which could disturb other tenants or be dangerous ;
- o) Not store any dangerous things, or do any dangerous work ;
- p) Clean the unwanted soil, repair the damage done outdoors of the rented place ;
- q) Not shake any carpet, broom or brush on the stairs and floors, or from the windows or balcony ;
- r) Not throw anything from windows or balcony, especially food for animals (pigeons, seagulls etc.).

### 6. Tenant absence

In case of absence, the tenant will take all precautions to avoid any faults or carelessness in the flat, or anywhere in the building (like freezer, water leak, gas leak, fire, explosion, blockage of channel, falling object from the windows or balcony etc.).

In case of need and/or with the agreement of the management of the CHUV, the concierge can do an inspection, in the presence of a security agent.

### 7. Mail boxes opening

In case of need and/or with the agreement of management of the CHUV, the concierge can open the mailboxes, in the presence of a security agent.

### 8. Stealing

The management of the CHUV declines any responsibility in case of theft inside the rented flat place. **Do not leave the apartment keys in the mailboxes.**

### 9. Defects of the rented material

The tenant must report as soon as possible any defect which is not his responsibility to repair to the housing service.

The tenant is responsible for the damage if it is not reported.

The tenant must keep the apartment at the same standard that he or she receives it.

## **10. Sub-rent**

Sub-renting is strictly forbidden. Every exception must be submitted written to the housing service at the CHUV.

## **11. Life in building**

### **11a. Barbecue**

Barbecues are authorized on the balcony and in the garden but they must not disturb other residents and must not damage the building.

### **11b. Animals**

Animals are forbidden in the studios.

### **11c. Noise**

Avoid any noise which can annoy other tenants between **10:00PM** and **07:00AM**, one every wants to have a maximum peace and calm during the night (for ex. Avoid to take a bath during this time).

## **12. CHUV's instruction**

- a) You must not take home your work uniform or crockery from the CHUV.
- b) Do not hang any laundry at windows, or in the studio.
- c) Please do not leave lights or other appliances on when not in use. This will save electricity and prevent fires.
- d) The studios need to be cleaned by the tenant regularly.
- e) Preserve the good condition of the apartment and the installations for the tenants (do not damage with pins, nails, Adhesive paper etc.). The maintenance will be charged to the tenant ;

## **13. End of the rent**

### **13a. Termination**

The tenant must announce in writing form his departure **one month before** to the housing desk service, for the 15th or the last day of the month.

### **13b. Return of the rented material**

In addition to basic cleaning, the tenant must change or clean, the ventilation filter and clean the window blinds and the radiators.

The tenant must, before leaving, repair the damages that he has made.

The tenant must return the studio and all furniture in good condition and well cleaned, without any personal items.

### **13c. Leaving the CHUV**

- a) The tenant will leave the studio at the effective date of the termination of the lease
- b) The bedding (blanket, pillow) must stay in the studio.

## **14. Return the keys**

The tenant must return the keys to the housing service, as well as any duplicates that he has made for himself.

Simply returning the keys does not free the parties concerned of their obligations.

## **15. Claims**

Every claim need to be sent in written form to the housing service desk or at the CHUV's direction.

## **16. Return of the guarantee**

The return of the guarantee will come after the check-out inventory if everything is in order.