



House rules and information

- (1) In case of your absence, please keep all valuables stored in the safe. We are not liable for the theft of valuables.

Please select a 4-6 digit secret code. To close the safe, enter your code followed by #. To open the safe, also enter your secret code followed by #.

Please always leave the safe door open at the end of your stay!

- (2) The **washing machines and dryers** are located in the basement of each building. The fee amounts to € 1,00 per washing/drying cycle and corresponds to a time of 2 hours. For longer washing or drying programs, please insert a second 1-euro coin.

A brief version of the manual for the washing machines and dryers is attached to the inside of the laundry room door.

- (3) A list of dishes and equipment for each apartment is attached to the inside of the closet. When guests move in and out, the list is checked.
- (4) All our guests receive free internet access via **WiFi** during the entire stay. To access the internet, please contact our office. We will provide you with the access code for the initial registration.

To protect against misuse, our WiFi is secured and has a special firewall that blocks illegal applications such as file sharing.

- (5) Please decalcify the kettle regularly.
- (6) The dates for the 14-day **cleaning** of the apartments will be announced about 3 days in advance. Please leave the apartment in a tidy condition on this day.

The 14-day cleaning includes the following:

Change of bed linen and towels, cleaning windows if necessary, mopping the floor, cleaning the shower, dusting. The closets, the kitchen cupboards, the bathroom mirror cupboard and the kitchenware including the kitchen worktop are not cleaned (the entire kitchen is to be cleaned by the guest during the stay, i.e. the dishes are to be washed after each cooking, the hob is to be wiped with a cloth after use, grease and other splashes are to be wiped off the back wall and the sink is to be dried after the dishwashing cycle in order to avoid water stagnation) and to dry the sink after the wash cycle to avoid waterlogging around the sink and the draining board). The garbage can is to be emptied by the guest himself.

If the cleaning staff finds that the apartment is considerably dirtier than average, the owner is entitled to increase the cleaning intervals at the guest's expense. For the 14-day apartment cleaning, the service staff will first knock and then - if there is no answer - enter the apartment. However, you can avoid the possible disturbance if you arrange another cleaning appointment with the service management in advance (possibly via notice board).

- (7) If you need **fresh towels or bed linen in-between cleaning cycles**, please contact our Service Team via email or phone under 089-28944023.



(8) **Smoking in the apartments and in the buildings is strictly prohibited.**

Boardinghaus Eching is a non-smoking house. Smoking is allowed in the covered entrance area and on the terraces and balconies. For your own safety, smoke detectors are installed above the beds, which emit an alarm sound in case of smoke generation. The smoke detector LED flashes briefly at regular intervals to indicate readiness. In case of violation, the guest is liable for damages (e.g. costs for fire brigade intervention or painting of the walls in the apartment).

(9) You make things easier for the post office and for us if **letters and packages to you** include your apartment number in addition to the address.

Your **postal address** therefore is:

Boardinghaus Eching

<Your Name>

Obere Hauptstr. 10<Your house number> // <Your Apartment-Nr.>

85386 Eching

Your mail or packages will usually be dropped off at our office. We will inform you about any delivery. If you wish, we can also deliver your mail/parcels to your apartment.

(10) **Bicycles of any kind must not be taken into the apartments** or be parked inside staircases or corridors. Bike parking on balconies is also not allowed. Please use our electronically secured bicycle room in the basement (Obere Hauptstr. 10 h) or the bicycle racks with locking facilities available at several places in the underground garage. Use your key card or transponder for access to the bicycle room.

(11) The corridors and stairwells as **escape routes** are to be kept clear of all personal objects; no objects of any kind may be placed here.

(12) **Ventilation:** To avoid the formation of mold, every guest is asked to ensure a healthy indoor climate by sufficient and regular ventilation. The necessary ventilation frequency and duration varies depending on the season, weather and use of the apartment.

Apartments No. 1 to 83 are equipped with an automatic ventilation system (white box on the wall, located in living room or bathroom). Here too, additional ventilation may be necessary e.g. after showering or cooking, in order to quickly reduce humidity or remove odours.

Guideline: Fully open all windows 3 times a day for about 3 minutes to exchange the warm and humid air for cold and dry air. The air then warms up again very quickly.

(13) Please ensure that the blinds are raised before any severe weather and that the windows are closed. This also applies accordingly to longer periods of absence.

(14) Keeping of **pets** is prohibited.

(15) If a **visitor**, partner or spouse would like to stay in your apartment for a short time, we will be happy to provide you with an extra bed (width 80cm) incl. bedding (duvet/pillow/duvet cover) and a set of towels for a one-off fee of €30.00. Furthermore, visitors are charged a flat-rate fee of €10.00 per night to cover for the cost of energy and water. This is also charged if guest and visitor sleep in the same bed and no separate extra bed is required. We consider a visit to be a stay of max. 6 nights at a time and a total of max. 6 nights per month. In the case of longer double occupancy, we may charge the double occupancy rate. Please let us know in advance if you would like to receive visitors and for how long.



- (16) **Modifications to the room or furniture is not allowed** (do not drill holes, do not drive in nails into the walls, etc.). The guest is responsible for leaving the apartment in the same condition it was handed over to him/her including inventory and furniture. This will be recorded in a takeover and return protocol.
- (17) The **common rooms** on the first floor / left of the office building Obere Hauptstr. 10b are available to all guests of the boarding house. Access to these rooms is possible through the green front door on the ground floor or via the underground car park. Your apartment key opens that door! You'll find a lounge with TV, a small fitness room (gym) with exercise equipment, a foosball room as well as two restrooms and a kitchenette.
- (18) Two ironing boards with irons, a broom and a vacuum cleaner are located in the washing and drying rooms for our guests and can be borrowed for a short while. Please return all borrowed items immediately after use!
- (19) **Parking:** Our underground car park and outdoor parking lots are equally available to all our guests. Please pay attention to the signs at the parking lots. Some parking lots on the premises are rented to other parties. Please use parking lots marked with "Reserviert Boardinghaus" - signs and our logo. The red-paved area of the underground parking garage is fully available to all guests.

Washing of vehicles is prohibited on the entire premises and also in the underground car park.
- (20) For the sake of the environment, we ask you to use water and electricity responsibly! Please **turn off all lamps and the TV when leaving** the apartment and refrain from using electric auxiliary heaters if possible.
- (21) The **storage of garbage bags, cardboard boxes, food or similar on the balconies or terraces** is prohibited. Please help us to ensure an attractive external appearance of the buildings and the neighborhood. Please use the bedding box or the upper wardrobe compartments to store large or bulky items like suitcases, boxes or bags. Please contact us if you need additional storage space.
- (22) Enjoy your stay with us and **let us know if there is anything we can do for you!**