

Postfunktionærernes Andels-Boligforening

Stationsparken 24, 2. th. – 2600 Glostrup – Phone: 43 42 02 22

Opening hours: kl. 10-14 – Fax 43 42 02 21 – E-mail pab@pab.dk – CVR no. 31 49 64 11



HOUSE RULES FOR PAB DEPT. 1

1. **ALTERATION OF THE APARTMENT** The apartment and its installations must be maintained in their original form. Deviations from this may only take place with written permission from the property manager/department board. The work must be carried out correctly and in accordance with current legislation, otherwise restoration will be required upon moving out.
2. **RELOCATION** Tenants who wish to be considered for another vacant apartment in the department must contact the administration.
3. **SUBLETTING AND LENDING** Subletting and lending of the apartment or parts thereof is not allowed without written permission, according to the association's statutes. Rules can be provided upon request to the administration.
4. **MOVING OUT** Moving out of the apartment must be done in writing to the administration. The notice period is 3 months to the 1st or 15th of the month.
5. **EXCHANGE** The same rules apply to apartment exchanges as to moving out.
6. **BASEMENT ROOMS ETC.** The rooms must be locked even if they are not used. Windows must be closed during cold periods. Damage to stored items in basement rooms etc. is not covered by the department's insurance, but solely by the tenant's home insurance. It is generally advised to place items 15 cm above the floor to avoid moisture.
7. **STAIRS – BASEMENT CORRIDORS ETC.** Placing objects in stairwells, passageways, and other common areas is not allowed. If dirt occurs, the tenant must immediately carry out the necessary cleaning.
8. **ANTENNAS/PARABOLAS** Installing antennas and/or parabolas etc. outside the apartment is not allowed without written permission from the department board.
9. **WASTE** For hygienic reasons, all kitchen waste/residual waste must be wrapped in suitable bags. The bags must be closed before being thrown into the waste container. Newspapers, magazines, cardboard, plastic, metal must go into the respective waste containers. Bottles/jars must be delivered to glass containers.
10. **BULKY WASTE** Larger items such as furniture, mattresses, etc. must be placed in the container area. White goods, televisions, and electrical appliances must be delivered to the container area in Vægtergangen. Chemicals/paint residues must not be placed in the container area. For this, refer to the container area in Kirstinehøj.

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11. **PETS** It is allowed to keep 1 cat (indoor cat). The cat must be registered with the property manager and a form must be filled out. Approval can be revoked if the rules are not followed. It is not allowed to keep/care for dogs. Guests visiting with a dog must have the dog on a leash to and from the apartment. The dog must not be brought/walked in Postparken's common areas but must stay in the visiting apartment. It is up to the tenant to inform their guests.
12. **BALCONIES** Drying clothes on balconies is only allowed in such a way that the clothes are not visible from the outside. Airing wardrobes and bedding is allowed on weekdays until 10:00. One awning may be installed over the balcony. Drilling in the balcony/balcony floor is not allowed. Lighting may be installed on the balcony according to point 7. The costs associated with the installation are borne by the tenant. Upon moving out, the permitted items must be removed if the new tenant does not wish to take over. The costs are borne by the moving-out tenant.
13. **SIGNAGE** Signage of any kind may only take place with written permission. However, it is allowed to mark holidays such as Christmas, New Year, Easter, and Pentecost. Outside of these holidays, nothing other than the nameplate provided by the department may be mounted on the front door.
14. **MUSIC** Loud music is not allowed with open windows according to police regulations. All use of musical instruments, radios, televisions, etc., must be done with due consideration for other residents.
15. **NOISE** All noise must be minimized as much as possible. Noisy machines/tools are allowed on weekdays from 07:00-20:00 and weekends/holidays from 09:00-20:00.
16. **PRAMS/BICYCLES/MOPEDS ETC.** These must be placed outside so as not to inconvenience other residents. Bicycles and prams can also be placed in the designated bicycle cellars in each block. Mopeds must not be placed in basement rooms. Electric bicycles must not be placed for charging in the basement.
17. **PARKING** Parking of cars and motorcycles can be done in the rented marked spaces along the main road for residents who rent these spaces. Others are referred to the parking area along Hedegårdsvej and Nordmarksvej. Residents who wish to sign up for a parking space on the main road can contact the administration. Cars over 3,500 kg, caravans, trailers, and unregistered vehicles may not be parked in the department's area. The department has an agreement with City Parking regarding the control of parking spaces on the main road and path systems. Their signage must be followed. It is only allowed to park in the parking space rented by the resident. Parking permits can be issued by contacting the property manager upon presentation of the lease and registration certificate. Driving behind the apartment blocks is not allowed.

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18. **SPEED** The speed limit on the main road is 20 km/h.
19. **BARBECUING** It is allowed to use a small gas grill on the balcony, provided the rules from the Emergency Management Agency/department board are followed. Charcoal grills/disposable grills may be used in the common green areas, provided they are cleaned up. Disposable grills are not allowed on tables and grass. Any damage will be charged to the responsible party.
20. **PLAY AND STAY** Play and noisy behavior in the areas must end at dusk. The football field closes at 21:00. All play in basements, common laundry rooms, and drying yards is not allowed. Tents and similar items set up on the lawns must be taken down the same day by 22:00. In case of vandalism to the department's wood and masonry, the responsible party will be held liable for damages.
21. **STAIRCASE WINDOWS** The windows in the staircases may be opened but must be closed again in the evening.
22. **FEEDING ANIMALS** It is not allowed to feed animals outdoors due to pests such as rats.
23. **LAUNDRY** The department has a large common laundry room at Postparken 18. To use this laundry room, it is necessary to have a laundry card (issued upon moving in). The laundry card is used as a key to the laundry room. Every month, the laundry room is "emptied" of data, and the washing trips made are charged on the following month's housing fee. If the card is lost, it must be reported to the property manager immediately so the card can be blocked. A new card can be ordered for the cost price, approximately 100 DKK. There are also small satellite laundry rooms in the basements of numbers 8A-13-45-48.
24. **BATHROOM AND TOILET** Diapers, cotton, cat litter, and similar items must NOT be thrown in the toilet bowl.
25. **INDOOR CLIMATE** Ventilate properly to avoid moisture damage. Bathing, cooking, washing, etc., produce large amounts of humid air, and the apartment does not ventilate itself. Fewer moisture problems occur if all rooms are kept equally heated and aired out 2-3 times daily for 10-15 minutes. Remember to close the thermostat valve when airing out to avoid unnecessary heat loss. Do not place cabinets or larger furniture directly against an outer wall; air must be able to circulate to prevent moisture damage to the walls. Do not completely turn off the heat in unused rooms.
26. **LONG-TERM ABSENCE** If you are going to be away from your apartment for an extended period, it may be practical to notify the property manager. However, the property manager is not obliged to keep an eye on the apartment.
27. **HANDCART** Handcarts can be borrowed free of charge by residents, and the key can be collected from the caretaker.

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28. PARKING SPACES/BASEMENT ROOMS Internal exchanges between residents are NOT allowed as there is a lease agreement. If an exchange is desired, this can be done by contacting the administration. Residents who want a parking space or basement room should contact the administration, which will then put the resident on a waiting list. Renting a parking space requires a valid registration certificate.

29. DOORS AND WINDOWS Problems with doors or windows should be reported to the property manager. Residents must not lubricate or adjust windows/balcony doors themselves. Drilling in windows and balcony doors is not allowed.

The house rules were amended after the department meeting on September 19, 2023.